

Annexure - A

USTM Central Auditorium Booking Application

**To,
Deputy Registrar / Estate Officer / Manager**

I.....on behalf of my organization/Committee
.....is interested to book your Central Auditorium as
per the laid down terms and conditions. The details of our event/programme are given below:-

1. Nature of the program: Educational/ Cultural/Promotional/Political/Others (Please specify)
.....
2. Date (s): From.....To..... Total days:
3. Time: Start:End.....
4. Total No of expected participants.....
5. Date of Rehearsal: *(if required)*
6. Name of Dignitaries/ Speakers/Experts invited:
(List to be attached along with address/affiliation etc)

Kindly do the needful and give the necessary permission to organize the program, so that formalities can be done as per the rules.

With Regards

(Signature of the Applicant)
Full Name of the Applicant :
Designation :
Name of Organization :
Address :
Contact No & Email :

Date:

For Office Use

The event / programme is **allowed/not allowed** to be organized onas per the terms and conditions.

Authorized Signatory