



INDIAN INSTITUTE OF SCIENCE  
BANGALORE – 560 012

REQUEST FOR ACCOMMODATION AT THE CENTENARY VISITORS HOUSE

Ref: .....

APPLICATION TO BE SENT IN DUPLICATE

Date .....

<b>a) INDIVIDUAL</b> NAME OF THE VISITOR(S) - CAPITAL LETTERS Designation (Visitor need be at least at the level of Lecturer & above) Address of the Visitor(s) Nationality Purpose of Visit (Details to be indicated)	
<b>b) CONFERENCE / WORKSHOP etc.,</b> (Visitor need be at least at the level of Lecturer & above)	
Period of Visit & Duration (More than 15 days only) From ..... To ..... Number of Days .....	
Type of Accommodation (Tick as Appropriate)  <input type="checkbox"/> Studio Apartment <input type="checkbox"/> One Bed Room Apartment <input type="checkbox"/> Two Bed Room Apartment Total No. of Rooms Required .....	
<b>PAYMENT DETAILS (Tick as Appropriate)</b> Whenever the charges are to be paid by the guests, it is necessary to indicate alternative Debit Head for levying 'No Show' charges, in case the guest does not utilize the accommodation.  a) <input type="checkbox"/> <b>By Guest</b> - Alternative Debit Head..... b) <input type="checkbox"/> <b>By Dept</b> – Debit head .....	
Faculty Member request for accommodation Name: ..... Designation ..... Signature .....	
Recommendation of Chairman of the Department Signature ..... Dept (Seal).....	

**Terms & Conditions:**

1. NO SHOW CHARGES: one day rent for each of the accommodation booked will be levied if the booking is not cancelled at least 48 hours earlier and the booking will be automatically cancelled for the second day.
2. Application should be sent at least 10 days in advance.
3. Boarding Facility is not available in the Centenary Visitors House.
4. Centenary Visitors House is not responsible for valuable of the guests.
5. Guests are requested to settle cash bills (if any) before 5pm.
6. Guests staying for more than one month should settle the cash bills (if any) by the end of the month

**FOR USE BY GUEST HOUSE ONLY**

Reg. No.....	Page No.....
Date.....	Room No.....
...	

**Returned W/c**

**Allotment of ..... Apartment(s) is confirmed.**  
**From..... to.....**

(Signature)

Guest House In-charge

**The Rent for the various types of Accommodation is as follows:**

<b>Period</b>	<b>Studio Apartment</b>		<b>One Bed Apartment</b>		<b>Two Bed Apartment</b>	
	<b>IGR*</b> Rs.	<b>OGR*</b> Rs.	<b>IGR*</b> Rs.	<b>OGR*</b> Rs.	<b>IGR*</b> Rs.	<b>OGR*</b> Rs.
<b>One day</b>	1,200.00	1,800.00	1,500.00	2,250.00	2,000.00	3,000.00
<b>One week</b>	6,000.00	9,000.00	7,500.00	11,250.00	10,000.00	15,000.00
<b>One month</b>	18,000.00	27,000.00	22,500.00	33,750.00	30,000.00	45,000.00

**\* IGR – Institute Guest Rate; \*OGR – Outside Guest Rate**

➤ The request for accommodation may please be sent to the Guest House In-charge, Main Guest House.

- The rates indicated are exclusive of GST at 18%