



**INDIAN INSTITUTE OF SCIENCE
BANGALORE – 560012**

REQUEST FOR ACCOMMODATION AT THE GUEST HOUSE

Ref:

APPLICATION TO BE SENT IN DUPLICATE

Date

<p>a) INDIVIDUAL NAME OF THE VISITOR(S)-CAPITAL LETTERS</p> <p>Designation (visitors needs to be at least at the level of Lecturer & above)</p> <p>Address of the Visitor(s)</p> <p>Nationality</p> <p>Purpose of visit (Details to be indicated)</p>	
<p>b) CONFERENCE / WORKSHOP etc (visitors needs to be at least at the level of Lecturer & above)</p> <p>Period of Visit or Duration (Less than 15 days only)</p> <p>Type of Accommodation (Tick as Appropriate) (A/C & Non AC rooms will be allotted subject to availability)</p>	<p><input type="checkbox"/> Single Bed Room Non A/C <input type="checkbox"/> Single Bed Room A/C</p> <p><input type="checkbox"/> Double Bed Room Non A/C <input type="checkbox"/> Double Bed Room A/C</p> <p>Total No. of Rooms required:</p>
<p>PAYMENT DETAILS (Tick as Appropriate) Whenever the charges are to be paid by the guests, it is necessary to indicate alternative Debit Head for levying 'No Show' charges, in case the guest does not utilize the accommodation.</p>	<p>a) <input type="checkbox"/> By Guest – Alternative Debit Head</p> <p>b) <input type="checkbox"/> By Dept. – Debit Head.....</p>
<p>Faculty Member requesting for accommodation</p>	<p>Name</p> <p>Designation.....Signature</p>
<p>Recommendation of the Chairman of the Department</p>	<p>Chairman Signature</p>

Terms & Condition

1. NO SHOW CHARGES: one day rent for each of the accommodation booked will be Levied if the booking is not cancelled at least 48 hours and the booking will be automatically Cancelled for the second day.
2. Application should be sent at least 10 days in advance.
3. Children are not allowed.
4. One day prior notice shall be sent if the guest needs Breakfast, Lunch & Dinner on his arrival . No room service.
5. Guests are requested to place the order for Lunch & Dinner during the Breakfast time. Outsiders are not allowed.
6. Guest House is not responsible for valuable of the guests.
7. Guests are requested to settle cash bills (if any) before 5:00 p.m.
8. Dining Hall Time – Breakfast – 7:30 A.M – 9:00 AM, Lunch – 1:00 PM -- 2:00 PM, Dinner 7:30 PM – 9:00 PM
No Room Service.



(Chairman Seal)

FOR USE BY GUEST HOUSE ONLY

RETURNED W/C

Reg. No..... Page No.....
Date..... Room No.....

Allotted of () room (s) is confirmed

From to

(Signature)
(Guest House In-Charge)