



Date:

BOOKING FORM VENUE(S) / HOSTEL

B. No.

1. **Name of Applicant**
 (Please attach your Business Card)

2. **Ref. by**..... (In case of member please mention membership no.).....
 (Please attach copy of membership card)

Complete Address

.....

Contact Nos. (Office) Mobile Email

RTGS (Detail)

Requirement - (I) Venue(s) Date **Timings / From** **To**.....

3. **Auditorium / Conference Hall -I / Conference Hall - II / Board Room / Banquet Hall /**

Golden Court Yard / Main Lawn / Amphitheatre

4. **Brief Summary of Function**

Additional Facilities available on charges:

- (a) Mikes collar, stand, cordless @Rs.500/- per mike
- (b) Projector with Screen @Rs.2, 500/- (max. 5 hrs.)
- (c) Stage Lights 1 KV per light @Rs.500/-
- (d) Audio Recording without Cassettes@Rs.1,000/-
- (e) With Cassettes add. Rs.100/- per Cassette
- (f) DVD / CD player Rs.1, 000/-
- (g) Laptop Rs 1,500/- per day

5. **Total Invitees** (Copy of Invitation Card required, if any)

(II) Hostel accommodation – Suite Room.....Single Room.....Double Room.....

6. **Date / From** **to** **No. of Days**

Note: Check – In and Check – Out time is **12 Noon**.

(III) Banqueting - Catering requirement **Guaranteed Persons**

7. **Tea, Coffee with Cookies / Lunch / Dinner / Veg. Hi – Tea / Non – Veg. Hi – Tea**

8. **Payment Details:- Amount Rs.....Cash / Credit Card /Pay order/Demand Draft**

9. **No.** **dated**

10. **Total Bill Prepared: - Amount Rs:-**.....

Refund:-..... **Dated:-**.....

Terms & Conditions

1. **Confirmation of Booking will be done on full payment in Advance by Pay Order / Cash / Credit Card / Core Banking in favor of “India Islamic Cultural Centre” payable at New Delhi.**
2. Settlement of account will be done during working hours the next working day.
3. 15% of approved rates, if cancelled before 15 days from the date of the programmed.
4. 20% of the approved rates, if cancelled before 7 days from the date of the programmed.
5. 50% of the approved rates, if cancelled with in 3 days or less from the date of the programmed.
6. The number of invitees should not cross the prescribed capacity of Auditorium, Conference Rooms & Board Room.
7. Alcoholic Beverages, Pan, Pan Masala, Gutkha, Cigarette etc. strictly prohibited at all Venues.
8. Parking inside Premises is strictly prohibited.
9. Fire arms are not allowed in the entire premises.
10. No outside Catering allowed in the Centre.
11. Tent & Decoration facilities to be provided by the Centre on additional payment.
12. Children below 12 years not allowed in Auditorium.
13. Political Functions will not be held/Banners will not be displayed.
14. Refund of Security Deposit / Balance of Credit will be cleared within a week of Function.
15. **No outside equipment is allowed in centre i.e. Laptop. Projector, Backdrop, Mikes.**
16. **If at all we accept cheque under any circumstances and not paid through normal clearing we will charge 5% of the total amount of the cheque, as processing charges.**

I / We hereby agree to abide all Terms & Conditions.

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Manager Hospitality

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Signature of the applicant

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Approved by