

To
The Secretary
Merchants Chamber of Uttar Pradesh
Civil Lines, Kanpur 208001

Date:

Dear Sir,
We wish to hire your premises as detailed below on (date) (day).

ABOUT THE ORGANISER

Name of the Organisation/Organiser	
Address	
E-mail	
Mobile No.	
Name of the Contact Person Mobile No.:	
Bank Details: (Attach copy of cancelled Cheque) Title of the Account (Entity making the Payment) Name of the Bank: Account No.: IFSC Code:	

NATURE OF PROGRAM: Cultural Program _____ Seminar/Meeting _____
TICK (✓) Political Meeting _____ Others (Specify) _____

Premises	Time		Total Period (in hours)	(for office use) Actual Time (in hours)
	From	To		
Sir Padampat Singhania Auditorium				
Dr. Gaur Hari Singhania Conference Hall, 1st Floor				
Annexee Hall				
Front Covered Shed				
Projector				

Amount paid for Booking Rs. _____
Security Amount Rs. _____

1. I/We hereby solemnly confirm that I/we will be solely responsible for obtaining all statutory permissions.
2. I/We undertake to maintain the discipline and shall also be responsible for the damage caused to assets of the Chamber.
3. I/We undertake to maintain the decorum in the audience sitting in the hall.
4. I/We agree to the terms and conditions mentioned on the back of this form.

(Signature of Organizer)

FOR OFFICE USE ONLY

Time of Handing Over premises		(Sign of Supervisor)
Time of Vacating premises		(Sign of Supervisor)
Total deductible towards extension of time/date shifting/damaging of assets etc.		(Sign of Supervisor)
Refunded Security Amount		(Sign of Supervisor)

(Authorised Signatory/Secretary)

DUTY CHART

Name	Signature	Duty Time	Duty Hours

(Authorised Signatory/Secretary)