



NATIONAL INSTITUTE OF PLANTATION MANAGEMENT
RESERVATION REQUEST

01. Organizer/.....
Organization.....
02. Title of the Programme
03. Address:.....
04. Telephone No:..... Fax No:.....
E-mail :
05. Contact Person of the Organization:.....
Telephone No:..... Mobile No:.....
06. Participants Status (Category):.....
07. No. of Participants:
09. No. of days: From: To:

10. **Facilities Required.**

Lecture Halls	Seating capacity	Amount Rs. (per day) 07 hours	Additional hours	Required Date/s	Required Time From To
Auditorium with A/C	150	10,000	1,000		
Auditorium without A/C	150	5,000	600		
Lecture Hall No 01- A					
Lecture Hall No 01- B					
Lecture Hall No 02	60	4600	600		
Lecture Hall No 03	30	4000	500		

11. (A) **Facilities Free of Charge in Lecture Halls/Auditorium:** PA system, Oil lamp, Magi Board, Flip chart Board and Podium

(B) **Computer Lab (20 Nos. Computers)**

Description	Rates
Computer Lab (Per day)	Rs. 4500/-
One computer (Per day 07 hrs)	Rs. 500/-
Each additional hour	Rs.100/-
Refundable Deposit	Rs. 4000/-

	Qty	Date	Time (From – To)
No. of computers required			

(C) **Accessories**

Accessories	Date	Time (From – To)
Multimedia Rs.600/- per day		

12. **Accommodation**

	Dates	No. of Participants	Male	Female
Non A/ C rooms – Rs. 300/- per person				
A/ C rooms – Rs. 1000/- per person				

13. **Requirement of Meals / Tea with Snacks for the Participants**

Date	Bed Tea No. of Participants (Rs. 40/-)	Breakfast No. of Participants (Rs.140/-)	Morning Tea with Short Eats No. of Participants (Rs. 80/-)	Lunch No. of Participants (Rs. 370/-)	Evening Tea with Short Eats No. of Participants (Rs. 80/-)	Additional Tea (If required) No. of Participants (Rs. 40/-)	Dinner No. of Participant (Rs. 370/-)

Indicate the required Time

Time	Bed Tea (6.00 a.m-6.30a.m)	Breakfast (7.00 a.m- 8.00a.m)	Morning Tea (10.00 a.m-10.30a.m)	Lunch (12.00 noon-01.00 p.m)	Evening Tea (02.45 p.m-3.15p.m)	Additional Tea	Dinner (7.30 p.m-8..30p.m)

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Signature

.....
Date

For Office Use

1. Recommended to conduct the programme

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Coordinator of the outside Programmes

2. Approved to conduct the programme

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Head- Training Division

NATIONAL INSTITUTE OF PLANTATION MANAGEMENT

Terms & Condition of hiring Auditorium/Lecture Halls and Accommodation facilities

01. 75% of the estimated charges to be paid within 03 days prior to the date of the Programme. Balance to be paid at least 10 days after the event. Cheques to be drawn in favour of “**Director, National Institute of Plantation Management**”.
02. The above reservation is liable for cancellation by giving you 07 days notice if circumstance warrants the use of the facility by NIPM.
03. Any damages or losses to the NIPM properties, the estimated amounts of the NIPM will be the final & conclusion.
04. The Department/organization/person hiring accommodation shall be responsible for the careful use of the building, furniture, equipment etc. and any losses or damages caused during period.
05. Catering by outsiders will not be allowed within the Institute premises.
06. Serving refreshments inside the Auditorium or Lecture hall is not permitted.
07. The catering will be available only during the periods of mentioned below :

Bed Tea	6.00 a.m	-	6.30 a.m
Breakfast	7.00 a.m	-	8.00 a.m
Morning Tea	10.00 a.m	-	10.30 a.m
Lunch	12.00 noon	-	1.00 p.m
Evening Tea	2.45 p.m	-	3.15 p.m
Dinner	7.30 p.m	-	8.30 p.m
08. Capacity of the main dining hall is for about 80 Persons only.
09. Using of liquor inside of the premises is prohibited
10. Reporting to the premises of the Intitule will not be allowed after 10.00 p.m
11. The coordinator of the programme could be able to communicate with the Institute’s coordinator with regard to the any matter which related to the facilities provided by the Institute.

