

The College of Surgeons of Sri Lanka

Classroom 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	Classroom	1st hour Rs. 17,500 2nd hour onwards Rs. 14,500	Rs. 50,000	Rs. 95,000
*	Services provided with the Classroom (including Air conditioning)			
	* Multimedia (55" TV, A laptop, Conference Web camera)			
	* Seating capacity maximum 30			
	* Internet facility (Wi-Fi)			
	* Parking facility for 40 vehicles			
	* Site Coordination & Janitorial Services			

Subsidiary Services

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

These will be available only on demand

	Standby Generator (without fuel) Rs. 30,000 (per day) * subjected to change according to the market price
	Tables for catering (8"X 2") - Per table Rs. 750 Table cloths per table Rs. 250
	Water Bottles (500ml) - Per bottle Rs. 100
	Water Dispensers (19L water bottles) - Per bottle Rs. 500

- * All reservations including the event date should be discussed with The Administration Manager prior to the confirmation.
- * All details after confirmation should be dealt with the Admin Manager.
- * Class room 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.
- * Members and Surgical Associations will receive a discount for the classroom hiring charges 10% & 25% respectively.
- * Cheques to be made to "The College of Surgeons of Sri Lanka".
- * An advance payment of 25% from the class room 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.
- * Bank details
 - Name of recipient: The College of Surgeons of Sri Lanka
 - Address of recipient / Beneficiary: No. 06, Independence Avenue, Colombo 07.
 - Account No. of recipient / beneficiary: 1781121
 - Name of recipient / beneficiary bank: Bank of Ceylon
 - Address of recipient / beneficiary bank: Bank of Ceylon, Independence Square (Torrington Square), Colombo 07
 - Branch Code: 453

Name of the contact person :

Mobile Number : E-mail :

Special Notes :

Signature :

Date :