



## ONLINE PROCEDURE FOR COMMON VENUES BOOKING & CANCELLATION

Appendix "C" to CU/PB/A&M/SoP/2 of 2021







#### DETAILS OF VENUES FOR ONLINE BOOKING

Hall Name	Block	Capacity	
Einstein Hall	Galileo	200	
Exploretorium (Auditorium)	Exploretorium	800	
Faraday hall	Edison	193 (Earlier known as MOOC Hall)	
Pierre Hall	Le Corbusier	120	
Plato Hall	Square ONE	(Total Capacity 120), (With Round Table 96), (Without Round Table 24)	
Pulitzer Hall	Picasso	193	
Sun Hall	Turing	200	
Warren Buffett Hall	Fleming	150	
D' Art Gallery & Chitkara Spectacles can also be booked online			

Cont'd...



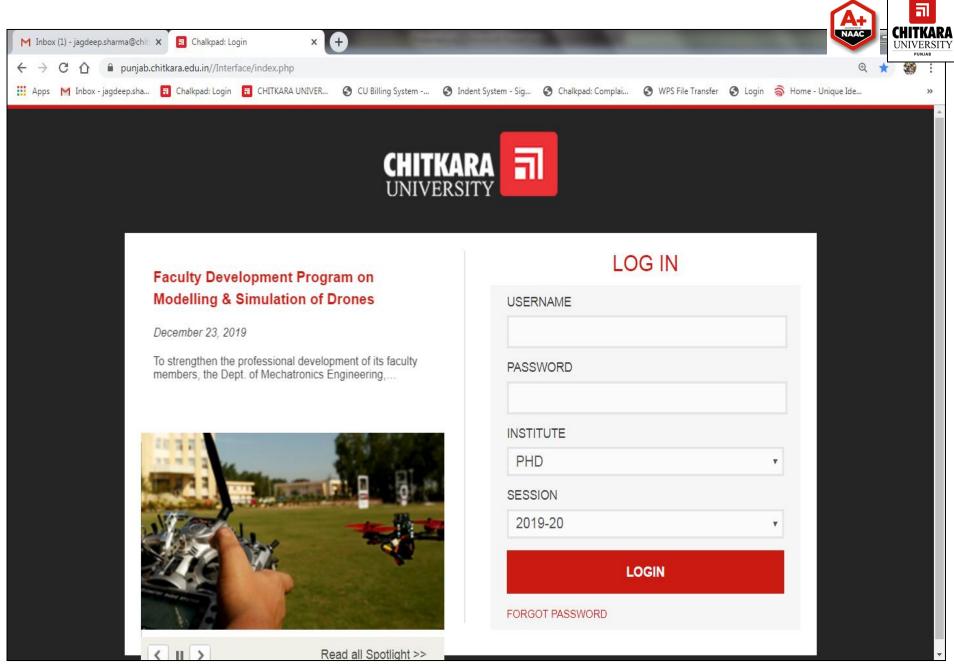


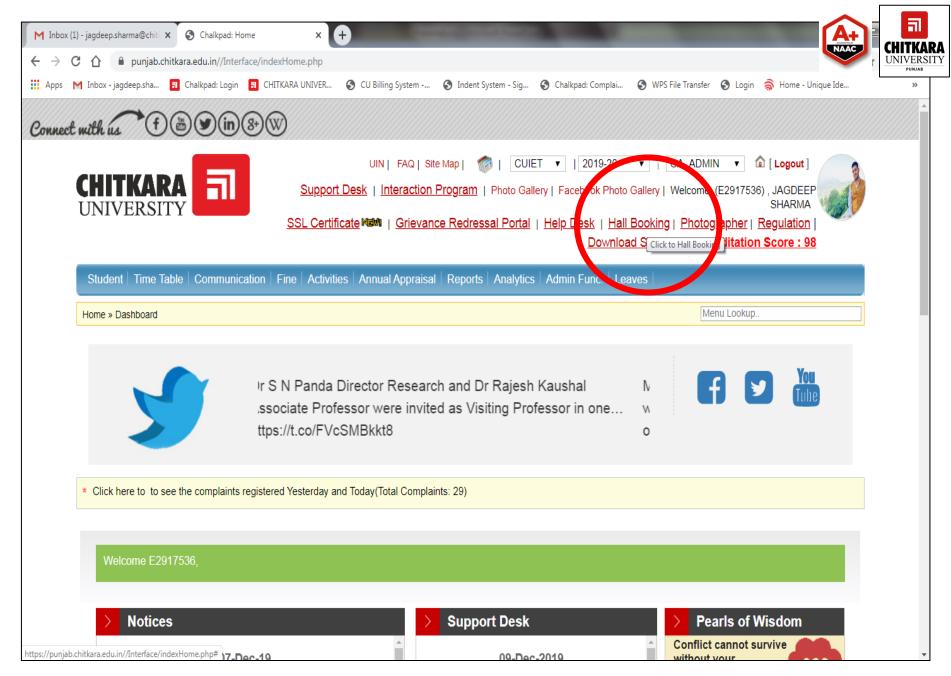
#### Cont'd...

