

**(FORMAT OF APPLICATION)**  
**ON LETTERHEAD OF YOUR ORGANISATION/COMPANY.**

To,  
The Manager  
Nehru Centre Auditorium  
Dr. Annie Besant Road  
Worli, Mumbai 400 018.

Subject: Booking of Nehru Centre Auditorium on (Date) \_\_\_\_\_ .

Dear Sir,

I wish to book the Nehru Centre Auditorium on (day) \_\_\_\_\_, (date) \_\_\_\_\_,  
(time) \_\_\_\_\_ .

The above booking is required for (program details i.e. name of artiste & cause of program)

\_\_\_\_\_  
\_\_\_\_\_ .

The program shall have entrance via (tickets/ donor cards or invite cards)  
\_\_\_\_\_. We intent (to/not to) take sponsorship/collaboration.

Brief of (company/organisation/institution) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I undertake to abide by all the rules and regulations set by Nehru Centre. I also hereby  
undertake to pay IPRS fees, wherever necessary and applicable.

You are requested to approve my booking and send me an invoice to make the necessary  
payment. Please find enclosed/attached GST Registration certificate, copy of Pan Card and  
TAN number.

I understand that catering is a monopoly, hence outside catering is not permitted and also that  
Live Telecast is prohibited.

Thanking you,

Yours faithfully,

(Signature)  
Name of the applicant  
Name of the Company/Organisation/Institution.