

Ground No.
Rect No.

Form No.

C N Vidyavihar
Requisition for Ground
Original

January - 2013

1. Name of Institute / Organization: _____
2. Address: _____

3. Contact Person: _____ 4. Telephone / Mobile No. _____
5. Purpose of Booking: _____
6. If Cricket, tennis ball or season ball: _____
7. Ground Required on: _____ Date/s: _____
Time: From _____ am/pm To _____ am/pm
8. No. of Days : _____
9. Reference (mandatory): _____

Conditions of Booking

1. C. N. Vidyavihar reserves the right to accept or reject the requisition without assigning any reason.
2. C. N. Vidyavihar reserves the right to cancel any booking in case of its own events being scheduled during the day/s.
3. Booking will be accepted upto 15 days in advance.
4. Organizers must ensure that facilities are used properly and no damage is done to the property.
5. The players are not allowed to stroll on the campus as there are schools and institutions working during the day. They should not cause any disturbance to the students studying on the campus.
6. Cooking and serving of food items on the playgrounds is strictly prohibited. Only pre-cooked food packets may be distributed in a designated area.
7. Smoking, chewing of tobacco / pan and spitting on the campus is prohibited. If spitting is spotted, a sum of Rs. 100/- will be charged to the agency.
8. Parking of vehicles is to be done in the designated area.
9. Unless otherwise confirmed, the agency will not make announcement of the venue.
10. All the banners, posters, litter, etc. should be removed immediately after the event is over.
11. There will be an attendant from Sheth C. N. Vidyavihar posted on duty to provide assistance if required. He reserves the right to bring to the notice of the organizers violation, if any, of the guidelines laid down.
12. If any rules are deem broken, C. N. Vidyavihar may cancel the booking and ask the agency to vacate the grounds immediately.
13. No Sound System is allowed on the playground.
14. Organizers have to pay extra charges for cleaning and marking.
15. A copy of the filled form along with the receipt must be carried at all times while using the ground. The security or concerned office-bearer from C. N. may ask for it.

Name: _____

Signature: _____ Date: _____

Authorised signatory from C. N. : _____