

# 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 (06hrs)	Full day(12hrs)
1	<b>Auditorium</b>	1st hour Rs. 32,500 2nd hour onwards Rs. 25,000	Rs. 110,000	Rs. 169,000
2	<b>Auditorium pre setting up / Rehearsal (per hour)</b>	Rs. 15,000		
*	<b>Services provided with the Auditorium (including Air conditioning)</b>			
	* 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			
	* Janitorial Services, Security Services & Electrician (Standby)			

		Half day (06hrs)	Full day(12hrs)
3	<b>Site Coordination (2 persons)</b>	Rs. 8,000	Rs. 16,000

### Subsidiary Services

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

Additional Site coordination (Per person) Half day(06 hrs) - Rs. 4000      Full day(12 hrs) - Rs. 8000	Event Coordinator (should be discussed)
Catering service - Tasty Caterers	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
Standby Generator (without fuel) Rs. 30,000 (per day) * subjected to change according to the market price	
Tables for catering - Per table Rs. 750 Table cloths per table Rs. 250	
Water Bottles (500ml)	
Water Dispensers ( 19L water bottles)	
Coffee vending machine	
Extra Lighting to the Auditorium	Shuttle service and additional security service

- \* 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.
- \* 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”.
- \* A security deposit of Rs. 25,000 should be made upon reservation. In Case of Cancellation / no show after reservation, 50% of the amount deposited will be forfeited.
- \* Any damages occurring during the function/event will be liable to be charged as deemed fair by the College Authorities.
- \* Rehearsal time 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).
- \* Additional Services (eg: Registration, type setting, editing presentations/ documents and other services which are not included in the form) will not be provided by the College staff.
- \* No food & beverages will be allowed inside the Auditorium.

Name of the contact person : .....

Mobile Number : ..... E-mail : .....

Special Notes : .....

Signature : .....

Date : .....