

C N Vidyavihar Requisition form

1. Name of Institute / Organization _____
2. Address _____

3. Contact Person _____
4. Telephone / Mobile No. _____
5. Purpose of Booking _____
6. Facility Required on _____
- Time: From: _____ To: _____
7. No. of Days _____

Conditions of Booking

1. C. N. Vidyavihar reserves the right to accept or reject the requisition without assigning any reason.
2. C. N. Vidyavihar reserves the right to cancel any booking in case of its own events being scheduled during the day/s.
3. Booking will be accepted upto 15 days in advance.
4. Organizers must ensure that facilities are used properly and no damage is done to the property.
5. The agency hiring the facility will ensure that its group does not stroll on the campus as there are schools and institutions working during the day. They should not cause any disturbance to the students studying on the campus.
6. Cooking and serving of food items is strictly prohibited.
7. Smoking, chewing of tobacco / pan and spitting on the campus is prohibited. If spitting is spotted, a sum of Rs. 100/- will be charged to the agency.
8. Parking of vehicles is to be done in the designated area.
9. Unless otherwise confirmed, the agency will not make announcement of the venue.
10. All the banners, posters, litter, etc. should be removed immediately after the event is over.
11. There will be an attendant from Sheth C. N. Vidyavihar posted on duty to provide assistance if required. He reserves the right to bring to the notice of the organizers violation, if any, of the guidelines laid down.
12. If any rules are deem broken, C. N. Vidyavihar may cancel the booking and ask the agency to vacate the premises immediately.
13. Organizers have to pay extra charges for cleaning.
14. Visitors must enter and exit from the designated gates.
15. Parking must be done in the designated parking areas and not in the orchards.

Name: _____

Signature: _____ Date: _____