



# MINISTRY OF GENDER EQUALITY, CHILD DEVELOPMENT AND FAMILY WELFARE

## APPLICATION FORM FOR THE USE OF WOMEN EMPOWERMENT CENTRES

<b>I. Applicant Information</b>				
Organisation:				
Name of contact person:				
Address:				
Tel No:		Mobile:		Email:
<b>II. Booking Details:</b>				
Name of Women Empowerment Centre	Date	Time		No of participants (Female only)
		From	To	
<b>III. Purpose</b>				
Seminar / workshop / meeting / conference / talk				
Title of Function: .....				
Other purposes				
Details: ..... .....				
Profile of guests: ..... .....				
Applicant signature:				Date:
<b>IV. Recommendation of officer-in-charge</b>				
..... ..... ..... .....				

\*Terms and conditions overleaf

### **Guidelines and terms and conditions for the booking / use of Women Empowerment Centres**

- I. Women Empowerment Centres are used exclusively for activities geared towards women's social, political and economic empowerment.
- II. The form overleaf should be duly filled and signed by both the applicant and the Officer-in-Charge of the Women Empowerment Centre.
- III. The application form should reach the Head Office at least 2 weeks prior to the proposed activity.
- IV. Any cancellation of booking should be effected at least 48 hours of the scheduled activity.
- V. Any overtime implications in respect of caretaker(s) on duty and other related expenses shall be met by your Ministry / Organisation / Association.
- VI. Any loss or damage caused to Government property shall be made good by your Ministry / Organisation / Association.
- VII. Any instruction given on the spot by the Officer-in-Charge of the aforesaid centre should be strictly adhered to.
- VIII. You shall ensure that the premises are kept clean and tidy after the event / activity being organised by your Ministry / Organisation / Association.
- IX. This Ministry may at any time withdraw its approval whenever circumstances warrant.

### **Booking authorization and agreement**

By signing below, I certify that I have read and agreed to the above terms and conditions.

Name: .....

Signature: .....

Date: .....