



## 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)	Dates	
						From	to
1.	Conference Room	40	4,500/-				
2.	Lecture Room	30	3,000/-				
3.	Committee Room	10	3,000/-				
4.	Dining Room	50	1,500/-				

#### 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	1,904/-				
2.	Deluxe Rooms	16	1,344/-				
3.	Committee Room	01	3,000/-				

#### III. Details of the Organiser:

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

#### Terms & Conditions:

- The organiser should appoint one of their staffs (who knows computer) and send him at least one day before the events to arrange the hall.
- 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.: \_\_\_\_\_