



RESERVATION OF NAC AUDITORIUM OR BOARD ROOM

1. Applicants Name : Designation
2. Institution/Company:
3. Address :
.....
.....
4. Contact Person
 Telephone No: Fax No:
 E-mail:
5. Date (scheduled date of event) Duration of Event: (Please indicate commencement & conclusion time) Date;.....Comm;Con;.....
6. Type of Function/Title of Conference/Workshop:
7. No of people participating (Approximate):
8. Facilities/Accessories ordered

	Item	Cost (All rates nett)	Payments to NAC
a	<i>i. AUDITORIUM NON A/C (50-75 Seats)</i>	Rs. 4000.00 5 hrs, every additional hour or part thereof Rs. 750.00	
	<i>ii. AUDITORIUM A/C (50-75 Seats)</i>	Rs. 6000.00 5 hrs, every additional hour or part thereof Rs. 1500.00	
b	<i>A/C BOARD ROOM (CAPACITY 25 SEATS)</i>	Rs. 3000.00 (Non NAC Members) 5 hrs Rs. 2000.00 (NAC Members) 5 hrs (Extra hours negotiable)	
c	<i>Multimedia and Screen</i>	Rs. 3000.00 Per Event	
d	<i>Overhead Projector</i>	Free	
e	<i>Magi Board</i>	Free	
f	<i>VCR, CD Player, TV, Screen</i>	Free	
g	<i>Head Table & Chairs</i>	Free	
h	<i>Maintenance and Service Charge</i>	Rs. 1000.00 Per Event	
i	<i>Flip Chart</i>	Rs. 20.00 Per Sheet	
j	<i>Mikes & Sound System</i>	Rs. 1500.00 Per Event	
k	<i>Drinking water</i>	Rs. 30.00 Per Bottle (500ml)	
l	<i>Catering</i>	NAC will provide on Request	
m	<i>Pantry Facilities</i>	Pantry facilities available free of charge	
n	<i>Parking</i>	Parking available at premises and adjacent side road	
Total amount to be paid to NAC			

Cash or Cheque to be drawn in favour of “**National Agribusiness Council**” and submitted to Accountant.

9. Advance Payment of 50% should be made 10 working days prior to the event. Any cancellation should be informed 7 working days prior to the scheduled date of event, to be eligible for refund.
10. All banners to be fixed in the hall to be handed over to the NAC office 48 hrs prior to the event.
11. Agree to use the Auditorium, subject to the conditions mentioned below.
 - a. The applicant agree to handover the electronic items rented in functioning order to NAC
 - b. The applicant agree to pay the full cost of electronic equipment for damages or for any losses of equipment rented.
 - c. The applicant agree to use the building and furniture in a careful manner, where no damage is caused by any activity during the rented period. Applicant agree to pay for any damages caused for building and furniture during the rented period.
12. Signature of the Applicant & Date:

NAC Office Use

13. NAC Officer's remarks on acceptance of the application :
14. A) Office Aide NAC and Security at the gate are being informed of the event time etc.
Signature & Date:

NAC Office Use – Accounts Department

15. Payment by Cheque or Cash
16. Cheque NoDate of Issue Bank
17. NAC Receipt No
18. Checked whether Office Aide, NAC and Security at the gate are informed of the event, time etc
19. Signature of Accountant NAC