

## UTILITY BOOKING FORM

### Details of the Applicant & Event

Name :  
 Designation :  
 Name of the Company/Institution/Club/Dept. :  
 Office address :  
 Phone :  
 Purpose of booking :  
 Event :

### Available Venues along with seats

|                   |                              |                          |                            |                          |
|-------------------|------------------------------|--------------------------|----------------------------|--------------------------|
| Date of the Event | Marian Hall (200)            | <input type="checkbox"/> | Main Auditorium (800)      | <input type="checkbox"/> |
|                   | Fr. Melesius Hall [AC] (150) | <input type="checkbox"/> | Fr. Hadrian Hall [AC] (30) | <input type="checkbox"/> |
| Time From & To    | Bosch Conference Room (25)   | <input type="checkbox"/> | International office (15)  | <input type="checkbox"/> |
|                   | Palackal Sophia Hall(30)     | <input type="checkbox"/> | Student Center (100)       | <input type="checkbox"/> |
|                   | Platinum Piazza (800)        | <input type="checkbox"/> | Rendezvous (20)            | <input type="checkbox"/> |
|                   | Fr. Archangel Hall (200)     | <input type="checkbox"/> | Room no. 104 (60)          | <input type="checkbox"/> |
|                   | Basket ball court            | <input type="checkbox"/> | Lakeview Ground            | <input type="checkbox"/> |
|                   | Back stage ( Library side)   | <input type="checkbox"/> | Open stage (Graffite wall) | <input type="checkbox"/> |
|                   |                              |                          | Other : .....              |                          |

Mode of contribution : Cash / Cheque / DD / Gpay  
 Advance paid :  
 Security paid :  
 Transaction ID & date :  
 Total amount Paid : Rs. (in words )

Note :

## General rules & instructions

- The college and Lake View ground are private properties and its facilities can be used only with the prior permission of the principal.
- The facilities of the college are primarily allocated for S H college on working days.
- Using college facilities on Saturdays, Sundays and other holidays requires special sanction from the principal.
- Restricted entry of the general public for jogging and walking, only with the permission of the principal. Time (Morning:6 to 7:30; Evening: 5 to 6:30)
- During the morning and evening hours of access the college ground and lake view are not to be used as a park for meeting.
- Entry to the lake view ground will be through the college gate only.
- Nothing can be stuck on the walls or surfaces using gum, sticking materials or nails.
- The permission letter/receipt shall be produced at the gate before the entry.
- Vehicles are strictly prohibited from entering the ground and track.
- Please DO NOT LITTER in and around the campus and keep the backwaters and campus clean and tidy.
- No damage should be caused to any property, furniture, walls or vegetation.
- No waste shall be generated & disposed of on the campus.
- Alcohol consumption, use of any narcotic substances and smoking are strictly prohibited.
- Plastic/plastic disposables, carry bags, flex banners are banned in the campus.
- The college security reserves the right to restrict entry for or to expel any person from the premises whose behavior and conduct are objectionable.
- The college will not be responsible for any loss/damage of valuables or belongings and no claim of any kind will be entertained against them, including accidents.
- Any damage to college property will have to be fully compensated as prescribed by the college administration.
- The time agreed upon shall be strictly adhered to or else extra Rs.1000 shall be charged for an additional hour and part there of.
- The security amount shall be refunded only after the administration has satisfied itself of the fulfillment of the above conditions.

I \_\_\_\_\_ on behalf of \_\_\_\_\_  
agreed to the terms & conditions mentioned above.

Date :

HOD/Cordinator  
Name & Signature

Applicant  
Name & Signature

### OFFICE USE ONLY

Alloted Dates : From \_\_\_\_\_ To \_\_\_\_\_

Time : From \_\_\_\_\_ To \_\_\_\_\_

Payment made : Rs .....

Date :

Place : Thevara

Principal / Bursar