

S. No. ....

Date : .....

## ACCOMMODATION / MEAL BOOKING APPLICATION / FORM

**(Guest House // Hostel # Boys / Girls // .....)**

Applicant's Name : ..... Mobile : .....

Designation : ..... Dept : .....

Purpose of Booking : .....

Meal Requirement : Yes / No

Date(s) =>								
Meal Type	Breakfast	Lunch	Snacks	Dinner	Breakfast	Lunch	Snacks	Dinner
Total Nos. (Persons)								
Time								

Accommodation Requirement : Yes / No      Nos. of Persons # Male : ..... Female : ..... Total : .....

Accommodation	Date	Time	Nos. of Guests			Nos. of Rooms Required
			Male	Female	Total	
Check-In (Arrival)						
Check-Out (Departure)						

Details of Guest(s) :

S. No.	Name	Affiliation	Gender	Mobile

Any other information : .....

..... (Signature of Applicant)

Recommendation and Approval

	Nos. of Rooms	Nos. of Breakfast	Nos. of Lunch	Nos. of Snacks	Nos. of Dinner	Remarks	Sign and Name of Authority
Recommendation						Paid / Free	
Approval							

Payment To be Charged from the Guest : Yes / No ;      Advance Received : Rs .....

If Yes, Rates for Room ..... Full Day Meal ..... (BF/Snack ..... Lunch / Dinner .....)

Copy To : Concerned In-charge (Care-taker or Guest House)

**Office Use** # Received By : ..... on Dated : ..... Signature :