Proforma for booking of Ardee Estate Facilities at Ranikhet, University Guest Houses, A.M.U., Aligarh.

05966-220412(Ranikhet)
0571-2700920 Ext. 1207(Aligarh)

To,
The Member-in-Charge,
University Guest Houses,
A.M.U., Aligarh.

Request for Allotment of Rooms in Ardee Estate Facilities.

1. Name of the Guest(s).

2. Father's/Husband's Name.

3. Sex (M/F).................. Age......Tel. No. of the Guest/Applicant.

4. Full Address of the Guest(s).

5. Nationality of the Guest(s)........... No. of Room(s) required.

6. Purpose of visit of Guest(s).

7. Date & Time of Arrival - Date................ Time.

8. Date & Time of Departure- Date................ Time.


Note: Photo ID of Guest(s) is compulsory at the time of check in.

<table>
<thead>
<tr>
<th>Room Nos.</th>
<th>Room Rent Per Day</th>
<th>Max. Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room No. 2</td>
<td>Rs. 2200/-</td>
<td>04</td>
</tr>
<tr>
<td>Room No. 3</td>
<td>Rs. 2000/-</td>
<td>03</td>
</tr>
<tr>
<td>Room No. 4</td>
<td>Rs. 2000/-</td>
<td>03</td>
</tr>
<tr>
<td>Room No. 5</td>
<td>Rs. 1500/-</td>
<td>02</td>
</tr>
<tr>
<td>Room No. 6</td>
<td>Rs. 1500/-</td>
<td>02</td>
</tr>
</tbody>
</table>

Name of the Applicant & Designation:

...........................................................

Signature:..............................................

Forwarded by:

Chairman/Head of the Dept./Section

(Extra Bed/Mattress charges will be Rs. 300/= Per Day, per Person (Children below six years will be exempted). The amount will be deposited in the office of the MIC, University Guest Houses, AMU, Aligarh.

For Office use only

<table>
<thead>
<tr>
<th>Report of Dealing Assistant</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipt No. Date</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
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</tbody>
</table>

Member-in-Charge
University Guest Houses

Turn Over
**Rules & Regulations:**

(i) Rooms at Ardee Estate, Ranikhet shall be allotted only to permanent/temporary employees of Aligarh Muslim University.

(ii) Booking of Rooms at Ardee Estate Ranikhet shall be done only from the Office of the Member-in-Charge, University Guest Houses by duly filling up the Room Reservation form and same forwarded by their concerned HOD's. Rooms shall be booked on "First Come First Serve Basis."

(iii) Booking of Rooms will be on full advance payment in the office of MIC, Guest Houses for max of 4 days in peak season (April to June) and for rest of the months up to maximum 5-6 days.

(iv) Maximum of two rooms be allowed in the name of single person/family.

(v) Photo-copy of University Identity Card of the applicant and I.D. of each family members who will reside with the applicant will be submitted along with this application form at the office of the University Guest Houses, AMU, Aligarh.

(vi) The cancellation of booking shall be considered and deposited amount refunded in case the booking is cancelled as follows: Before 07 days from the date of booking of accommodation: 75% return and no refund after that.

(vii) On receipt of the request and subject to availability of accommodation and instructions given by the authority, the Office of the Member-in-Charge, University Guest Houses will inform the applicant about the allotment and confirmation of Room at Ardee Estate, Ranikhet.

(viii) Permission for stay in a room beyond the period of reservation and extension period shall not be given.

(ix) At the time of occupying the accommodation, the allottee, hereinafter referred to as the resident, shall register his name, full address, contact number, date and time of arrival and departure and the amount paid in the Reservation Book kept at the Reception Office of the Ardee Estate Facilities.

(x) On introduction of Online Reservations System, the reservations shall be made online by using the online facility as far as possible.

(xi) No booking of accommodation shall be made at the local level at Ardee Estate.

(xii) The Applicant shall give his name, designation contact number and ID Proof, along with the date and the time of arrival and period of stay and also provide names of accompanying person(s) with their age and copies of I.D. at the Reception of Ardee Estate Facilities.

(xiii) Booking of accommodation should be made in triplicate 1st copy for internal use 2nd copy for allottee and 3rd copy to be handed over by allottee to University Representative/caretaker at Ardee Estate for records and maintain Register of visitors/guests.

(xiv) The keys of the rooms shall be handed over to the Reception Counter after clearing of the bill(s) while checking out.

(xv) University reserves the rights to cancel the booking without assigning any reason.

(xvi) Smoking and consumption of Alcoholic beverages within the premises of Ardee Estate are strictly prohibited. Pets shall not be allowed to be kept in the premises.

(xvii) No music system shall be played. No fun party is allowed.

(xviii) Parking at designated places only.

(xix) The facilities/articles belongings provided in the room must be kept intact and proper handling should be ensured by the guests during their stay. In case of damage/loss, if any, the cost of the same shall be borne by the occupant/applicant.

(xx) The services of a cook and a helper shall be made available to the guests of Ardee Estate Facilities. The charges of meals shall be paid in advance by the guests to the caretaker (L.D.C.) directly.

(xxi) **Use water but never waste it as there is acute shortage of water at hills.**

**Charges of Food:**

- a. Non Veg. Lunch/Dinner : Rs. 250/- per head
- b. Vegetarian Lunch/Dinner : Rs. 200/- per head
- c. Breakfast: Rs.75/- per head.
- d. Tea: Rs. 15/- each.

Member-in-Charge  
University Guest Houses,  
Aligarh Muslim University, Aligarh.