



Indian Council of Social Science Research

North Eastern Regional Centre

NEHU Campus, Shillong – 793 022, Tel.: 0364-2550436

Proforma for booking

I. Facilities at the ICSSR-NERC Complex:

S.N.	Facilities	Seating Capacity	Rate per day (Rs.)	Required (Yes/No)	No. Of Day(s)
1.	Conference Room	60	3,000/-		
2.	Lecture Room	30	2,000/-		
3.	Committee Room	10	2,000/-		
4.	Dining Room	60	1,000/-		
5.	Computer Room	20	2,000/-		
6.	LCD Projector	--	1,000/-		
7.	Additional PA System	--	1,000/-		

II. Facilities at the ICSSR-NERC Guesthouse:

S.N.	Facilities	No. Of Rooms	Rate per day (Rs.)	No. Of Rooms required	No. Of days required	Booking dates	
						Check-in	Check-out
1.	VIP Rooms	2	1,700/-				
2.	Deluxe Rooms	16	1,200/-				
3.	Committee Room	01	3,000/-				

III. Details of the Organiser:

Name of Co-ordinator	
Name of Organisation/ Institution	
Address	
Telephone Number	
Email	
No. Of Delegates	

Terms & Conditions:

- The organiser should intimate in advance the required items and arrange the hall minimum one day before the events.
- Pasting of posters on the wall, smoking, drinking inside the Office complex as well as Guesthouse is strictly prohibited.
- No verbal cancellation of the bookings will be entertained. Postponement of the event without prior information will be treated as Cancellation.

Signature: _____

Name: _____

Contact No.: _____