



ABV-Indian Institute of Information Technology and Management Gwalior
Management Development Programmes Centre
Room/Facility Booking Form

Details of requester

Name of requester														
Email:		@		.com	Mobile									

Details of facility required (applicable rates are stated on the back side of this application form)

Meeting hall	Mrignayani		Triveni		<i>Please tick appropriate box and fill applicable numbers</i>
Lounge	Gulmohar		Chinar		
VIP suite rooms (AC)			Number of rooms		
Double rooms (AC)			Number of rooms		
Single rooms (AC)			Number of rooms		

Details of guests (please tick and fill applicable information)

Name of guest									Number of person(s)		
Purpose of visit	<i>Official</i>				<i>Personal</i>						
Date of arrival	d	d	m	m	y	y	y	y	Time:		
Date of departure	d	d	m	m	y	y	y	y	Time:		
Total duration (in numbers)			<i>Duration will be counted on 24 hours basis</i>								
Address of guest											
Email of guest									@		.com
Mobile number of guest											

Payment related details (please tick and fill applicable information)

Payment from Institute for official purposes	
Payment from project/programme account	
Payment by requester	
Payment directly by guest	

Declaration

I undertake the responsibility to settle the total amount of bill within seven days of departure of the guest. In case the bill is not settled I authorize the Institute to deduct the amount from my salary.

Date:	Name of faculty member/staff	Signature of faculty member/staff
-------	------------------------------	-----------------------------------

Approval

Registrar	
Director	

MDP Centre

Room and food charges

Room charges

Type of Room	Charges	
	Faculty/staff/student/alumni and their family	Others
VIP suite	3000	4000
Double occupancy	2000	3000
Single occupancy	1200	2000

Facility charges

Type of Facility	Charges per day (uniform to all)
Meeting halls	5000
Meeting lounge	4000
Lawn	3000

Food and beverage charges

Items	Charges per unit (uniform to all)
Breakfast	Rs. 80
Lunch	Rs. 180
Dinner	Rs. 180
Pot of tea	Rs. 20
Pot of coffee	Rs. 25
Glass of milk	Rs. 40
Water bottle	MRP