

Engineering Staff College of India
Administration & Personnel Dept.

Date: _____

To,
The Director,
Engineering Staff College of India
Gachibowli, Hyderabad
(GST: 36AAATT3439Q1ZV TAN: HYDI00750B)

Sub: Requirement/Booking of facilities at your Convention Centre

Name of the Organisation :

Programme / Event Title :

Dates (duration) :

Infrastructure	Capacity	Floor	Date from	Date to	No. of Days	Required Timings
Auditorium	800	Ground				
Exhibition hall	40 stalls	Ground				
Dining Hall	500	Ground				
Open to Sky Auditorium	200	Ground				
Techno-Hub	Multiuse	Second				
Seminar Hall1	150	Second				
Seminar Hall 2	100	Second				
Lecture hall-1	50	First				
Lecture hall-2	50	First				
Lecture hall-1	50	First				
Lecture hall-2	50	First				
Roof Top canopy	200	Top				
Others						

We request you to confirm booking of the above facilities.

We agree to pay non-refundable booking advance as specified by you through online/Neft/ RTGS and pay balance amount one week before the event date.

We agreeable to pay 25 % of non-refundable Booking advance.

We are aware that balance amount is payable 2 days before start of the event.

We are also agreeable to pay actual electricity consumption charges and cleaning charges as specified by you.

Regards

Yours faithfully,

(Signature)

Name:

Address:

Contact email-id

Mobile No:

GST no:

Email filled in application to director@escihyd.org under copy to capadmn@escihyd.org; finc@escihyd.org; esciccc@escihyd.org