

NEPAL TECHNOLOGY INNOVATION CENTRE

Dhulikhel, Kavre

HALL BOOKING FORM

Booking Num.:

Date:

Name of the Organizer (Department/School/Section)	
Address:	
Contact Address:	
School	Department
Name of the Applicant	
FUNCTION √√	

University Program of Project Program
Date and Day
Type of Function
Time
Responsible HOD
Assigned Faculty

Requirements:

Please tick the requirements.

a) Hall <input type="checkbox"/> Multipurpose Hall (___ Capacity) <input type="checkbox"/> Conference Room (___ Capacity)	b) <input type="checkbox"/> Mike <input type="checkbox"/> Projector c) Air Conditioner Yes/No
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For Account Purpose	
Mode of Payment	
Bank Voucher Number	
Advance Amount	
Any Other	

For Official Use	
Recommended By:	Approved/Disapproved
Signature:	Signature:
Name:	Name:
Position:	Position:
School/Department:	Date:
Date:	
Remarks:	

COPY TO:

NTIC Administrative Section

Account Section (SoS)

Instruction to be Strictly Followed General Rules:

- Student must show their student identity card for the entry.
- No food and drinks allowed inside the hall.
- No alcohol and smoking inside and outside the hall.
- The university will not be responsible for the loss of the personal belongings
- The place must be kept neat and clean after the program.
- While catering all the waste should be properly disposed and lunch boxes must be taken by the organizer, no waste should be kept in the auditorium.
- Security can intervene in case of misbehavior or suspicious activities
- In case of the Head of Department assigned faculties are not present during the program as mentioned in the form, the Physical Faculty has the right to reject the next requisition by the HOD.

Revised Rates

a) Multipurpose Hall

Hour (With AC)	Rates (Nepalese Currency)	Projects and other organizations (Nepalese Currency)
Up to 3 Hours	Rs. 13,000	Rs. 15,000
Up to 6 Hours	Rs. 25,000	Rs. 30,000
More than 6 Hours	Rs. 35,000	Rs. 40,000
Changing Room	Rs. -Extra	
Hours (Without AC)	Rates (Nepalese Currency)	Project and other organization (Nepalese Currency)
Up to 3 Hours	Rs. 7,000	Rs. 10,000
Up to 6 Hours	Rs. 15,000	Rs. 20,000
More than 6 Hours	Rs. 23,000	Rs. 30,000
Changing Room	Rs. /-Extra	

a) i) Conference Room

Hours (With AC)	Rates (Nepalese Currency)	Projects and other organizations (Nepalese Currency)
Up to 3 Hours	Rs. 4,500	Rs. 5,500
Up to 6 Hours	Rs. 10,000	Rs. 13,000
More than 6 Hours	Rs. 15,000	Rs. 18,000

ii) Meeting Hall

Hour (With AC)	Rates (Nepalese Currency)	Projects and other organizations (Nepalese Currency)
Up to 3 Hours	Rs. 2,500	Rs. 3,500
Up to 6 Hours	Rs. 5,000	Rs.8,000
More than 6 Hours	Rs. 10,000	Rs. 12,000

Outsider	In house Program
Renting Hour a) Off days (Saturdays and University holidays) b) Other days 1. Before: 9:00 AM 2. After: 4:00 PM	a) For student Program From 2:00 Pm 4:00 Pm Before 9:00 AM

Hall Opening Hour

Morning: After 6 O'clock

Evening: Up-to 8:00 PM in summer and 7:00 in winter

Program Allowed

The hall will be allowed for

Workshop, seminar, facilitation, conferences, talk program charity show, culture program, documentary program. International Film Festival, Charity Show will be charge

Not allowed for:

- Movie shooting purpose
- Political party's annual and general assembly

Payment and Breaking Charge: Payment Mode:

- I. No cash payment.
- II. Booking should be made one day before.
- III. For booking, an advance of 150% should be deposited in the bank, Nepal Investment Bank
- IV. 50% of the charge be refunded within three days
- V. For In-house programs, charge will be taken from the concern school

Breakage:

In case of breakage, the organizer will be responsible and the breakage charge will be deducted from the advance.

Final Approval:

Dean: Academic Activities and Programs (SC E and

SOS) **SWD Director:** Extra Curriculum Program

of Student **RDC Director:** Externally Funded

Project Program

CAO: SOM, SOL, SO & SOEd and CO Academic and Extra Curriculum Program

Registrar: External organization program

Recommend for Approval:

- HOD: Departmental Activities and programs