



Assembly Hall Booking and Equipment Requisition

(To be submitted through the Registrar of Societies)

Purpose/Event		
Day/Date & Timings		
Society/ Department		
Contact Person's Name & Contact. Number		

Infrastructure Available

			<u>Charges</u>
Stage Seating	Head table	2	Less than 3 hrs.: Rs.3000 3hrs. to 5 hrs.: Rs. 5000 8 hrs. to 12 hrs.: Rs. 8000
	Chairs behind head table	70	
	Table cloth with Crest	1	
	Podium	1	
Sound Equipment	Control Room/Speakers	1	<u>Any Other Requirements</u>
	Gooseneck microphone wired	5	
	Lapel microphone-wireless	3	
	Handheld mic-wireless	3	
	Vocal mic with stand- wired	5	
Mic set for instruments-wired	1		
Projection Equipment	LCD Projector /Screen	1	
	LCD TV	2	
	Laptop Connectivity from stage	1	
Stage Lights	Control Room/Dimmers	1	
	1000w Halogen Plano Convex Spot	21	
	750w Pro PAR Spot	24	
	750w Profile spot	12	
	1000w PAR-64 Sealed Beam Light	18	
	1000w Halogen Flood light	4	
	LED Cyclorama Flood light	4	

Signature of indentor
Date:

Staff Advisor

Principal

For Office Use only

Req. Received on

Registrar of Societies

Administrative Off.

Control Room Asst..

Payment Voucher

Name of the Society :

Event / Purpose :

Booking Date & Time : Time Exceeds by:Hrs.

Over time passed for payment:Hrs. Amount to be paid Rs.

Sig. of Society Pres./ Sec.
Date:

Staff Advisor

Estate Officer