



Centre for Advanced Research in Sciences (CARS)

University of Dhaka
Dhaka –1000

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Ext. 4617/4642
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GUEST ROOM BOOKING FORM

Name of the teacher/officer requesting for booking:

Designation :

Office address :

Contact number: office: Mobile:

E-mail:

Particulars of guest(s) :

1. Name :

Nationality :

2. Name :

Nationality :

3. Name :

Nationality :

4. Name :

Nationality :

Purpose of stay :

Number of rooms (single occupancy/double occupancy) needed.....

Dates : From: To:

I confirm that I have taken notice of the conditions and that the room charges will be paid in cash/
cheque by guest or host

Date: Signature of teacher/officer requesting for booking:

Room rates (bed & breakfast): US\$ 30/- for single occupancy; US\$ 40/- for double occupancy
(Room rent is payable in US \$ or in Bangladeshi taka at prevailing exchange rate.)

(Please turn over to see the conditions.)

CONDITIONS OF GUEST ROOM BOOKING

1. The staircase in the eastern side of the building provides entrance to the guest rooms and cafeteria. In view of the security of the laboratories of the centre, entrance through the main gate is restricted. The guest room and cafeteria management committee looks forward for your kind cooperation.
2. To book the guest room one day room rent to be paid in advance at “**CARS CAFETERIA AND GUEST ROOM**” Account number : **0200 00 2370 864**, Agrani Bank Ltd., Dhaka University Branch.
3. Bank deposit slip should be attached with the Guest Room Booking Form.
4. Please contact the Administrative Officer (Ext: 4617, 4618) of CARS first to get information about availability of the guest rooms. Bookings are to be made between office hours (Sunday-Thursday; 9:30a.m - 5:00p.m).
5. Please note that booking cannot be made over Telephone or email.
6. Child under ten years can stay with their parents.
7. Form should be filled properly. Partially filled form will not be accepted.
8. Booking cannot be made through the cafeteria manager.
9. To cancel the booking please informs the **Senior Administrative Officer of CARS at least 72 hours** before otherwise **deposited money will be forfeited**.
10. Dhaka University teachers/officers can only book the guest rooms. Other Organizations can book the rooms with prior permission of Vice-Chancellor or Pro-Vice-Chancellor (Administration) in advance.
11. The authority has the right to cancel the booking, if there are any missing information/ technical difficulties.
12. In case of emergency mobile number of cafeteria manager is +88-01984-174405.

Signature (with seal) & date.....