

UNITED SERVICE INSTITUTION OF INDIA
SEMINAR ROOMS AND AUDITORIUM BOOKING FORM
(For Rates, Facilities And Conditions Please See Reverse)

Room Required (SR-1, SR-2, SR-3, Auditorium) -
Date Required -
Timings -
Name of Organisation Using -
Name of Organisation Booking -
GST No -
Address -

Contact Person -
Telephone No -
Fax No -
E-Mail -
Purpose/Nature of Function -
No of Persons Expected to Attend -
Any Other Relevant Information -

We have read the conditions of use given
on reverse and agree to abide by them -

(Signature/Stamp)

Date:

.....
ACCEPTANCE

Room -
Acceptance or otherwise -
Date -
Timings -
Charges -
Security -
Receipt No -

Q-

Dt

Date:

Director (Adm)

Facilities

1. **Seminar Room 1.** Capacity is 5 + 75. It has fixed microphones (1 between 2), collar microphone and recording facility. Lecture Stand and White Board are available within cost. Seating is in class room arrangement.
2. **Seminar Room 2.** Capacity is 1 + 18. It has fixed microphones (1 between 2) and recording facility. White board is available within cost. Seating is in conference (Round Table) arrangement.
3. **Seminar Room 3.** Capacity is 16. White board is available within cost. Seating is in conference (Round Table) arrangement.
4. **Auditorium.** Capacity is 300. Stage table/chairs are catered for 7 persons. Lecture stand and large screen are there. Audience/stage mics can be fitted. Recording facility and OHP are available.
5. **A.C.** All rooms are AC, with generator backup.
6. **Laptop and LCD Projector.** To be arranged by users from outside USI.
7. **Booking Charges Plus 18% GST Extra.**
8. **Armed Forces will be given 10% discount.**
9. **Banquet Hall Pavilion Rs. 5,000/- per day.**

	Capacity	Full Day Upto 8 hrs	Half day Upto 4 hrs	Webinar	Addl Per hour	Addl for Sat/ Sun/Holiday	IT Support	Security Deposit
Audi	300	40,000	25,000	5,000	4,000	4,000	2,000	5,000
SR-1	70	25,000	15,000	5,000	3,000	3,000	2,000	3,000
SR-2	20	15,000	8,000	5,000	2,500	2,500	2,000	1,500
SR-3	16	10,000	4,000	5,000	1,500	1,500	2,000	1,500

10. **Payment.** Full amount including charges and security is to be paid with the form either in cash or by local cheque drawn in favour of Director USI of India.
11. **Allotment.** At the discretion of the USI.

Restrictions

12. (a) Political/ religious functions, general body meetings, donation collections and sales promotion campaigns are not permitted.
(b) There is no place for exhibitions. Display of goods/products is not permitted.
(c) If video/films screening is part of a programme, the organisers will have to produce in advance censorship certificate of temporary licence, as the case may be.
(d) For entertainment programmes, a performance licence from the Delhi Administration would have to be produced in advance. Programmes where entry is by tickets are not permitted. Invitees should be contacted individually and NOT through newspaper notices.
(e) Decorations and posters will not be allowed. Only a banner inside the hall is permitted, provided screen and walls etc are not likely to be damaged. Reservation slip pasting on chairs is not permitted.
(f) If any additional audio-visual equipment is required to be brought in, advance permission of the USI will have to be obtained.
(g) Any damage to the building, furniture, equipment and fitments by hirer or participants will be made good in cash at full replacement cost as decided by the USI.
(h) Outside catering is NOT permitted in any form, including packaged food/water.
(j) Liquor is not permitted within the USI Premises.
(k) Smoking is prohibited in halls/restaurant.
(l) Timings and capacity cannot be exceeded.
13. **Timings.** Timings preferred are between 1000 H and 1700 H. Max 8 H extendable by one hour in exceptional cases on extra payment.

Booking, Cancellation & Refund

14. Firm bookings are made on receipt of full payment including security, alongwith application on booking form. Postponements are treated as cancellations. 100% refund is given if cancellation is done more than 21 days in advance, 75% between 10 and 20 days and nil for less than 10 days. Telephonic information regarding availability should not be considered as booking.
15. For booking contact Director (Adm) with form duly completed. Telephone No 20862316.

Administrative Instructions

16. (a) Booking organisation will place a responsible person at the main gate to assist USI guard in allowing entree and traffic control at gate.
(b) All vehicles are to be parked in parking area. No vehicles shall be allowed to be parked at first floor porches, any portion of flyover or lawns.
(c) Exit of vehicles will be from Gate No 2 when auditorium is used.
(d) Refreshments, tea, soft drinks or smoking are not permitted inside the halls.
(e) Lobby is not available for sub group discussions. Additional room should be booked.
17. **Security** Organisations and their participants shall be responsible for security of their items in the USI premises, including inside the hall in use.
18. **Catering** All catering arrangements within the USI premises will be done through the USI Restaurant only. Please contact Restaurant Manager at the Restaurant on the first floor. Telephone No 9999889185. Outside catering is not permitted in any form.
19. **Residential Accommodation** Please contact Residency Manager - Telephone No 9999889180 to 9999889195 (Telefax).
20. **Contact Details : E Mail** USI: diradm@usiofindia.org; Residency: residencyresorts@gmail.com
Web Site : www.usiofindia.org