

Requisition Form for Booking of Scholars House, HCC & HAH Auditorium, Food & Beverages



JAMIA HAMDARD
(Deemed to be University)
Hamard Nagar,
New Delhi-110062

Name of Officer / Indenter: _____
Designation: _____
Department: _____
Purpose: _____
Contact No: _____

Please ✓ tick and select option..

1. Scholars House (SH) Accommodation: Official ☐ Personal ☐

Guest Name: _____ Occupancy: (nos of Guest) _____
Guest Address & contact no: _____
No of Rooms Required: Purpose: _____
Double Deluxe Room (AC): Arrival Date & Time: _____
Standard Room (AC/Non-AC): Departure Date & Time: _____

2. Hamdard Conventional Centre (HCC)

Hall 1 Purpose: _____
(Capacity 220 pax)
Hall 2 Date & Time: _____
(Capacity 60 pax)

3. Hakim Abdul Hameed Auditorium (HAH Audi)

Auditorium Purpose: _____
(Capacity 174 pax) Date & Time: _____

Nature of event

Lecture ☐ Conference ☐ Workshop ☐ Seminar ☐ Cultural ☐ Others (Pl Specify)

4. Food & Beverages options Official ☐ Personal ☐

Refreshment	No	Date & Time	Spl Instructions	Lunch / Dinner	No	Date & Time
Tea & Biscuits	<input type="text"/>	_____		Veg Meal	<input type="text"/>	_____
Tea, Biscuits & Snacks	<input type="text"/>	_____		Veg & Non-Veg	<input type="text"/>	_____
Hi-Tea	<input type="text"/>	_____		Spl Veg & Non-Veg	<input type="text"/>	_____

Remarks : _____

Source of Payment (Pl Specify): _____

Date & Sign of Indenter

Note: The requisition should be submitted atleast four days in advance.

*Not applicable for VC / Registrar's office.

Official use only

Approved Regret

Remarks: _____

Registrar

Manager (Hospitality)

* Hall, Auditorium, Accommodation & Menu subject to availability.
* Program / Event may be discussed with concerns after approval.
* Terms & Conditions, PTO....

Rules, Guidelines and Applicable Charges

The Hamdard Convention Centre (HCC) & HAH Auditorium are a well-furnished- facilities with audience capacity of 220 & 174. The HCC and HAH Auditorium are well-equipped with audio-visual equipments and the required furniture etc. Suitable for organizing conferences, seminars, workshops and other academic programs or light cultural functions.

AIMS AND OBJECTIVES

1. **The Hamdard Convention Centre (Hall-I)** is mainly a facility to motivate different Departments of Jamia Hamdard to organize various academic functions such as Conference, Seminars, special lectures, workshops etc.
2. **The Hamdard Convention Centre (Hall -II)** may also serve the purpose to hold the briefing session by visiting members/ faculty for campus interview of the students like placement activities, training session, presentations etc.
3. **The HAH Auditorium** is suitable for Competitive academic programs of students like debates, quiz competitions, presentation of projects of students, can also be held in the auditorium.

BOOKINGS

1. The Hamdard Convention Centre & HAH- Auditorium are allowed to be used by all the Departments of Jamia Hamdard as well as by some reputed outside academics activities with prior approval from the Competent Authority.
2. The Hamdard Convention Centre & HAH- Auditorium can be booked by filling up a prescribed application form, available with Scholars' House & Registrar Office. The priority of reservation shall be considered in the following order:
(a) First Priority: Internal (b) Second Priority: External (Academics activities)
3. The booking can be approved only if the following conditions are met:
4. The programme scheduled to be conducted in the HCC and HAH Auditorium is approved by the **Competent Authority** of Jamia Hamdard. A written approval of these authorities will be required at the time of booking.
5. The duration of the booking will have to be strictly followed.
6. Booking can be disallowed due to non-availability of the facilities due to prior booking or if conduct of the proposed programme hampers, in any way, the academic activities of the Jamia Hamdard.

CHARGES FOR USE OF Hamdard Convention Centre, HAH Auditorium, Meeting Lounge & Guest House:

A) Hamdard Convention Centre, Hall I (220 Pax)	:	Rs. 25000/- (9.00 am to 05.30pm)
B) Hamdard Convention Centre, Hall II (60 Pax)	:	Rs. 10000/- (9.00 am to 05.30pm)
C) HAH Auditorium (174 Pax)	:	Rs. 20000/- (9.00 am to 05.30pm)
D) HAH Auditorium (Half Day)	:	Rs. 12000/-
E) Meeting Lounge, Scholars' House (20 Pax)	:	Rs. 3000/-
F) VIP Guest House Room	:	Rs. 2500/-
G) Deluxe Room Double Room (AC)	:	Rs. 2500/-
H) Standard Single Room (AC)	:	Rs. 1000/-
I) Single Room (Non-AC)	:	Rs. 800/-

TERMS & CONDITIONS

Following terms and conditions will have to be strictly observed by all the users of the Halls / Auditorium. The organizers in whose name the HCC/ Auditorium is booked, will be responsible to educate their audience to follow the terms and conditions:

1. Eatables or drinks, including chewing of betel leaf (paan) and gutkha are not be allowed inside the auditorium.
2. Tea/snacks/Lunch/Dinner will be served in the lobby area of auditorium only with the prior intimation.
3. If any loss or damage is reported, recovery will be made from the security / advance deposit as per estimate of the Building & Construction Department.
4. Entry of unauthorized persons inside the Hall / auditorium is restricted.
5. The Hall / auditorium will be handed over to the organizer at least one hours prior to the scheduled programme and will be taken back immediately after the programme.
6. Booking of Hall / auditorium can be cancelled by Jamia Hamdard, any time, if it is, in any way, obstructs the normal activities of the University.
7. Arms or any other inflammable materials will not be allowed inside the building.
8. Single use plastic, Smoking or use of liquor are strictly prohibited in the campus.
9. The Jamia Hamdard reserves the right to deny booking to any external party without assigning any reason
10. Terms and conditions will have to be strictly observed by all the users of facilities. The organizer(s) in whose name(s) the Auditorium is booked will be responsible to educate their audience to follow the discipline and abide by the terms and conditions:

Signature, Indenter / Requester