



## Knowledge Consortium of Gujarat

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

Facility Requisition Form(New w.e.f Dec.-2019)

### (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			
	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/-	
Exhibition Hall	3,000/-	2,500/-	2,500/-	
Faculty Guest House	1,000/-	NA	NA	
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:

	<b>Auditorium</b>	<b>Classroom</b>	<b>Conference Room</b>	<b>Confluence Space</b>	<b>Exhibition Hall</b>
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"> <li>• Booking should be done before 3 days of actual event (Full Day Rent will be taken in case of Half Day).</li> <li>• The permission for use will be granted subject to availability, KCG reserves the right to approve/disapprove requisition, already done.</li> <li>• The place will be allotted strictly to the organizer for time specified as per the booking.</li> <li>• No extension of time/any service will be permissible on completion of approved time.</li> <li>• Renting charges are non-refundable/non-transferable, if organisor cancel the program.</li> <li>• The facility provided should be handed over to KCG intact.</li> <li>• All the participants are requested to maintain the ambience of the campus and Hall in all circumstances.</li> <li>• All the participants are requested to ensure that no physical alterations or modification are done.</li> <li>• Eating and catering services to be done only in the specified areas.</li> <li>• In case of controversy/dispute, the jurisdiction of court will be Ahmedabad only.</li> <li>• Cooking is strictly prohibited &amp; the party will be liable for the insurance of the event.</li> <li>• Electricity backup like, Generator/invertor should be arranged/ borne by organisor in advance. If, Chief Guest of the event is VVIP like (Hon.Prime Minister, Hon. Governor, Hon. Chief minister &amp; equ.)</li> <li>• <b><u>For Audio and other related works authorized persons or staff are to be paid Rs. 1200 on Holidays.</u></b></li> </ul>				

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