



The Federation of Andhra Pradesh Chambers of Commerce and Industry

Empowering Industry, Commerce and Trade

Federation House, 11-6-841, FAPCCI Marg, Red Hills, Hyderabad - 500 004.

Phones: 23395515 (8 lines); Fax : 040-23395525 Email: info@fapcci.in

| HALL REQUISITION FORM | | | | |
|---|--|---|--------------------------------------|--------------------------------|
| Name of the Hall and the time required | <input type="checkbox"/> Surana Udyog Auditorium <input type="checkbox"/> J.S. Krishna Murthy Hall <input type="checkbox"/> K.L.N. Prasad Auditorium | <input type="checkbox"/> Banarsilal Gupta Exhibition Hall <input type="checkbox"/> Dhanjibhai Sawla Hall | | |
| Date | Day | From | To | Details of any special request |
| | | | | |
| | | | | |
| | | | | |
| Purpose | | | | |
| Would you be requiring | <input type="checkbox"/> Cordless Microphone <input type="checkbox"/> Collar Microphone | <input type="checkbox"/> LCD Projector + Screen <input type="checkbox"/> Display at entrance | <input type="checkbox"/> Screen only | |
| Would you be serving | <input type="checkbox"/> Snacks & Tea/Coffee | <input type="checkbox"/> Lunch | <input type="checkbox"/> Dinner | |
| Name of the Applicant | | | | |
| Address | | | | |
| | | | | |
| | | | | |
| | PIN | | | |
| Telephones with STD Code | Fax with STD Code | Email | | |
| | | | | |
| | | Website | | |
| | | | | |
| FAPCCI Member | <input type="checkbox"/> No <input type="checkbox"/> Yes | Membership No. _____ | Panel _____ | |
| Category | <input type="checkbox"/> Manufacturing <input type="checkbox"/> Trading <input type="checkbox"/> Services <input type="checkbox"/> Association <input type="checkbox"/> Government | | | |
| Contact Person | | | | |
| Phones | Cell _____ | Office: _____ | Resi.: _____ | |
| Declaration | | | | |
| <p><i>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 FAPCCI's Rules and Regulations governing the usage of Hall/s. I/We undertake to co-operate with FAPCCI and understand that this application is subject to acceptance by FAPCCI.</i></p> | | | | |
| Date _____ | Signature of the Applicant (with seal) | | | |

FAPCCI HALLS TARIFF

(S.T.@12.36% w.e.f.1.04.2012)

| Name of the Hall (All halls are airconditioned) | Capacity (Area) | Location (Floor) | Charges for 4 hrs. +Admn.Others+ST | Cautions Deposit (Refundable) | Total Payment for 4 hrs. | Charges for 8 hrs. +Admn.Others+ ST +Cautions Deposit | Total Payment for 8 hrs |
|--|--------------------|---------------------|---------------------------------------|-------------------------------------|--------------------------------|---|-------------------------------|
| 1. Surana Udyog Auditorium | 150 nos. | G.Floor | 2500+1200+457 S.T. | 2000 | 6157 | 5000+2400+915 S.T. | 10315 |
| Non Members | | | 3000+1200+519 S.T. | 2000 | 6719 | 6000+2400+1038 S.T. | 11438 |
| 2. Banarasilal Gupta Exhibition Hall | 3500 sft. | G.Floor | 2500+1000+433 S.T. | 2000 | 5933 | 5000+2000+865 S.T. | 9865 |
| Non Members | | | 3000+1000+494 S.T. | 2000 | 6494 | 6000+2000+989 S.T. | 10989 |
| 3. J.S. Krishna Murthy Hall | 40 nos. | I Floor | 1500+300+222S.T. | 1000 | 3022 | 3000+600+445 S.T. | 5045 |
| Non Members | | | 2000+300+284 S.T. | 1000 | 3584 | 4000+600+569 S.T. | 6169 |
| 4. K.L.N. Prasad Auditorium | 350 nos. | III Floor | 6000+2500+1051 S.T. | 3000 | 12551 | 12000+5000+2101 S.T. | 22101 |
| Non Members | | | 7000+2500+1174 S.T. | 3000 | 13674 | 14000+5000+2348 S.T. | 24348 |
| 5. Dhanjibhai Sawla Hall | 2500 sft. | III Floor | 2000+1000+371 S.T. | 1000 | 4371 | 4000+2000+742 S.T. | 7742 |
| Non Members | | | 2500+1000+433 S.T. | 1000 | 4933 | 5000+2000+865 S.T. | 8865 |

FAPCCI members can avail discount at 20% on the Hall charges. (Service Tax will be charged extra at the applicable rate on the Hall Charges). **Payment:** By cash or draft drawn favouring FAPCCI. Hall charges are applicable between 9-00 and 18-00 hrs.; for hiring before and after these hours Rs.200 +25 S.T. per hour will be charged extra. Also on Sundays and Holidays Rs.1000+124 S.T.will be charged extra. Eatables are not allowed in the Auditorium.

| LCD Screen | S.T. |
|---------------------------------|----------------|
| K.L.N. Prasad Auditorium | .2000+247=2247 |
| Surana Udyog Auditorium | 1500+185=1685 |
| J.S. Krishna Murthy Hall | 1500+185=1685 |
| Screen only | 200+25 = 225 |
| Cordless/Collar Microphone each | 400+49=449 |

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 etc are not allowed.
 - 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 redemitted 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 FAPCCI at the place/s designated by it, in such cases, the hire charges have to be paid.
- Smoking, cooking, consumption of alcohol and Non-veg. etc., within the Federation House premises are prohibited.**
- The hirer must take prior permission, if any items/equipments are being brought into the Federation House. FAPCCI reserves the right to refuse the permission for bringing in items / equipment, if in the opinion of FAPCCI 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 FAPCCI within a week.
- The FAPCCI 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.**
- No orchestras, etc. is permitted.
- FAPCCI reserves the right to cancel the Hall/Auditorium even after booking without assigning any reason.

FOR OFFICE USE

Application received on : Date _____

Requested Hall : Allowed / Rejected / If allowed, R. No. _____ Date _____

Membership verified by : Hall Rq. Regn. No. _____ Date _____

Special instructions, if any:

Authorised Signatory

Remarks:

Secretary General