



# University of Science & Technology Meghalaya

## Booking Application (Annexure – A)

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. Auditorium required from: (Time).....
4. Program Time: Start: .....End.....
5. Total No of expected participants.....
6. Date of Rehearsal/pre event activities: *(if required)* .....
7. 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:

**PAYMENT DETAILS**

**(Central Auditorium)**

- |   |   |  |
|---|---|--|
| a) For a slot of Two hours (Event day)                    | : | Rs 1,50,000/-                              |
| b) For additional hour (Event day)                        | : | Rs 50,000 per hour inclusive fuel charge   |
| c) Cleaning Charge  | : | Rs 10,000/- per day up to 5 hrs            |
|   | : | Rs 20,000/- per day above 5 hrs            |
| d) For Rehearsal /Sound check/pre-event activities charge | : | Rs 30,000/- per hour inclusive fuel charge |
| f) Digital Screen   | : | Rs 50,000/- for 3 hours                    |
|   |   | Additional Rs 15,000/-per hour             |
| g) Open Area for refreshment                              | : | Rs 10,000/- per day                        |
| h) Security Deposit                                       | : | Rs 50, 000/- (Refundable).                 |

In case of any damage to the property, furniture, fixtures etc. amount will be deducted from the Security Deposit.

**For Office Use**

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

**Authorized Signatory**