**REQUEST FOR ACCOMMODATION AT HOYSALA GUEST HOUSE(HGH)**

Name of the department/Phone No. Date:

|  |  |  |
| --- | --- | --- |
|  1 | Name of the Student/Guest/Participant |  |
|  2 | Designation |  |
|  3 | Address of the University/Institution/Office |  |
|  4 | Period of stay | From To |
|  5 | Duration (No. of days) |  |
|  6 | No. of rooms required |  |
|  7 | Purpose of visit |  |
|  8 | Room rent:(Please tick whichever applicable)1. For College students/

guests/participants/ teachers1. For Industry participants
2. Departmental grants

(WBS to be indicated) | Mode of paymentRs.1000/- + 12% GSTBy the Visitor :Rs.1500/- + 12% GSTBy the Visitor :Rs.1000/-WBS : |
|  9 | Name of the Faculty-in-charge |  |
| 10 | Signature of the Faculty |  |

Signature of the Chair/Convenor

 of the department with Seal

 Terms and Conditions

1. Booking request should be sent atleast a week in advance
2. Hoysala Guest House is a single furnished room
3. NO SHOW CHARGES: One day rent for each room booked will be levied if the booking is not cancelled within 48 hours prior to occupation and the booking will be automatically cancelled for the second day.
4. Boarding facility is not available in Hoysala Guest House
5. HGH is not responsible for any loss of the belongings of the guests
6. Kids/parents/friends/relatives or not allowed to stay in the guest house.
7. Guests are requested to settle their bills before check out of the room.
8. The contact number of Hoysala Guest House is Extn. 2535