

CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH, IIT MADRAS**IC&SR CONFERENCE HALL REQUEST FORM****National****International**

(Internal users)

CCE Registration No:

Title of the Programme:

Contact Person:

Dept./Centre:

Tele. Fax: Email:

Please Reserve: Half-a-day : 8.30 a.m. to 1.00 p.m. 1.30 p.m. to 6.00 p.m. Full Day : 8.30 a.m. to 6.00 p.m.

Hall No	CAPACITY	Full Day Rate (Rs.)	Half Day Rate (Rs.)	From	To	No. of Days	Amount
Hall I	40	1500	750	Date	Date		
				Time	Time		
Hall II	75	3000	1500	Date	Date		
				Time	Time		
Hall III	80	3000	1500	Date	Date		
				Time	Time		
Auditorium	240	6000	3000	Date	Date		
				Time	Time		
A/C Dining Hall	150	1000	1000	Date	Date		
				Time	Time		
Non A/C Dining Hall	100	500	500	Date	Date		
				Time	Time		
Exhibition Hall (Proposed Hall – IV)	-	3000	1500	Date	Date		
				Time	Time		
Total Rs.							

Important: 1) Cultural programmes are not permitted in halls**2) No lighting of lamps, floral arrangement and use of nails will be permitted inside the hall.****3) No cooking of food will be allowed.****4) Serving of refreshments / beverages inside the conference / meeting hall is strictly not allowed.****5) No additional facilities other than those available in the halls will be provided.**

We agree to abide by the terms and conditions for use of the halls.

The charges are payable from Project No.....

Date:

SIGNATURE

Request Accepted / Regretted

DEAN, IC&SR

Terms and Conditions for using Conference Halls and Dining Hall

General

1. Only meetings of Technical / Professional / Academic nature, Seminars, Conferences, Symposia and Training Programme (National and International) can be held in these halls.
2. Hall charges include OHP, Slide Projector and PA System
3. One banner inside the Hall (**3m x 1m**) and one banner as a free standing framed structure of maximum size **II(2m height x 3m width)** in the foyer at the entrance to the IC & SR building, a banner at the main entrance on the road leading to the IC & SR alone are permitted. For putting banner at any other location in the campus, separate permission must be obtained.
4. Organiser may meet the person-in-charge at IC & SR atleast one day in advance to discuss any details, if necessary.

Dining Hall and Catering Arrangements

5. Serving of refreshments / beverages inside the Conference / Meeting halls is strictly prohibited.
6. Dining Hall shall be used only by those who organize Conferences / Seminars / Meetings etc. in IC & SR Building for Lunch / Dinner / Tea. Dining Hall will be given on first come first served basis and preference will be given to the users of Auditorium.
7. ***Serving, consuming of alcoholic drinks or any other prohibited items in the premises of IC & SR building and inside IIT Madras in public is strictly not permitted.***
8. User of the halls has to make own arrangements for catering, and also for shamiana (if needed, with approval of IC&SR). Caterer must bring Drinking water, **Table/Cloth and cutleries** etc.
9. ***The Caterers shall meet the person-in-charge at IC & SR, a day before regarding catering arrangements.***
10. ***The Dining hall and the surrounding ones should be cleared of any item by the Caterer and any waste should be deposited in the bins provided for the same.***
11. Supply of Mineral Water for the conference, if requested, will be done and charged at actuals.
12. Vending of eatables inside / outside the building is not permitted.

Additional Charges

13. Additional Charges at 25% of regular hall charges will be made for use between 6.00 p.m. and 8.00 p.m and at 50% of regular hall charges beyond 8.00 p.m. Prior intimation is essential for such usage beyond 6 p.m.
14. Revision in hall charges if any during the interim period will be intimated and the booking will be confirmed only after your acceptance of the revised charges.