NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY
(Deemed to be University) Nirjuli, Arunachal Pradesh

SILVER JUBILEE HALL

BOOKING FORM

1. Title (of the program):
2. Organized by:
3. Name and contact details of the program coordinator:
4. Booking date(s):
5. Opening and closing time of the event:
6. Expected number of attendees:
7. Name and details of the Guests/Speakers (if any):

Indicate with a tick in the box next to the item(s) required:

1. Projector ☐
2. Corded microphone ☐
3. Wireless microphone ☐
4. Collar microphone ☐

Additional remarks:

I hereby declare that I have carefully reviewed the terms and conditions provided in the form (on the reverse side) and agree to adhere to them strictly.

Name and signature of the applicant

For official use

Forwarded/Recommended for approval by the Incharge, Silver Jubilee Hall:

Remarks (if any):

Administrative approval:

Terms and conditions

1. No edible items, including cold drinks, juice, chewing gum, or any other food and beverages, are allowed inside the hall.
2. A dedicated tea/refreshment break may be included in the programme, with refreshments arranged and served outside the hall.
3. The Silver Jubilee Hall premises is a plastic-free zone. All attendees must take necessary measures to comply with this policy.
4. The plantation area within the premises should remain undisturbed and protected at all times.
5. The hall and its premises must be thoroughly cleaned after each use.
6. Maintain cleanliness and hygiene of the premises and its facilities.
7. Do not attach, stick, or hang anything on the walls or any other surfaces without prior permission from the appropriate authority.
8. Any kind of damage, loss, or malfunction must be reported and addressed immediately by the party responsible for the booking.
9. Smoking and the use of any kind of tobacco products are strictly prohibited within the hall and surrounding premises.
10. The use of open flames, such as candles or cooking equipment, is not allowed inside the hall without prior authorization.
11. Pets are not allowed in the Silver Jubilee Hall premises.
12. For video shoots intended for promotional purposes, content creation, competitions, or similar activities, the applicant shall submit the complete draft script for prior approval.
13. An additional prior permission is required for the use of the designated Governor's/VIP Rest Room.
14. A detailed programme schedule shall be submitted at least two days before the event.
15. The organiser is responsible for ensuring compliance and must ensure that all attendees are aware of and adhere to all terms and conditions outlined here.