



**INDIAN INSTITUTE OF SCIENCE
BANGALORE – 560 012**

REQUEST FOR ACCOMMODATION AT THE CENTENARY VISITORS HOUSE

Ref:

APPLICATION TO BE SENT IN DUPLICATE

Date

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

Terms & Conditions:

- 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.
- Application should be sent at least 10 days in advance.
- Boarding Facility is not available in the Centenary Visitors House.
- Centenary Visitors House is not responsible for valuable of the guests.
- Guests are requested to settle cash bills (if any) before 5pm.
- 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:

Period	Studio Apartment		One Bed Apartment		Two Bed Apartment	
	IGR* Rs.	OGR* Rs.	IGR* Rs.	OGR* Rs.	IGR* Rs.	OGR* Rs.
One day	1,200.00	1,800.00	1,500.00	2,250.00	2,000.00	3,000.00
One week	6,000.00	9,000.00	7,500.00	11,250.00	10,000.00	15,000.00
One month	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%