



Knowledge Consortium of Gujarat

'Pragna Puram', Nr LD Engineering College, Opp. PRL, Navrangpura, Ahmedabad-380015

Facility Requisition Form(New w.e.f Dec-2023)

(For Government Organizations)

Name of Organization: _____ Application

Date: _____

Full Address: _____

Name & Designation of Nodal Person: _____

Contact Number: (M) _____ (O) _____

Date of Event: __ / __ / ____ Time: From _____ To _____

Name of Event: _____ Actual Number of Participants: _____

Cheque/DD Details: Bank Name _____ Cheque/DD No: _____

Date: ____ Amt: _____

Mention, if any Govt VVIP/VIP Guest is Coming for the Event (With Timing) :

- Facility: Please tick in appropriate box.

Facility	One Day Charges (Excluding GST)			
	Rental Charges	Deposit	Electricity Charge	Tick ✓
Auditorium (Capacity-280)	10,000/-	15,000/-	12,000/-	
Class Room (Capacity - 50)	2,000/-	2,500/-	3,000/-	
Conference Room (Capacity - 70)	5,000/-	7,000/-	3,000/-	
Conference Room (Capacity - 20)	3,000/-	3,500/-	2,500/-	
Faculty Guest House	3,000/-			
Panchvati Guest House	2,000/-			
Confluence Space	2,000/-	2,500/-	1,000/- (if electricity required for separate arrangement)	
Cafeteria	2,000/-	2,500/-	1,500/-	

Note:

1. Electricity charges are upto eight hours after that every hour base extra charges will be collected.
 2. Guest House Check out time is 10:00AM.
- Details of Various facilities and Terms & Conditions:

	Auditorium	Classroom	Conference Room	Confluence Space	Exhibition Hall
Facilities	LCD/OHP, Collar Mic, Furniture for Stage, Registration Desk	LCD/OHP, Black Board	LCD/OHP		Stands for Panels
Preparation Timings before the event	2 hours	15 Minutes	30 Minutes	1 hour	1 hour
Terms & Conditions	<ul style="list-style-type: none"> • Booking should be done before 3 days of actual event (Full Day Rent will be taken in case of Half Day). • The permission for use will be granted subject to availability, KCG reserves the right to approve/disapprove requisition, already done. • The place will be allotted strictly to the organizer for time specified as per the booking. • No extension of time/any service will be permissible on completion of approved time. • The facility provided should be handed over to KCG intact. • We are assured that we will maintain the ambience of the campus and Hall in all circumstances and no physical alterations or modification will be done by us. • We know that, if we will not follow the rules, 10 times loss of the same will be deducted from our deposit. • Eating and catering services to be done only in the specified areas. • In case of controversy/dispute, the jurisdiction of court will be Ahmedabad only. • Cooking is strictly prohibited & the party will be liable for the insurance of the event. • <u>For Audio and other related works authorized persons or staff are to be paid Rs. 1200/Per Person on Holidays.</u> 				

Date: _____

Place: _____

Sign: _____

Note: In Case of Event Hours Extended, then the charge for the extra hours will be deducted from Deposit.

For Office use only:

Whether all facilities (As mentioned in Table) are in working condition? YES/NO.

Details of Damage:

Details of Missing items:

Signature of Programme officer

Signature of OSD

Signature of Coordinator