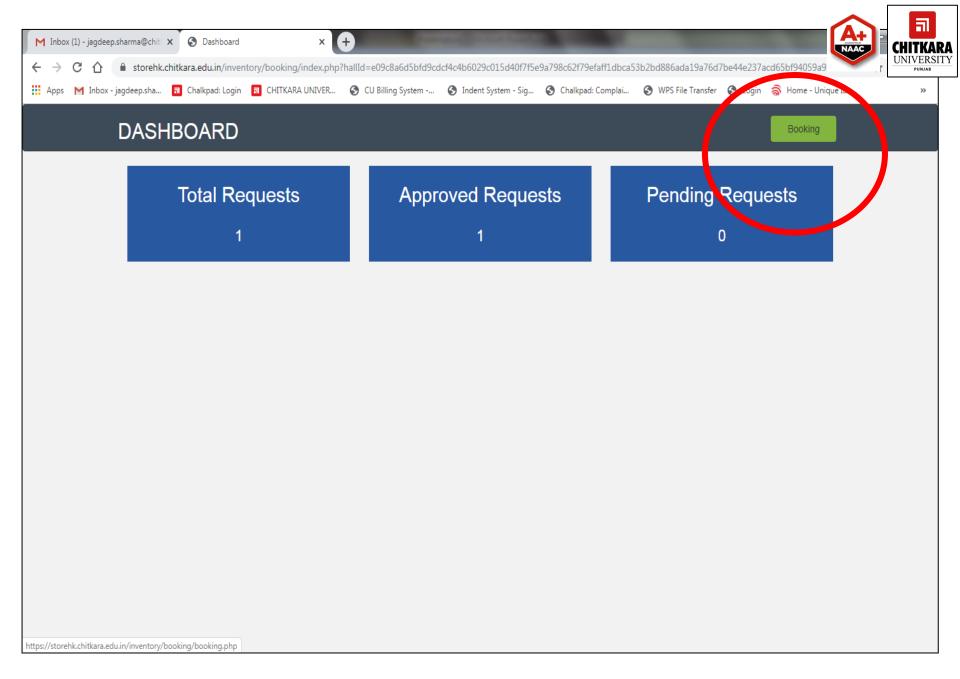
LOUNGE	ВLОСК	CAPACITY
Faculty Lounge	Ground Floor, Galileo Block	20
Picasso Lounge (Placement Area)	Ground Floor Picasso Block	10
Tesla Lounge	Basement , Tesla Block	10
Explore Lounge	First Floor , Exploretorium	20
For Plato Lounge and Conference Room – please liaise with CAAN team		
For Pierre Lounge –please liaise with CSPA		

