

Proforma for booking the MA Ansari Auditorium Complex

1. Name of the Department / Agency:.....
2. Booking for : (please tick √)
 - a. M A Ansari Auditorium
 - b. Safdar Hashmi Amphitheater
 - c. Front Lawns of the M A Ansari Auditorium
3. Name of the Programme:.....
4. Nature of the Programme: Seminar / Conference/ Lecture/ Cultural
5. Expected number of participants (including audience):.....
6. Dates (s) required: From:..... to
7. Timings: From to
8. Name and Telephone number of contact person:.....

For Jamia Bookings only: Certified that this is an official programme of the Department / Centre. The Department / Centre shall pay the requisite booking amount / deposits etc within a week of the Programme.

(Head / Director)

For External bookings: The requisite fee and hiring charges of Rs.....have been paid vide cash receipt / Bank Draft No:.....on (Date). I/we understand that in the eventuality of any damage to the equipment / furnishings etc of the complex during our programme, the damage may be recovered through the deposit amount. In case the damage exceeds the deposit, I/we undertake to deposit the additional money required within a week of the programme

(Signature with Seal and Designation)

For special requests regarding stage/seating etc, please contact the Section Officer, office of the Dean, Students' Welfare.

For office use: The Auditorium/ Amphitheater/ Front Lawns are available/not available.

Dean, Students' Welfare

Section Officer