



REQUISITION FOR BOOKING OF MEDIA HOUSE AUDITORIUM

- Name of the Department: _____
- Name and Contact no. of concerned Officer/official: _____
- Date(s) on which Auditorium is required: From _____ to _____
- No. of Days: _____
- **Purpose:** _____
- Payment, on account of Auditorium Charges made under cheque No. _____ dated _____ for Rs. _____
- Auditorium charges is @ Rs. 2500/- (per day).

**Seal & Signature
Head of the Department**

Note:

- ✚ **Eatables are not allowed inside the Auditorium.**
- ✚ **Musical Instruments are not allowed inside the Auditorium.**
- ✚ **Auditorium can be availed for workshops/meetings/debates/ conferences/ seminars only.**
- ✚ **Auditorium cannot be availed for any kind of farewell/fresher's party(ies).**
- ✚ **Only advance requisition by 04 days along with advance payment will be entertained.**

For Office Use

Media House Auditorium is allotted to the Department of _____
 _____ against the payment of Rs. _____
 From _____.

Officer In-charge
Bookings

Director