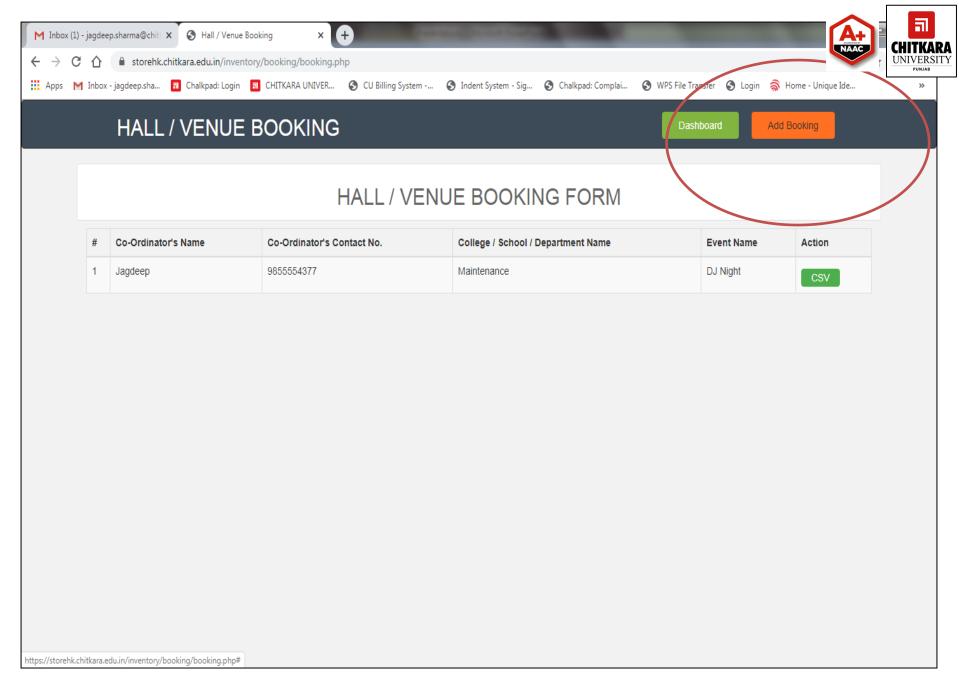
	Conference Room Name	Block	Capacity
1 CURIE Hall (Conference	CLIPIE Hall (Conformed Boom)	Edison	16 chairs (30
	JUNIE Hall (Conference Room)		including settees)
2	Picasso Conference Room	Picasso	11
3	Jupiter Conference Room	Turing	8
4	Explorelounge Conference Room	Explorelounge	16
5	Uranus Conference Room	Turing	10

For Studio 401 the booking process is mentioned in Slide No. 20













#### storehk.chitkara.edu.in/inventory/booking/booking.php

#### The halls/venues available in campus are:

#### Halls

Name	Building	Capacity
Pierre Hall	Le Corbusier	120
Curie Hall	Edison	16(35)
Faraday Hall	Edison	150
Mooc hall	Edison	193
Pulitzer Hall	Picasso	193
Einstein Hall	Galileo	200
Warren Buffett Hall	Fleming	150
Sun Hall	Turing	200
Moon hall	Escoffier	15
Exploretorium	Exploretorium	771
Plato Hall	Square One	Total Capacity 120 With Round Table 96 Without Round Table 24

#### Lounges

Name	Building	Capacity
Faculty Lounge	Galileo	30
Explore Lounge	Exploretorium	35
Tesla Lounge	Tesla	10
CSPA Lounge	Le Corbusier	10
OAT	Le Corbusier	Below 200
Main Stage	Alfa Zone	1000+
Stage	Sports Arena	5000+

#### Stage

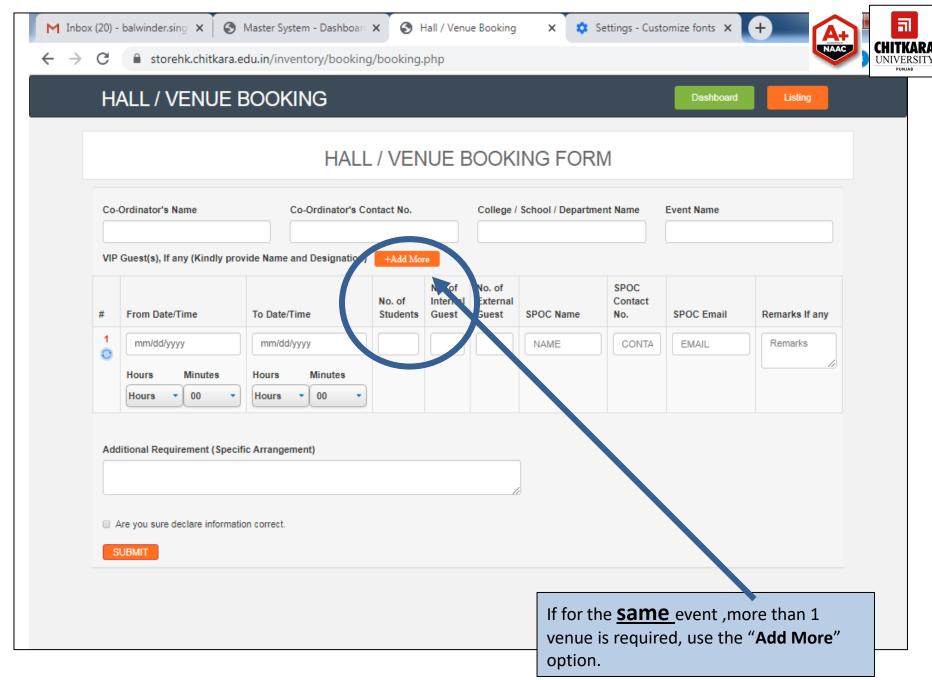
Name	Building	Capacity
OAT	Le Corbusier	500
Main Stage	Alfa Zone	6000
Stage	Sports Arena	7000+

