



WOMEN UNIVERSITY MARDAN

Hall Allotment Proforma

Event Details: _____

Department: _____

Event Date: _____

Allotted to: _____

Allotted on: _____

Allotted by: _____

NOTE:

- ✓ Inform the Hall in charge at least ten days before the event.
- ✓ Organizers can issue the keys of hall two days before the event and return within two hours of ending the event.
- ✓ Organizers will maintain the cleanliness of the Hall after the event and return all the belonging to respective office from where they were issued.
- ✓ In case of any damage, the organizers of the event will be responsible.