

International Indian School, Jeddah (KSA)
Proforma for Booking the School Auditorium

1. **Name of the Department / Agency:** _____
2. **Booking for:** *(please tick ✓)*
 - a. School Auditorium (BS/GS)
 - b. Play Ground: (BS/GS)
 - c. Space for Opening Food Outlet etc.: BS/GS
3. **Name of the Programme:** _____
4. **Nature of the Programme:** Seminar / Conference/ Lecture / Cultural
5. **Expected number of participants** (including audience): _____
6. **Dates (s) required:** From: _____ To _____
7. **Timings:** From: _____ To _____
8. **Name and Telephone number of Contact Person:** _____ & _____
9. **Iqama Number of the Organizer:** (Please attach a copy of the same): _____

For External Bookings: The requisite fee and hiring charges of SAR _____ have been paid vide Cash Receipt / Bank Draft No: _____ on _____ (Date). I/we understand that in the eventuality of any damage to the equipment / furnishings etc. of the complex during our programme, the damage may be recovered from the organizer. In case the damage exceeds the utilization charges, I/we undertake to deposit the additional money required within a week of the programme. I/we also take the responsibility and state that the programme is completely cultural and not contradictory to local norms and to the protocols of Govt. of India.

(Signature with Seal and Designation): _____ & _____

➤ **For special requests regarding stage/seating etc., please contact the Administrative Officer, IIS, Jeddah**

For office use

The Auditorium/ Amphitheater/ Front Lawns are available/not available.

Administrative Officer

Principal