Your choice of hall/lounge may be mentioned in the remarks column.

#### Instructions:

- 1. Please book the facility atleast 48 hours before your scheduled activity.
- 2. Booking online does not guarantee the confirmation of allocation of the facility to you. Please wait for the final confirmation in the regard from the concerned office.
- 3. Your booking may be modified/cancelled owing to some special circumstances. An intimation in that regard will be sent across to the end user.
- 4. Please be elaborative while filling in the information required for the 'Additional Requirements (Specific arrangements).

Continue



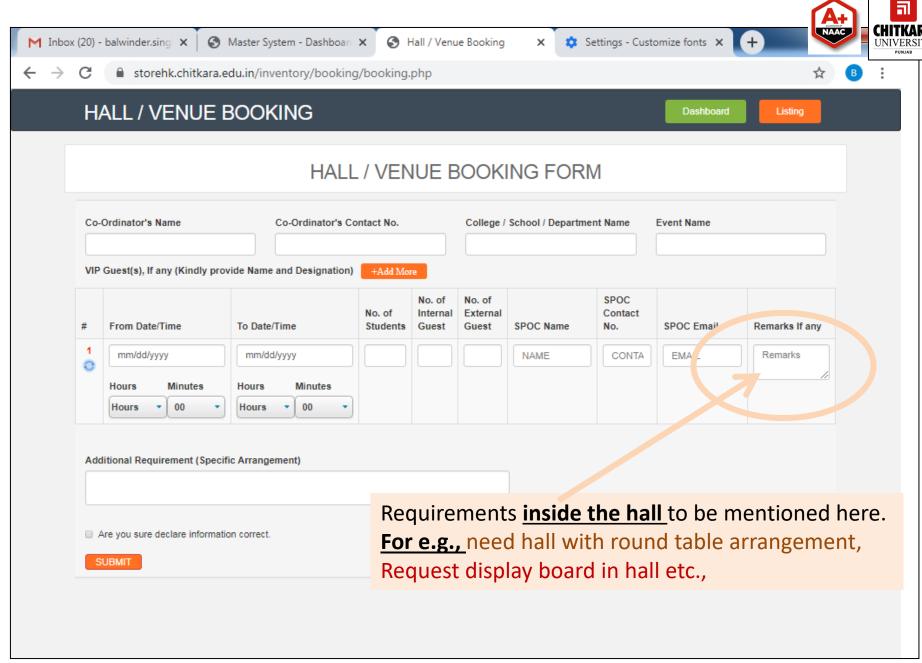
### ne ed xt





# ADDITIONAL REQUIREMENTS FOR THE EVENT-1

- Make sure that all additional requirements / arrangements
   required from Admin for the event in the hall are mentioned in this column (Refer next slide).
  - This **DOES NOT** include demands of refreshments, gifts, IT or electrical support. These demands may be taken up on mail with the concerned departments.

