



**INDIAN INSTITUTE OF SCIENCE
BANGALORE – 560012**

REQUEST FOR ACCOMMODATION AT THE CENTENARY VISITORS HOUSE

Ref:

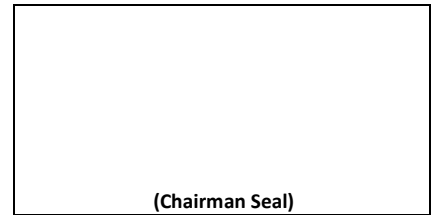
APPLICATION TO BE SENT IN DUPLICATE

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 (More than 15 days only)</p>	<p>From.....To.....Number of days</p>
<p>Type of Accommodation (Tick as Appropriate)</p>	<p><input type="checkbox"/> Studio Apartment</p> <p><input type="checkbox"/> One Bed Room Apartment <input type="checkbox"/> Two Bed Room Apartment</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 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. Boarding Facility is not available in the Centenary Visitors House
4. Centenary Visitors House is not responsible for valuable of the guests.
5. Guests are requested to settle cash bills (if any) before 5:00 p.m.
6. Guests staying for more than one month should settle the cash bills (if any) by the end of the month.



FOR USE BY GUEST HOUSE ONLY

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

RETURNED W/C

Allotted of () room (s) is confirmed

From to

(Signature)
(Guest House In-Charge)