

HALL BOOKING APPLICATION FORM

From: _____

Mob.: _____ / _____

Date: / /

To,
The Sarpanch,
Village Panchayat Parcem,
Pernem Goa.

SUB: Application for Hall booking on dated ____/____/____ at Timing between ____
to ____ for the purpose of BIRTHDAY/ SEMINAR/STAGE PROGRAMME/_____.

I marked below facilities required:

Sr.No.	Particular	Charges Fixed	Facilities Required
1	Hall Rent	5000.00	
2	AC Charges	2000.00	
3	Sound System	500.00	
4	Cleaning Charges (As per purpose of booking)	500.00	
5	Light Charges	(As per decoration)	
TOTAL			

Terms and Conditions:

1. Timing of hall 8 A.M. to 11 P.M.
2. 50% advance or 100 % payment to be paid at the time of booking.
3. Balance 50% Payments to be paid on the day of function.
4. If booking of hall cancelled than 50% hall charges shall be levied.
5. Payments will be accepted during office hours of Panchayat.
6. Any damage caused to equipment's/Chairs/walls/ceiling etc. Shall be chargeable.
7. If required Additional Lightning / Serial Lights etc. Extra Charges will be levied.
8. All permission for playing sound to be obtained by applicant himself.
9. Village Panchayat Parcem reserves the absolute right for accepting/cancelling reservations.

I have read all the terms and conditions as mentioned above and I assure that I strictly follow all the terms and conditions.

Kindly give your approval for the same.

Thanking You,

Yours Faithfully,

For Office Use Only

1. Paid Advance (Charges vide R.No.----- dated ----- amount Rs.....
2. Paid balance charges vide R.No..... dated amount Rs.....

Sign of Key Issuing Person

Sign of key Receiving Person

Sarpanch/Secretary