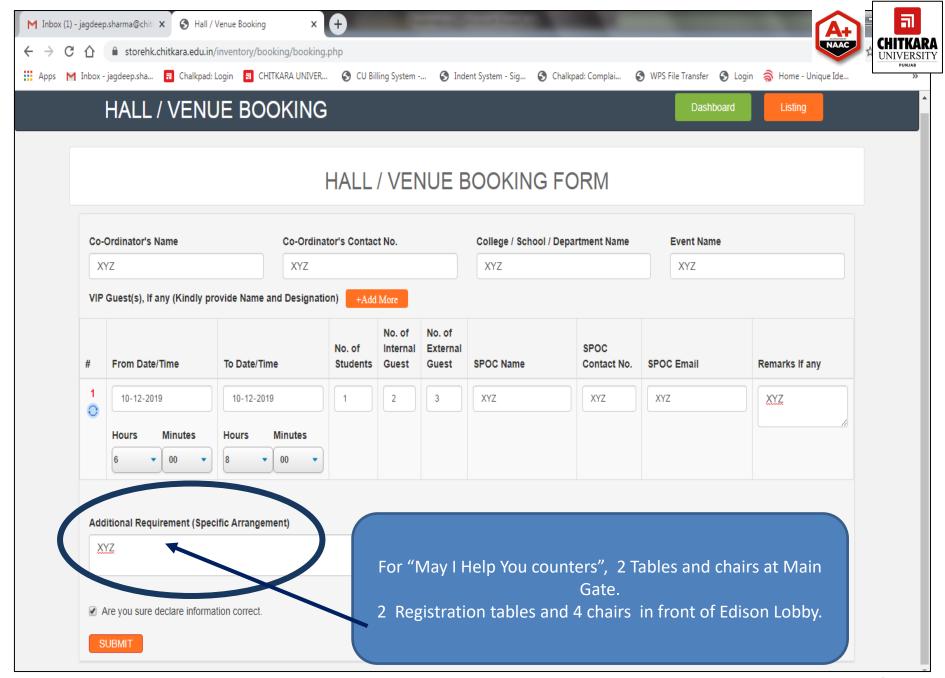


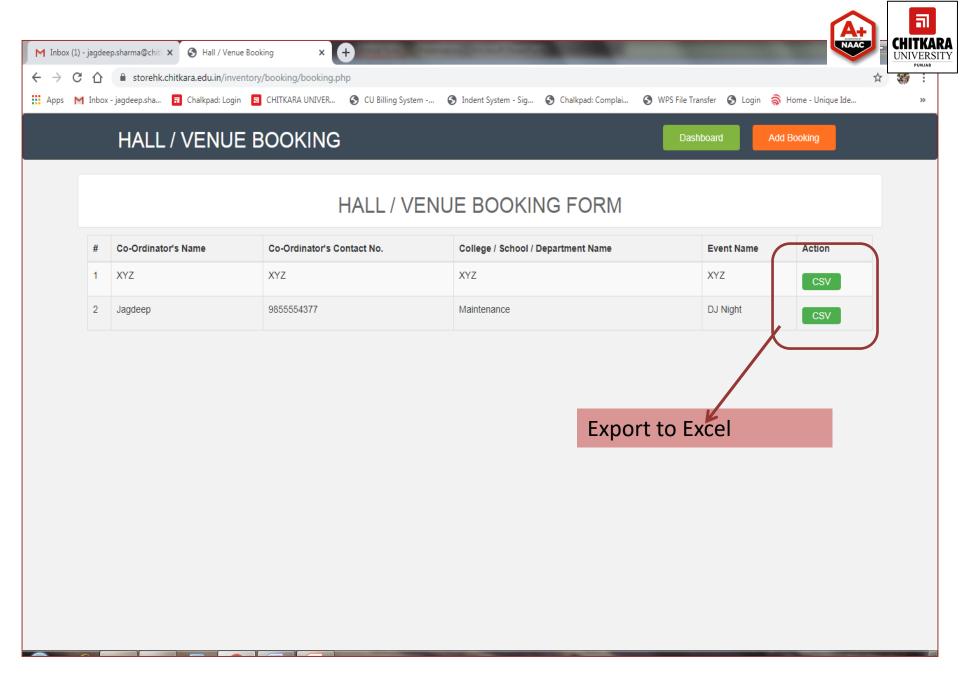




# ADDITIONAL REQUIREMENTS FOR THE EVENT-2

- Make sure that all additional requirements / arrangements
   required for the event other than in the said hall are mentioned in this column (refer next slide).
  - For e.g.
    - (a) "May I Help You" Counter at Gate 2 chairs and 1Table
    - (b) Display boards outside Turing Building

