

## 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"/>
	Bosch Conference Room (25)	<input type="checkbox"/>	International office (15)	<input type="checkbox"/>
Time From & To	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 (Graffiti 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.
- 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.
- **Nothing can be stuck on the walls or surfaces using gum, sticking materials or nails.**
- **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 thereof.
- 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
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## OFFICE USE ONLY

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

Payment made : Rs .....

Date :  
Place : Thevara

Principal / Bursar