

The College of Surgeons of Sri Lanka

Auditorium reservation

Name of the Organization :

Name of the Event :

Date / dates of the Event : Time of event : From To

| No | Description | Amount | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------|--------------------------------|
| | | Per hour | Half day (05hrs) | Full day(10hrs) |
| 1 | Auditorium | 1st hour Rs. 35,000 2nd hour onwards Rs. 25,000 | Rs. 120,000 | Rs. 185,000 |
| * | Services provided with the Auditorium (including Air conditioning) | | | |
| | * Audio Visual system (Three projectors with screens, head table mics, podium mics, head table monitor, Podium laptop) * Inverter electricity backup is available only for multimedia | | | |
| | * Seating capacity maximum 200 | | | |
| | * Internet facility (Wi-Fi) | | | |
| | * Head tables with cloths & name holders | | | |
| | * Podium | | | |
| | * YouTube video live streaming | | | |
| | * Parking facility for 40 vehicles | | | |
| | * Site Coordination & Janitorial Services | | | |
| 2 | Auditorium pre setting up / Rehearsal (Air conditioning not included) | Rs. 15,000 (per hour) | | |
| 3 | Additional Site coordination (Per person) Zoom, YouTube streaming and recording | Half day(05 hrs) - Rs. 4000 | | Full day(10 hrs) - Rs. 8000 |

Additional Services

Please tick (√) the selected extra services you required as mentioned below.

These will be available only on demand

| | |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tables for catering (8"X 2")- Per table Rs. 750 Table cloths per table Rs. 250 | Event Coordinator (should be discussed) |
| Water Bottles (500ml) - Per bottle Rs. 100 | Outdoor Marquee with lightings and fans (Parking facility should be requested from the Cinnamon Gardens Police) Extra seating (Banquet chairs) Banquet / other tables Outdoor Audio Visual Extra Canopies |
| Water Dispensers (19L water bottles) - Per bottle Rs. 500 | |
| Standby Generator (without fuel) Rs. 30,000 (per day) * subjected to change according to the market price | |
| Catering service - Tasty Caterers | |
| Extra Lighting to the Auditorium | |
| Shuttle service and additional security service | Flower Decorations |

- * All reservations including the event date should be discussed with The Administration Manager prior to confirmation.
- * All details after confirmation should be dealt with the Manager.
- * Auditorium charges for half day will be from 08.00 am to 01.00 pm and 01.00 pm to 06.00 pm. And full day will be 08.00 am to 06.00 pm. Time duration variations are subjected to discuss with the Manager.
- * Reservation should be done at least 07 days prior to the event with the duly filled reservation form.
- * Above charges may vary upon additional requirements.
- * Above charges are only for the Auditorium (Main college premise and the Lobby area are not included).
- * Members and Surgical Associations will receive a discount for the Auditorium charges 10% & 25% respectively.
- * Cheques to be made to "The College of Surgeons of Sri Lanka".
- * An advance payment of 25% from the Auditorium charge should be made upon reservation. Cancellations should be informed before 14 days prior to the event.
- * The advance payment will not be refunded, in case of no show or cancellations within 14 days prior to the event.
- * Any damages occurring during the function/event will be liable to be charged as deemed fair by the College Authorities and will be deducted from the advance payment.
- * Rehearsal time and venue observation should be scheduled only during office hours (9.00 am to 4.00 pm).
- * The premises should be vacant by 1 hour after the event finishes (Additional charges Rs. 15,000/= per hour may apply if the time exceeds).
- * No food & beverages will be allowed inside the Auditorium.

Name of the contact person :

Mobile Number : E-mail :

Special Notes :

Signature :

Date :