To
The Registrar
GITAM University
Visakhapatnam-530 045

Sir,

Sub: Requisition for Mother Teresa AC Auditorium / Grace Hall – Reg

Please allot Mother Teresa AC Auditorium (Dental College / Grace Hall) as detailed below:

1. Required Department / Person:
2. Required Days / Dates: ............ Days From: ............... To: ............
3. Required Hours / Timings: ............ Hours From: ............... To: ............
4. Purpose:

CONDITIONS FOR ALLOTMENT:

1. An amount of Rs.10,000/- (Rupees Ten thousand only) per day or part will be charged for providing the auditorium. And it should be paid by cheque in the name of GITAM University after getting the approval.
2. The chairs, tables, mike and lighting lamps etc., should not be disturbed in the auditorium.
3. The dining tables in the Annexe should not be disturbed.
4. Snacks, Cool Drinks, Water or any other beverages like tea or coffee should not be taken into the verandah or inside the AC auditorium.
5. No article from inside to be taken out from the Auditorium, etc.
6. Auditorium will be allotted for faculty functions and other VIP seminars only.
7. The capacity of auditorium is restricted to 540.
8. All are requested not to put legs on the walls and chairs, and premises should be maintained neatly.
9. Co-operation is solicited for good maintenance.

Signature of requisitioner

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<th>Cheque No. &amp; Date</th>
<th>Amount Rs.</th>
<th>Acknowledgement</th>
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<td>Allotted with charges</td>
<td>Allotted without charges</td>
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