



# GHANA INSTITUTION OF ENGINEERS

Engineers Centre, 13 Continental Road, Roman Ridge, Accra, P.O. Box AN 7042, Accra-North, Ghana

Tel: 233-21-760867/8 Fax: 233-21-772005

email: secretariat@ghie.org.gh, ghiecentre@yahoo.com website: www.ghie.org.gh

## FACILITY REQUEST FORM

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of facility needed (Please tick)

Facility	Max. Capacity	Rate (GH¢)	Description	✓
Conference Hall	200	300	Suitable for conferences, seminars, etc. Fully air-conditioned, with recording facilities, audio and PA systems.	
Social Centre	30	160	Ideal for smaller meetings. Fully air-conditioned.	
Syndicate Room I	20	125	Ideal for small meetings, etc. Fully air-conditioned.	
Syndicate Room II	10	95	Ideal for smaller meetings. Fully air-conditioned.	
Terrace I	200	240	The Open-air terrace is suitable for receptions, exhibitions, etc.	
Terrace II	30	80	The Open-air terrace is suitable for receptions, exhibitions, etc. for smaller group.	
Terrace I + II	230	280	The Open-air terraces are suitable for receptions, exhibitions, etc. for a much larger group.	

A refundable deposit of GHs20 against breakages must be paid (*applies only to hiring of Terrace*).

Date(s) Booked: \_\_\_\_\_ No. of Participants: \_\_\_\_\_

Purpose: \_\_\_\_\_ Duration: From: \_\_\_\_\_ To: \_\_\_\_\_

### OTHER CHARGES (Please tick as appropriate)

LCD Projector (GH¢71.00)  Photocopy (GH¢0.06 per page)  Others: \_\_\_\_\_

Flip Chart (GH¢15.00)  \_\_\_\_\_

I \_\_\_\_\_ have read and understood the conditions for hiring the facility and hereby agree to abide by them. (See conditions overleaf)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Payment Received By: \_\_\_\_\_ Amount: \_\_\_\_\_

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Receiving Officer:

Authorised By:

Approved By:

Administrative Officer

Director of Operations

Executive Secretary

## CONDITIONS

1. **Please note that GhIE functions take precedence over private functions.**
2. Reservations are to be confirmed **1 week before function.**
3. **Cancellation of booking will attract 25% penalty for the facility booked.**
4. A refundable deposit of GHs20 against breakages must be paid (*applies only to hiring of Terrace*).
5. Client will be responsible for providing chairs and tables (applies only to hiring of Terrace).
6. Chairs, tables, canopies, etc. on compound must be removed after the programme on or before next day 6:00a.m. Failure to remove them will attract an extra charge on hourly basis at GHs20 per hour.
7. The use of naked flames are not permitted.
8. Neither funeral ceremonies nor religious services are permitted.
9. Evening functions must end on or before **9:00p.m. on Saturdays** and **6:00p.m. on Sundays (MANDATORY)**.
10. Chairs and tables are not to be placed on the lawns.

## TERMS OF PAYMENT

All payments must be made in full by cheque or cash or directly into any of the following accounts. Evidence of payments must be returned with the completed request form.

### ACCOUNT DETAILS

BANK:	SCB – OPEIBEA HOUSE
A/C NAME:	GHANA INSTITUTION OF ENGINEERS
A/C NO.:	0100116424000

## CATERING SERVICES

Catering Services are available from the GhIE resident caterer- **Soosa Catering Services**.

Contact Person: Sylvia

Telephone Nos.: 0244652592, 0243955595

Arrangements for catering services are to be made directly with **Soosa Catering Services**.