



CUTN HOSTELS
CENTRAL UNIVERSITY OF TAMIL NADU
Neelakudi Campus, Kangalancherry (post), Thiruvavur - 610 101.
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MULTIPURPOSE HALL RESERVATION REQUEST

(Please refer to the Multipurpose Hall Reservation Guidelines before completing this form)

Date: _____

Requestor Name: _____ Employee No.: _____

Designation : _____

Department/Centre/ Section: _____

Mobile No.: _____ Email: _____

Backup Requestor Name: _____ Employee No.: _____

Mobile No.: _____ Email: _____

Title of Event: _____ **Group Size:** _____

Event Date: _____ or **Repeating Event Dates:** _____
(List day and date) (List all dates for clarity)

Please circle day(s): Sun Mon Tue Wed Thu Fri Sat

Start Time: _____ AM or PM **Finishing Time:** _____ AM or PM

Event Type:

- Please check event type that best describes your event
- | | | | |
|--------------------------------|---------------------------|--------------|--------------------|
| ___Retreat | ___Seminar | ___Meeting | ___Med. Camp |
| ___Theatrical Performance | ___Cultural Show | ___Webinar | ___Film/Movie |
| ___Workshop | ___Conference | ___Rehearsal | ___Lecture/Speaker |
| ___Concert/Musical Performance | Other (Pl. specify) _____ | | |
- This form must be submitted at least 20 days prior to the event date.

Will guests other than from CUTN be invited to attend this event? Yes/ No/ Unsure

Will there be music? Yes/ No; If so provide details indicating likely noise levels/ wattage: _____ dB/W

Requirements: Mention the required Number

Plastic Chair: _____ Cushion Chair: _____ Brass Lamp: _____ Pedestal Fan: _____

Sofa Set: _____ Queue Master: _____ Signboard Stand: _____ Podium: _____

Centre Table (Large): _____ Centre Table (Small): _____ Ac room: _____ Non-Ac room: _____

- No Transportation will be provided by the Hostel office for shifting the above requirements outside MP Hall. The Requestor and/ or the Backup Requestor will be responsible for returning the items back to the hostel office safely.
- Arrangements for cleaning MP Hall should be made by the Requestor / backup requestor before and after the programme/Event. No Housekeeping staff/ Labors will be provided by the Hostel Office.

Requestor Signature

Signature & Seal of Recommending
/ Forwarding Authority

Backup Requestor Signature

For office use

Remarks: _____

Co-Ordinator,
CUTN Hostels.

MULTIPURPOSE HALL RESERVATION GUIDELINES

The CUTN Multipurpose Hall (MP hall) may be booked for internal purposes i.e. for events organized by the employees and/or students of CUTN.

Note that all bookings are made subject to your agreement with the following conditions:

- ✓ Reservations shall be made through the Hostel office by the teaching and non-teaching employees of CUTN only. Forms can be obtained from the Hostel Office or downloaded from the CUTN Website.
- ✓ No reservation is complete until a completed, signed original of the MULTIPURPOSE HALL RESERVATION REQUEST form is received by the Hostel Office. Please make a copy of the form for your files before submitting it.
- ✓ Contact the Hostel office to ensure availability of the MP Hall and that your reservation has been booked. The Hostel Office has the right to reject a reservation request if the anticipated meeting attendance is too large for the capacity, anticipated to be disorderly, dangerous to property, or in any other way inconsistent with or in contravention of any of the terms and conditions of these guidelines
- ✓ The finishing time you specify is the time when all those attending have dispersed or left the MP Hall.
- ✓ Reservations will be accepted subject to the provisions of these guidelines and in the order received. From time to time, it may be necessary for the Hostel Office to change or reassign a booking. Every effort will be made to suggest an alternative, and the Hostel office will provide the requestor with as much advance notice as possible.
- ✓ Arrangements for cleaning MP Hall should be made by the Requestor / backup requestor before and after the programme/Event. No Housekeeping staff/ Labors will be provided by the Hostel Office.
- ✓ Failure to notify the Hostel Office of cancellations may result in forfeiture of future bookings. In case of cancellation, please inform the Hostel office at least 24 hours in advance by calling, or send an email.
- ✓ Regarding the hall setup, the organizers/ requestors are permitted to change the layout of the furniture in the hall for the duration of the booking, as long as the furniture is not removed from the room and the room is returned to the original configuration at the conclusion of the booking.
- ✓ Regarding specific equipment booking, please consult with the Hostel Office. Some equipment will be available in the MP Hall, and use of this equipment must be requested by the Booking Representative and approved by the Hostel office.
- ✓ For large events likely to involve spillages, please liaise closely with the Housekeepers to ensure appropriate cleaning arrangements have been made prior to the event.
- ✓ If food is to be served, it should be limited to light refreshments or a very light meal. Parties are not allowed in the MP Hall. Users are responsible for keeping the MP Hall tidy, neat, and in good condition. If a group or organization will have food catered, the arrangements for and the cost of catered food will be the responsibility of the organizers/ requestors.
- ✓ The MP Hall should be completely cleaned. The organizers/ requestors shall be responsible to ensure that, after the event, the MP Hall is returned in the same condition as it was prior to the event. Any materials or garbage that the users brought in should be removed. Failure to restore the MP Hall to such prior condition shall render them liable to the Hostel Office for the cost of repair and/or clean up and may result in forfeiture of future bookings.
- ✓ The Hostel Dining Hall may be booked for dinner parties, lectures and meetings at the discretion of the Hostel office.
- ✓ Should there be any damage of property or unexpected issues and/or mishaps during the booked time, the organizers/ requestors should report to the Hostel Office immediately or no later than the day after use.
- ✓ All personal belongings must be removed prior to departure so the room is available and ready to organize for the next event.
- ✓ Damage caused to the MP hall premises and/ or to any item in the MP hall will be charged to the requestor.

I/ We the undersigned do hereby acknowledge that I/ We have read and understood the above terms and conditions of the MP Hall reservation guidelines. I/ We understand that the booking may be terminated if I/We do not comply with these terms.

Back up Requestor Signature

Requestor Signature