



Periyar Nagammai Guest House
Periyar University, Salem – 636 011

Room Reservation Form

1.	Name of the Applicant			
2.	Department / Office			
3.	No. of Rooms required	A/C Rooms -		
		Non A/C Rooms -		
4.	Name of the Guest*			
5.	Address of the Guest with mobile number			
6.	Purpose of stay			
7.	Date and time of arrival and departure	Arrival	Date:	Time:
		Departure	Date:	Time:
8.	Food / Refreshments	Required / Not required		
9.	Payment Details (tick appropriate)	No Payment**	Applicant	Guest
10.	Signature of the Applicant with seal			
11.	Signature of the HoD/CoE/ Section Head with seal, in case of official visit			
12.	Signature of the Registrar			
13.	Remarks, if any			

***ID card of the guest is mandatory at the time of arrival**

**** Recommendation by the Registrar is required**

Tariff Details (inclusive of GST)			
Room Rent	Rs. 700/ day for A/C Rooms	Rs. 500/day for Non-A/C Rooms	
Food	Breakfast/Dinner – Rs. 60/-	Lunch – Rs. 75/-	Tea/Coffee - Rs. 12/-

For office use only

Date of receiving the form				
Room numbers allotted				
Actual no. of days stayed (in Nos)				
Total room rent (in Rs.)				
No. of Tea/Coffee/Breakfast/ Lunch/Dinner	Tea/Coffee		Break Fast	
	Lunch		Dinner	
Food/Refreshment charges				
Date of Payment				
Mode of Payment				
Challan/UPI Reference details				
Bill No.				
Remarks, if any				

Signature of the Manager

Signature of the In-charge