

PANJAB UNIVERSITY CHANDIGARH

APPLICATION FORM FOR BOOKING OF LAW AUDITORIUM OR ANY OTHER AUDITORIUM  
(Mentioned Name of The Auditorium: \_\_\_\_\_) IN PANJAB UNIVERSITY,  
CHANDIGARH.

1. Name of applicant/ Department : \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile No. and E-mail address : \_\_\_\_\_  
G.S.T No. ( if available ) : \_\_\_\_\_
2. Name of Deptt./ Institute in which employed / studying : \_\_\_\_\_
3. Name of the Dignitaries / Chief Guests to be invited : \_\_\_\_\_
4. Date/s for which Auditorium is required : \_\_\_\_\_
5. Starting & Closing time of event/ programme : \_\_\_\_\_
6. Whether participants belonging to P.U. or outside the : \_\_\_\_\_  
Campus
7. Name of the sponsoring organization to the Event/ : \_\_\_\_\_  
programme
8. Whether booking of Auditorium is free of cost or on : \_\_\_\_\_  
approved charges of the University
9. Whether the approval of the Vice-Chancellor has been : \_\_\_\_\_  
sought for this event/ programme
10. Whether event is official / academic/ sports/ cultural or : \_\_\_\_\_  
any other activity
11. Advance rent paid amount : Rs.: \_\_\_\_\_  
( Original receipt attached ) Receipt No. : \_\_\_\_\_  
Dated : \_\_\_\_\_

**Undertaking :**

I undertake that I am bonafide employee / student of the office/ Branch / Department and the above information is correct.

- (i) Any damage to the University Law Auditorium or any other property will be recovered from the undersigned / concerned organization.
- (ii) I undertake that the Auditorium shall be vacated as mentioned in Column No.4 above.
- (iii) I shall clear all the dues, if any, before handing over the charge of Auditorium.

Signature of the applicant  
Mobile No. \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of the Department /Organization  
Recommending the event/programme  
(Signatures with date & Stamp)

**Important note:-**

Kindly fill all the particulars/ columns. Incomplete form will not be entertained.

**FOR OFFICE USE**

Law Auditorium may be booked from \_\_\_\_\_ to \_\_\_\_\_ in the name of above mentioned applicant.

Dealing Official