



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		Please tick the appropriate box
Lounge	Gulmohar		Chinar		
VIP suite rooms (AC)			Number of rooms		
Double rooms (AC)			Number of rooms		
Single rooms (AC)			Number of rooms		

Applicable Tariff Category: _____

Details of guests (please tick and fill applicable information)

Name of guest								Number of person(s)		
Purpose of visit	Official				Personal					
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)			Duration will be counted on 24 hours basis							
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 the bill within seven days of the 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

Faculty Incharge (FIC)	
Director	

MDP Centre

Room and food charges

Room charges

Type of Room	Charges (Per Day)		
	Institute Guests (Category A)	Invited Guests for any academic/admin work or activity, Faculty/staff/students/alumni and their family (Category B)	Others (Category C)
Single Occupancy	Free/Paid by Institute	900	1200
Double Occupancy		1400	2000
VIP Suite		2000	3000
Driver Room		300	500

Facility charges

Type of Facility	Facilities# Charges (Per Day)		
	Institute Guests/Events (Category A)	Faculty/staff/students (Category B)	Others (Category C)
Kitchen and Dining Hall	Free/Paid by Institute	4000	5000
Meeting Hall (Triveni)		5000	6000
Meeting Hall (Mrignayani)		4500	5500
Lounge (Gulmohar, Chinar)		4000	5000
Lawn		3000	6000

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