



उत्तर पूर्वी प्रौद्योगिकी अनुप्रयोग एवं प्रसार केन्द्र

North East Centre for Technology Application and Reach

(An Autonomous body under Department of Science and Technology, Govt. of India)

Guest Room Booking Form

सेवा में,

To,

The Sr. Administrative Officer, NECTAR

Survey of India Campus, Bonnie Brae Estate, Barik Point, Shillong-793001, Meghalaya

Name of the visitor(s):		
Designation		
Full Official (if employed) or Full Residential Address		
Telephone Number & E-mail address	Mobile.....	E-mail address.....
Purpose of Visit	Official	Private
Description of Visit		
Duration of Stay	From:	To:
Accommodation Requested	Single Bed	Double Bedroom
No. of Rooms		
Total No. of Persons	Adult	Children

Declaration

I/We will be held responsible if any of the above statements is found false. I/We also undertake all financial, responsibilities for loss or damage to guest room belongings.

Date

Signature

For Official Use Only

Recommended for _____ Single Room(s)/ _____ Double Bedroom(s) for _____ days,
from _____ to _____ for _____ Persons.

Authorized Signatory

I. Important instructions for allotment of rooms

- Allotment of rooms in the Guest House shall be on a first come first serve basis. However, preference will be given to officers on an official visit.
- Request for allotment of accommodation should be sent at least two days in advance only on the prescribed application along with an ID Card.
- Advance payment shall be made for confirmation of booking.
- Full Payment (accommodation and food) shall be made before check – out.
- Liquor/smoking is strictly prohibited in the Guest House premises.
- Gambling or other acts that are contrary to good morals or that cause an annoyance are strictly prohibited.
- Please do not remove or alter any equipment or fixtures of the guest room.
- Guest will be held responsible and will be charged as fixed by the concerned authority for any loss or damage to the guest room property caused by themselves, their friends, relatives or any person for whom they are responsible.
- Guest House is intended to provide a peaceful environment for all its guests. It is not permitted to watch TV or play music at loud volumes at any time and particularly, after 10 PM at night. Decency in all respect conducive to academic atmosphere should be maintained in the campus.
- Guest House staff is not responsible for any valuable items left behind by guests in the rooms.

Looking forward to your kind cooperation. Happy stay!