



JAWAHARLAL NEHRU UNIVERSITY

University Cafeteria Booking Form

TIMINGS: FOR LUNCH : 12.00 NOON to 03.30 P.M.
FOR DINNER : 07.30 P.M. to 11.00 P.M.

Date: _____

The requisite amount of booking will be deposited in the Cash Branch under intimation to the PRO office.

1. Title of the Conference/Seminar: _____

2. Organized by the : Name: _____
Centre/School: _____
Contact No.: _____
3. Dates for usage of University Cafeteria _____
4. Breakfast/ Lunch/ Tea/ Dinner: _____
Timings: _____
5. Number of Invitees:(Maximum 125) _____
6. Any V.I.P Visiting: Yes/No (If yes, please mention the name) _____

7. Caterer Name & Contact No.: _____

(Seminar Coordinator)

Chairperson of the Centre

Dean of the School

PRO



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Guideline for the use of University Cafeteria

1. The use of the Cafeteria premises will be permitted for functions only, such as for hosting lunch, dinner etc. in connection with Seminars, Conference, Workshops, University Lecture series, Academic Council, Executive Council, Finance Committee, Court Meeting, Official Retirement and Other Academic programme. Organizers are requested to attach seminars/ conference/ workshops/ programmes details along with the booking form.
2. Rector may seek the final approval from the Vice Chancellor in special cases.
3. A service charge as follow per usage will be charged. The amount will be deposited in full at the time of booking.

Name	Seating capacity	Facility	JNU function without any financial support from outside agencies	JNU function with outside funding or Collaboration	Outside Agencies + Taxes as applicable	Professional bodies + Taxes as applicable
University Cafeteria	100	Air-conditioned with 55 chairs and 10 round table with one sofa set	Rs. 2,500/-	Rs. 5,000/-	Rs. 10,000/-	Rs. 10,000/-

4. The use of alcoholic drinks in the university cafeteria is strictly prohibited.
5. All payments shall be against issue of official receipts.
6. Booking of the area will be done on first-come-first served basis. However, preference will be given to the meeting arranged by the Vice-Chancellor's office.
7. It will be the responsibility of the organizer(s) user(s) to ensure safety of the building/furniture/fixtures etc.
8. Any damage caused to the building/furniture/fixtures during the function, the damage charges will have to be borne by the user(s).
9. The users will be expected to maintain harmony and good behavior during the function.
10. Engineering Branch will depute the service of an Electrician and a Plumber during all functions.
11. Use of the premises will not be permitted beyond 11:00 pm.
12. The Cafeteria will be under the overall administrative control and supervision of the Public Relation Officer.

(Public Relation Officer)