

**PANJAB UNIVERSITY ALUMNI HOUSE**  
**South Campus, Chandigarh 160 014 ☎: 2541881, 2534575**

**Application for Booking of Alumni Guest House Room(s)**

1. Name of PUAA member/PU Staff/Others : \_\_\_\_\_
2. Contact Address : \_\_\_\_\_
3. Designation/Department in which employed : \_\_\_\_\_  
Mob no. : \_\_\_\_\_
4. Name(s) of Visitor(s) 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
5. Contact Address of Visitor(s) : \_\_\_\_\_  
: \_\_\_\_\_  
Mob no. : \_\_\_\_\_
6. Purpose of visit : \_\_\_\_\_
7. Relationship with applicant : \_\_\_\_\_
8. No. of Room(s) required : Room(s) \_\_\_\_\_ Suite(s) \_\_\_\_\_
9. Date(s) for Booking : \_\_\_\_\_ to \_\_\_\_\_ Day(s) \_\_\_\_\_
10. Rent paid vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ Cash / Cheque no./online  
\_\_\_\_\_ dated \_\_\_\_\_

**I hereby undertake:**

- (i) That room shall be vacated as mentioned at Sr. no. 9 above.
- (ii) I shall clear all the dues before handing over the charge of room/s to the Alumni House/clear all the dues in case of my guest do not clear it.
- (iii) I further certify that I would use the room myself or for my personal guest but not for a guest of any marriage party or attendant of any patient of any hospital.
- (iv) That the Guest who intends to stay is free from any COVID related symptoms.

The following tariffs will be charged for hiring rooms of Alumni Guest House:

**For Alumni members/PU staff/others**

: Deluxe Room Rs. 1000/-\*  
For Suite Rs. 1500/-\*

**For non-members**

: Deluxe Room Rs. 1500/-\*  
For Suite Rs. 2000/-\*  
**\*(GST Extra)**

**Note:-** \* Identity proof needs to be provided at the time of booking.

Please note that in case of important Panjab University functions or arrival of important University guests, the Department of Alumni Relations has every right to cancel any type of booking. In such cases, the applicant will be intimated telephonically and reimbursed with 100% refund of the amount paid by him/her.

**Consumption of liquor is strictly prohibited in the Alumni House premises.**

**Signature of Applicant/Visitor**

**Address:** \_\_\_\_\_

**Recommended by the HOD:**

\_\_\_\_\_

**(For Office Use)**

Received an amount of Rs \_\_\_\_\_ vide our receipt no. \_\_\_\_\_ date \_\_\_\_\_ Cash ( ) or Cheque ( ), Cheque no. \_\_\_\_\_ dated \_\_\_\_\_ of the Alumni Guest House Room(s) and Suite(s) has been booked for you from \_\_\_\_\_ to \_\_\_\_\_ .

**Booking Incharge**

**Dean Alumni Relations**