

GURGAON INDUSTRIAL ASSOCIATION
Raman Kant Munjal Hall
Event Booking Form

Name and address of the organization	
Telephone / mobile no./fax / e-mail	
GST Number	
Are you member of GIA?	
Nature of the program to be organized (No Political or Condolence Meeting, etc.)	
Number of participants in the program	
Date & Day of the Hall Booking	
Timings of the Hall Booking	
Has the program been sponsored? If yes, give name and address of the sponsor along with telephone, fax no. and e-mail.	
Are you entitled for any rebate in the Hall Booking Charges? If yes, state reasons please	
Please provide details of the payment for the Hall Booking	

Terms & Conditions:

1. The user of the Conference Hall shall not serve food inside the Hall except soft drinks & snacks.
2. Liquor, smoking, playing DJ/Music Systems are not permitted in the premises.
3. The security deposit of Rs. 5,000/- shall be paid at the time of booking of the Hall which will be refunded after the use of the facility. Deduction will be made from the security amount if any damages are noticed in the Conference Hall during or immediately after the program.
4. A formal request letter to the President, GIA from the organizers for the event along with payment for Hall Charges as applicable and Security Deposit favoring Gurgaon Industrial Association should be deposited with the Association office.
5. The President, GIA has the discretion to accept or reject the request for Hall Booking.
6. Unless organizers of the program receive the confirmation from the President, GIA in writing after his cancelling of the booking of the hall, the same shall be treated as not booked.
7. If the hall is used for more than the time booked, the rent of the hall will be charged as double and security amount will be forfeited.
8. GIA shall not be responsible for any electric / electronic system failure during the program.
9. The users of the hall are not allowed to paste / clip any substance or banner on the walls of the Conference Hall.

Name and signature of the organizer with Stamp

Date :