GOVT. MEDICAL COLLEGE & HOSPITAL, SECTOR-32, CHANDIGARH

PROFORMA FOR BOOKING OF AUDITORIUM/CONFERENCE HALL

1. Name of the Department _____

2. No. of expected Delegates _____

3. Dates for which required _____

4. Timings for the Event _____

5. Type of Hall Required i) Auditorium (Sarai Building)
   ii) Conference Hall, Block-B Level IV

6. Audio Visual System Required Yes/No

The Booking for the above said Hall/Halls will be done under following terms and conditions:

- Booking request to be sent at least 10 days in advance to the office of the undersigned
- Cleanliness of the Hall Pre & post event is responsibility of the deptt. using the Hall.
- No Tapes & Posters to be sticked to the walls of the Hall
- Hanging of banners may be done without adhesive tapes.
- All decorations to be removed by the concenred deptt at the end of the event.
- Booking will be done as per guidelines of circular No. GMCH-Estate/2/2014/17049-70 dt. 02-05-2014

Signatures of HOD

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For Office Use

The Booking of the Auditorium/Conference Hall is confirmed, subject to deposit of:

i) Rent Rs. _____
ii) Security Rs. _____

Dr. R.K. Bansal
Dy. Medical Superintendent

Copy to :

1. HOD/Security for directing security to open the Hall.
2. Dr. Kanchan Kapoor for information.
3. Projectionist for audio-visual arrangements.
4. AC engineer for switching on AC of the Auditorium.
5. Office copy.