**BIRLA INSTITUTE OF TECHNOLOGY**

**MESRA – RANCHI**

**Reservation Form For IGH/OGH**

**Check In/Out Time : 12.00 Noon**

To Date:\_\_\_\_\_\_\_\_\_\_\_

 The Registrar

 Please arrange to reserve accommodation in IGH/OGH as per following details:

**Guest Details -**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Departure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Room Type | No. of Persons | No. of Rooms | No. of Days | Rates per room | Special Request if any (Veg/Non Veg) |
| A.C. |  |  |  |  |  |

Requested By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation & Department. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_

Mob No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No. (for student)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval For Institute Guests**

For Persons invited by the Department for

Exam/Interview/Lecture Signature

 (HoD/In-charge Department)

For other guests

**For Office Use**

Not Allotted / Not Available Allotted : I.G.H. / O.G.H.

Allotted Room No. \_\_\_\_\_\_\_\_\_\_\_ From \_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_ In-Charge Guest House

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Total Room Rent | Total Food charges | Grand Total  |
|  |  |  |  |

**NOTE**

1. IGH Room Rent and Room details:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Type of Room | Single occupancy | Double occupancy | Sl. No | Type of Room | Single occupancy | Double occupancy |
| 1. | Suit Room | 2500 | 3. | Mezzanine Room | 1200 | 1500 |
| 2. | Large Room | 1500 | 2000 | 4. | Small Room | 1000 | 1200 |

GST 12% or as applicable on date

1. OGH (Old Guest House) Room Rent 950/- per day. GST not applicable in this Guest House
2. Room rent is exclusive of food charges.