



भारतीयप्रौद्योगिकीसंस्थानइंदौर  
Indian Institute of Technology Indore  
Khandwa Road, Simrol, Indore 453552

**HOSPITALITY REQUEST FORM (For Refreshments and Meals)**

**FormNo: H1**

**Date:** \_\_\_/\_\_\_/\_\_\_

1. Purpose of the Event: \_\_\_\_\_
2. Event Proposed By: \_\_\_\_\_
3. Category of event: \_\_\_\_\_ ( A, B, C ) [CATEGORIES ARE SPECIFIED ON PAGE -2]
4. Date of Event -From \_\_\_\_\_ To \_\_\_\_\_
5. Time of Serving - From \_\_\_\_\_ To \_\_\_\_\_
6. Venue: \_\_\_\_\_
7. Expected Number of Participants for the event: \_\_\_\_\_
8. Type of Set-up required for Breakfast/Lunch/Dinner/Hi Tea: \_\_\_\_\_
- Veg/Non veg : \_\_\_\_\_
- Any Special requirements :
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
9. Expected cost with the budget of Rs. \_\_\_\_\_ per person with the budget of Rs. \_\_\_\_\_
10. Name of Indenter: \_\_\_\_\_ Department : \_\_\_\_\_
11. Designation: \_\_\_\_\_ Mobile number: \_\_\_\_\_ Signature: \_\_\_\_\_
12. Approval for the head of expenses is to be fulfilled by Indenter.

Certified that the bill be charged directly to  
my Project a/c

Approval of the bill be paid from the 'Departmental budget'  
or Approved as Institute's event

Project No.:  
Name of Project Coordinator  
Signature

HOD/ Registrar/ Dean  
Signature

**For Hospitality use only**

Form received on: Date..... Time..... Remarks.....

Supervisor (Hospitality)

Manager (Hospitality)

AR/DR (Hospitality)

## **Classifications of Categories:**

### **Category A:**

Directors of sister Institutions, Members of Board of Governors, Members of IIT Council, Senior Officials of the Ministry of HRD and AICTE and similar other organizations, Institute guests approved by Director for this category, Selection Committee Members of group –“A” employees will come under this category and any selection from below mentioned items may be arranged for them during meetings/ interviews.

Board room consumables to offer:- May be selected from assorted Cookies/Biscuits, Roasted nuts, Candies, snacks items, Choice of various Teas, Canned juices, Mineral water bottles , Soft drinks and Lunch as per the request, specified by indenter.

### **Category B:**

Deans, HOD's, Registrar and Selection committee members for the recruitment of institute staff having direct relevance to the activities of the event (Except interdepartmental events); like Conferences, Symposia, Seminars, and Workshops will come under this category.

Consumables to offer:- May be selected from Tea/Coffee, soft drinks, snacks items, mineral water bottles, Cookies/Biscuits & Lunch only as per the specification approved by competent financial authority for that event.

### **Category C :**

Under this category respective departments will ensure the catering requirements for the Departmental Meetings/Farewell/trainings/seminars/project evaluation/interviews, Placement activities, Ph.D. interviews, Invigilation duty /Practical exam duty, Service in campus.

## **Important Note:**

1. Points from 1 to 12 shall be filled by the Indenter. Kindly send signed & scanned copy of hospitality request form to [hospitality@iiti.ac.in](mailto:hospitality@iiti.ac.in)
2. All the request regarding booking or arrangement of any type of events e.g. Hi Tea arrangement, Refreshment arrangement, Lunch arrangement, Dinner Arrangement, Breakfast Arrangement, Sudden booking for Tea/Coffee/Snacks will be processed with hospitality request form only.
3. In order to serve Tea /Coffee/Cookies, kindly inform 2 hours in advance.
4. In order to organize small Event with Lunch/Dinner/Breakfast, kindly inform 24 hours in advance.
5. In order to organize big event, conference, seminar etc. kindly inform The Hospitality Team 7 day in advance.
6. **In case of any cancellations / change in event, time, number, venue, menu, quantity etc. shall be informed to hospitality team by giving a call on 07324306513/07281941158 followed by an E-mail on [hospitality@iiti.ac.in](mailto:hospitality@iiti.ac.in)**
7. Any special requirement, beverages / Food will be served as per availability of the Institutes caterers.