

# SIR ASUTOSH MOOKERJEE (SAM) GUEST HOUSE

(Controlled by Hall Management Centre)

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

## ROOM BOOKING FORM

1	Name of the Guest / Visitor (in block Letters)	
2	Postal address, mobile no of the guest	
3	Purpose of visit	
4	Expected arrival	(DD/MM/YY) Hrs
5	Expected departure	(DD/MM/YY) Hrs
6	Total number of day (s) of stay	
7	Total number of room (s) required	
8	Total number of guests in a room (Extra mattress charge is applicable if two persons are staying in a room)	
9	Name of the person making the booking	
	EC / Roll No	
	Deptt/Centre/School	
	Mobile No	
	Relation with guest	
10	Signature of the person making the booking with date	
11	Signature of the HOD/HOC/HOC/PI/Wardens with official seal, date	

### Please Note:

- **Advance booking more than 120 days is not entertained**
- **Room rent will be received through POS only. No Cash payment will be accepted**

Duly filled-in form must be submitted to HMC staff during HMC office hours

Date received at HMC office:		Availability:	YES / NO
Remarks, if any:			
Signature of HMC staff:			