Cafeteria Booking Form
Centre for Advanced Research in Sciences (CARS)
University of Dhaka, Dhaka-1000, Bangladesh

E-mail: cars@du.ac.bd, Fax: +88-02-9667222; Form is available at https://cars.du.ac.bd/forms

Cafeteria-Party Booking Application

Name	:	Profesor Dr. M. Rezaul Islam
Designation	:	Director
Office	:	Institutional Quality Assurance Cell
Address	:	Room: 401, CARASS Building, TSC Compound, University of Dhaka, Dhaka-1000
Contact Number	:	01722-967437
Description of the Occasion	:	To arrange a four day long Training Workshop entitled “Research Methodology & Scientific Writing” for the young faculties of the University of Dhaka
Date of the Occasion	:	30/12/2025 (Tuesday)
Shift	:	1st Shift (11am to 3pm)
Rent (BDT)	:	3000
Food-bill (BDT)	:	
Catering Services: 10% of the total food cost (BDT)	:	0
No. of Participants	:	70
Submit Date	:	2025-12-24
Status	:	Confirmed

Basic Conditions:

a. The Cafeteria Hall should be reserved at least 48 hours before the occasion (seminar, workshop, socialwelfare & association's meetings) and the hall rent should be paid in advance by cash/cheque at the time of reservation.
b. The client may cancel the reservation by a notice to the CARS authority before 24 hours of the occasion; otherwise, the paid hall rent will be forfeited. On the other hand, the authority reserves the right to accept or not accept or cancel the reservation on any reason at any time without any question.
c. The client must pay 40% of total food bill in advance by cash/cheque at the time of reservation if required, and rest of the bill with the catering service charge will be paid in cash/cheque during the occasion. Foods from outsides are not allowed on in the cafeteria hall on weekdays.
d. The function must be started after 2:30 pm, if the number of participants is more than 50 and should be finished before 11:00 pm; otherwise, BDT 1,000.00 will be charged per hour or it's fraction of delay. If the participants are less than 50 the function may be started before 2:30 pm along with the general food consumers of the cafeteria on a weekday.
e. The guests will be allowed to use the entrance of the cafeteria (CARS-001) and/or to use the entries of the staircase in the eastern side of the building.

Agreement:

Singnature of the Client:

Signature of the Officer:

Approval by the Director of the CARS

Centre for Advanced Research in Sciences (CARS), University of Dhaka reserves the right to accept or reject any reservation request without stating any reason thereof.