

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.
- * 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 :