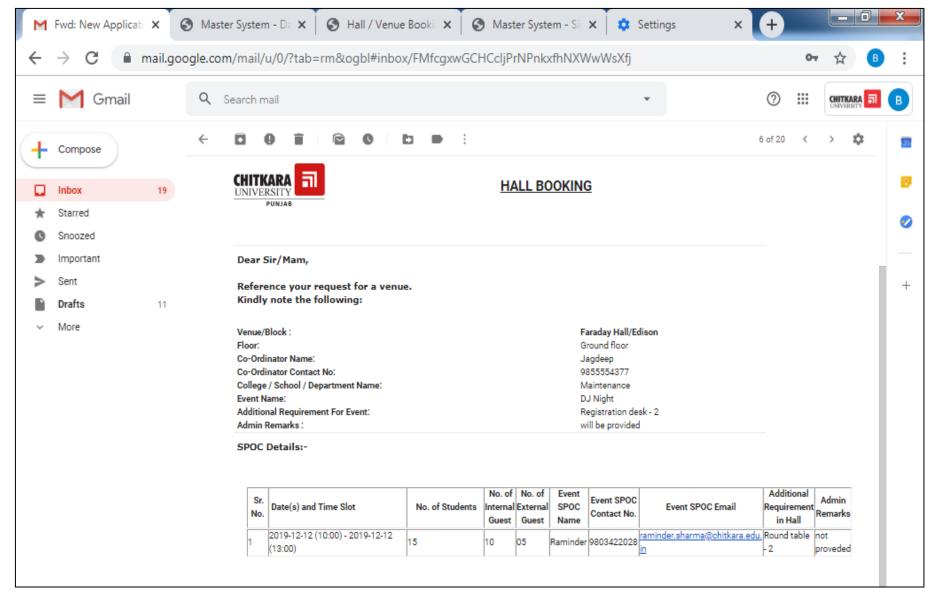


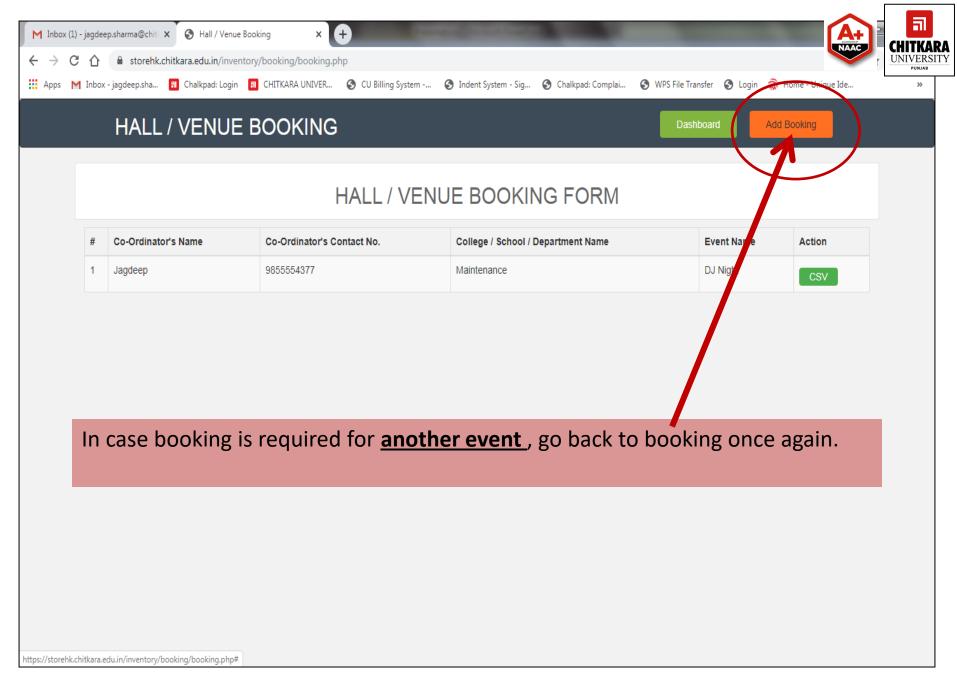


### REPLY ON BOOKING











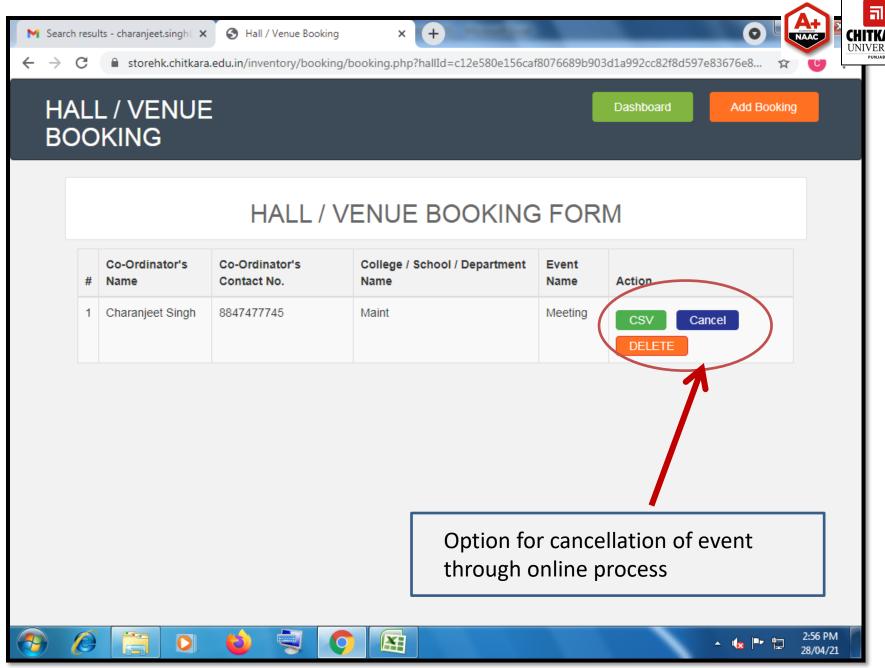


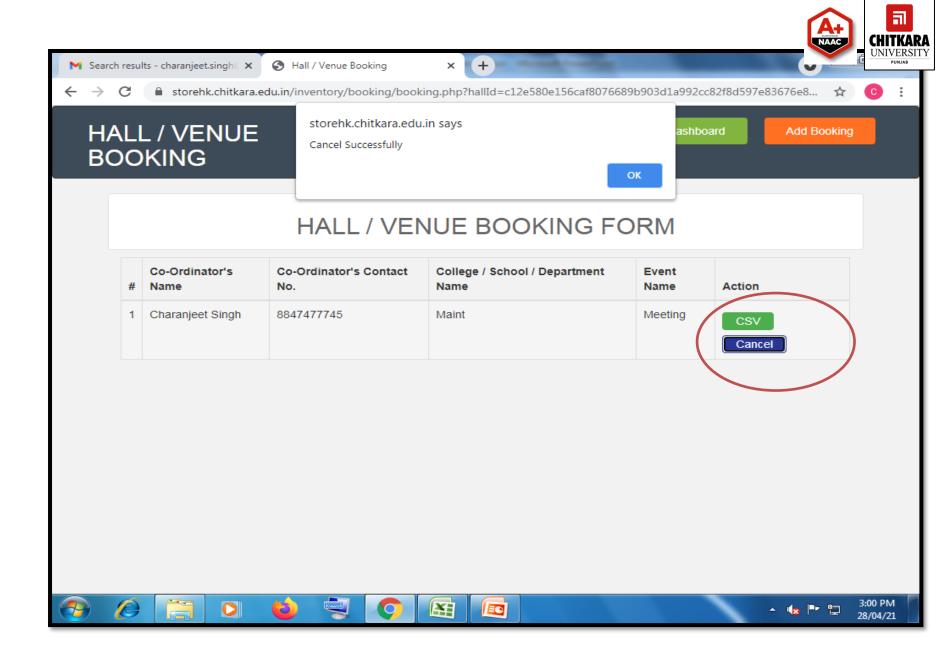
#### CANCELLATION OF VENUE BOOKING

0

In case the venue requirement for the event needs to be cancelled, kindly click on the cancel button.

All related arrangements may also need to be cancelled. For this, please liaise with the concerned departments on mail.









## BOOKING OF STUDIO 401

Erstwhile Faraday hall, (at Edison block, ground floor) has been converted as our elounge. This is known as Studio 401

This venue is used for addressing audience in a large strength or for certain specific webinars/ virtual MOUs.

Demands for use of this lounge may be taken up on mail with IT team marking Administration team also in cc.

In case any specific arrangements/ set-up is required for the session, the same needs to be confirmed to Administration in advance.