

CENTRAL GOVERNMENT OFFICERS' ASSOCIATION (CGOA)
 BCG Midtown Apartment, K.M.A. Avenue, Panampilly Nagar, Kochi-682 036
 Tel: 98950 77708, 94461 40694, e-mail: cgoakochi@gmail.com

Application for booking CGOA Hall

1. Name & Address of Applicant :
2. Phone No. : Land : Mobile:
e-mail id:
3. Date on which Hall is required :
4. Duration of function : From To
5. Type/Nature of function :
6. Which hall is booked : a) Full Hall
(tick a, b or c) b) Main Hall
c) Mini Hall
7. Duration (tick a or b) : Half Day/ Full Day
8. AUDITORIUM – TARIFF*

	FULL HALL (Main Hall + Mini Hall)			MAIN HALL			MINI HALL	
	3 hours	5 Hours	8 Hours	3 Hours	5 Hours	8 Hours	3 Hours	6 Hours
Rent	Rs.8500	Rs.11000	Rs.16500	Rs.5500	Rs.8500	Rs.11000	Rs.3500	Rs.5500
Deposit (refundable)	Rs.3000	Rs.3000	Rs.3000	Rs.2500	Rs.2500	Rs.2500	Rs.2000	Rs.2000

* Deposit amount is refundable, after deducting cost of damages/ loss, if any. In addition Rs.1000/- as charges for cleaning and re-arrangement of the Hall has to be paid. No additional payments required.

9. Total Amount to be paid (c) : (a) + (b) : Rs.
10. Amount of advance paid : Rs.
50 % of amount at '9' above

I hereby undertake to pay the Balance amount of Rs. before the date of programme for which the hall is booked and to make good loss/damage to the hall/fixtures/furniture by forfeiting of security deposit (to the extent of damage) and to make additional payments, if any.

Date:

(Signature of Applicant)

For Office use only

Booking of room as above is approved, subject to payment at '10' above

Received amount

vide receipt No..... dated

President / Secretary / Treasurer