



The Federation of Telangana Chambers of Commerce and Industry

(Formerly known as FTAPCCI)
Empowering Industry, Commerce and Trade

Regd. Office: Hyderabad
Federation House, 11-6-841, FTCCI Marg, Red Hills, Hyderabad - 500 004.
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Email: info@ftcci.in / rajesh@ftcci.in Web : www.ftcci.in

CIN U91110TG1964NPL001030

HALL REQUISITION FORM

Name of the Hall and the time required	<input type="checkbox"/>	FTCCI Surana Auditorium	<input type="checkbox"/>	Dhanjibhai Sawla Hall
	<input type="checkbox"/>	J.S. Krishna Murthy Hall	<input type="checkbox"/>	OPT Board Room
	<input type="checkbox"/>	K.L.N. Prasad Auditorium	<input type="checkbox"/>	White House Board Room
	<input type="checkbox"/>	Banarsilal Gupta Exhibition Hall		

Date	Day	From	To	Details of any special request

Purpose _____

Would you be requiring

<input type="checkbox"/> Cordless Microphone	<input type="checkbox"/> LCD Projector + Screen	<input type="checkbox"/> LED TV	<input type="checkbox"/> Wifi
<input type="checkbox"/> Collar Microphone	<input type="checkbox"/> Display at entrance	<input type="checkbox"/> Lighting Lamp	

Would you be serving

<input type="checkbox"/> Snacks & Tea/Coffee	<input type="checkbox"/> Lunch (Only Veg)	<input type="checkbox"/> Dinner (Only Veg)
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(Note : Eatables are not allowed in the Auditorium)

Name of the Company _____

Address

PIN _____

Telephones with STD Code	Fax with STD Code	Email

Website

FTCCI Member No Yes Membership No. _____ Panel _____ GST No. _____

Category Manufacturing Trading Services Association Government

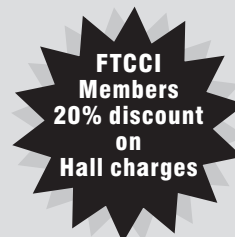
Contact Person _____

Phones Cell _____ Office: _____ Resi.: _____

FOR OFFICE USE		Amount Details	
Application received on : Date _____		4 hrs.	8 hrs
Membership verified by :			
Receipt No. : _____ Date _____			
	Hall Charges		
	Cordless Mikes		
	Lighting Lamp		
	Wifi Charges		
	LCD Projector/TVs		
	OT		
	G S T 18%		
	Caution Deposit		
Hall Booking Section Signatory	TOTAL AMOUNT		
Authorized Signatory			

FTCCI HALLS TARIFF

Name of the Hall	Seating Capacity	Area	Refundable Caution Deposit	Tariff	
				for 4 hrs	for 8 hrs
1. K.L.N. Prasad Auditorium (A/C)	350 nos.	III Floor	3,000/-	11,500/-	21,000/-
2. FTCCI Surana Auditorium (A/C)	130 nos.	G. Floor	2,000/-	8,000/-	14,500/-
3. J.S. Krishna Murthy Hall (A/C)	40 nos.	I Floor	1,000/-	6,000/-	11,500/-
4. Banarsilal Gupta Exhibition Hall (A/C)	2500 sft.	G. Floor	2,000/-	4,500/-	8,000/-
5. Dhanjibhai Sawla Hall (A/C)	2500 sft.	III Floor	1,000/-	3,750/-	6,500/-
6. OPT Board Room (A/C) NM/M	14 nos.	I Floor	1,000/-	1,500/-	2,750/-
7. White House Board Room (A/C)NM/M	10 nos.	I Floor	1,000/-	1,750/-	3,000/-



The Cheque / DD is to be drawn in favour of "FTCCI" payable at Hyderabad.

For Neft / RTGS : FTCCI, SBI, Bazarghat (Br), Hyderabad Account No. 10005356049

IFSC : SBIN0005893 | GST : 36AAFCT2444K1Z6 | PAN : AAFCT2444K

SCAN & PAY



OTHER CHARGES

LCD Projector for KLN Prasad Auditorium	2000	Collar Mike / Cordless	400
LCD Projector for FTCCI Surana Auditorium	1500	Screen only	200
LED Tv's for J S Krishna Murthy Hall	1500	Lamp / Wifi Charges	500
LCD Projector for OPT Board Room	1500	OT before 9 am & after 6 pm (Per Hour)	300
55 inch TV for White House Board Room	800	OT on Sunday's / Holidays	1200

(18% GST will be charged extra at the applicable rate on the Hall Charges)

REGULATIONS

- The hall/s are hired out strictly for the purpose/s mentioned in the Application Form.
- The halls will be allotted only for the meetings connected with Trade, Commerce and Industry:
 - Political meetings and Cultural programs etc are not allowed & Non. Veg Food is not allowed in FTCCI Premises.**
 - Display of banners / boards shall only indicate the applicant's name and name of the function.
- The hirer shall not use/occupy any other area/s other than those allotted as in this Application Form.
- The hirer of the hall/s shall ensure that the events conducted by him do not cause any nuisance to others.
- The safety, security and care of the property hired shall be the responsibility of the hirer. Any damage to the property or threat of safety and/or security shall be redemned by the hirer on demand by the Federation
- Lifts shall be exclusively used for movement of people, using for transport of any goods/food is prohibited.
- The hired Hall/s and the Federation House in general shall not be littered, damaged or defaced.
- If the hall is required before and after the allowed time for making any arrangements, additional charges will be levied.
- The hirer shall hand over the premises in good and clean condition within one hour from the end of the hire period.
- Any food or beverages can be served with prior permission of the FTCCI at the place/s designated by it, in such cases, the hire charges have to be paid.
- Smoking, cooking, consumption of alcohol within the Federation House premises are prohibited.**
- The hirer must take prior permission, if any items/equipments are being brought into the Federation House. FTCCI reserves the right to refuse the permission for bringing in items / equipment, if in the opinion of FTCCI such items / equipment would damage the property or security of the Federation House.
- Hall and other charges together with Security Deposit etc., shall have to be remitted along with this Application Form.
- Security Deposit will be refunded after 15 days on submission of the original receipt, subject to recovery of any loss/damages to property, if any.
- In case of cancellation of hall bookings before one week, 50% of the hall charges will be deducted and if before 3 days, 100% will be deducted and the balance will be refunded without service charges as this has been remitted to the Department.
- The hirer shall pay charges for the damages, if any as assessed and demanded by the FTCCI within a week.
- The FTCCI reserves the right to restrict entry of any individual/s or goods into the Federation House and shall reject this request without assigning any reason. Hirer shall specify the hall name and full address in their invitations / communications.
- In case any VIPs are attending the meeting, Police Station, Nampally has to be informed under intimation to us and obtain their permission and ensure security cum arrangement. All security arrangements have to be made by the applicant in such a case.**
- Orchestras, Music Equipments and Musics etc. is not permitted.**
- FTCCI reserves the right to cancel the Hall/Auditorium even after booking without assigning any reason.
- Inside of the Auditorium / Hall allowed only one Banner.

Declaration

I/We solemnly affirm that the information given above is true and correct to the best of my/our knowledge. I/we agree to abide by FTCCI's Rules and Regulations governing the usage of Hall/s. I/We undertake to co-operate with FTCCI and understand that this application is subject to acceptance by FTCCI.

Date

Signature of the Applicant (with seal)