

## Venue Booking Request Form

Dear Sir/Madam,

Thank you for expressing your interest in hosting your event at the Nehru Centre in Mumbai. We kindly request you to provide us with the following details regarding your proposed event. These details will help us better understand your requirements and facilitate a seamless booking process.

**Applicant's Full Name:** \_\_\_\_\_

**Company's Details:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Tel No. / Mobile No.:** \_\_\_\_\_

**Applicant's connection with Organisation:** \_\_\_\_\_

**Theme of the Exhibition:** \_\_\_\_\_

**Exhibition dates for Public:** \_\_\_\_\_

**Exhibition space to be booked:** \_\_\_\_\_

**Area / Hall required:** \_\_\_\_\_

- **Event Details:** *Please share the specific date(s) and time(s) you would like to book the venue(s) for the event.*
- **Purpose of the Event:** *To determine the nature of the event and to understand the type of space and facilities you may require.*
- **Space Requirements:** *The estimated number of attendees and the area of exhibition space with number of days you require.*