

**GUEST HOUSE
PG MEN'S HOSTEL, MAMC, NEW DELHI**

Guest House Booking Form

Note: Internet facility is available in the rooms.

1. Name of the Guest: _____

2. Designation: _____

3. Address: _____

4. Nationality: Indian/ foreigner (If Foreigner, mention country) _____

5. Purpose of Visit: _____

6. Category (Attach Proof): Examiner/Institution guest/ Trainee/ Participant in conf./ Workshop/ Symposia etc./ Others (including relatives of outsider students). Outsider student should get the form verified from the warden of the Hostel and attach photocopy of identity card.

7. Number of Rooms: _____ Beds required: _____

8. If booked by Organizers of conference etc., Number of rooms required _____

9. Date of Arrival: _____ Time: _____

10. Date of Departure: _____ Time: _____

11. Number of days accommodation required: _____

12. Bill to be paid by: _____ Advance Given: Rs. _____

13. Name & Designation of person booking the accommodation: _____

14. Address & Tel (Including Mobile No.) _____

15. Date & Time of Booking: _____

16. Recommendation of Head of Department (With Seal): Required/ not required

Signature of the person
(Who is booking the guest house)

Signature & Seal of HOD

.....

Accommodation Allotted for _____ days/ not allotted/ not available

PTO

Signature of Guest House In-Charge

Please Note:

- **The Guest house In-charge reserves the right to refuse or cancel the accommodation without assigning any reason.**
- Priority of allotment will be given to the examiners and Institutional guests followed by trainees.
- For the examiners and Institutional guest accommodation will be allotted for the period of assignment. For other guests accommodation will be allotted for three days and extendable to maximum seven days depending on availability.
- Advance for their staying period should be deposited.
- Advance will be refunded if cancellation is done more than 24 hours prior to the expected time of arrival.
- The key can be collected by authorized person; it will be available with the chowkidar/security guard.
- Internet point is provided in all rooms. This and other facilities including RO, linen, some furniture and etc. Are provided from maintenance fund.
- Feedback Proforma may please be filled by the guest for further improvement.

Imp: - Guests have to vacate the room on expiry of their permitted period; no extension will be given without written permission of the Guest house In - Charge.

Guest House Charges:

- **Examiners/Institutional Guest on submission of proof:**
- For the duration of work: Only Maintenance Charges: Rs.50/day per person.
- **Trainees/Conferences/Workshop, etc. Delegates**
- Rs. 50 per person per day + Rs. 50 per person per day maintenance charges i.e. Rs.100/- per day.
- **Other Guests**
- Up to 3 days: Rs.100 per room per day + Rs. 50 per person per day maintenance charges
- 4-7th day: Rs. 200 per room per day + Rs.50 per person per day maintenance charges.
- **Not permissible beyond 7 days.**

Room no. Allotted: _____	Category of the Guest _____
No. of Days: _____	Amount- Advance: _____
Total Bill Payable: _____	Cancellation: Yes/No
Balance Received/ Refunded: _____	
Government Charges: Rs. _____	Receipt No. _____
Maintenance Charges: _____	Receipt No. _____