

APPLICATION FOR THE USE OF AUDITORIUM AT WAYAMBA UNIVERSITY OF SRI LANKA

1. Organizer
Organization _____
Contact person _____
Address _____
Required Date _____ Time _____ From _____ To _____
Telephone No _____ Fax _____ e-mail _____

2. Title of Seminar _____
Conference _____
Activity _____

3. Public Performance

Yes	No
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 (If yes, letter of approval to be submitted)

4. International Conference/ Seminar

Yes	No
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 (If yes, letter of approval to be submitted)

5. Names of Speakers / Chief Guest

6. Electric Power requirements for video recording or Stage props and Agencies responsible

(WITHOUT PRIOR APPROVAL ELECTRICAL WIRING SHOULD NOT BE CARRIED OUT)

7. Any other information _____

8. Non – refundable deposit of 25% of hire charges to be paid within 07 days of confirmation. Balance to be paid at least 21 days prior to the event.
If not, the facilities will be made available to any other party.

9. Change of date to be informed 14 days prior to the activity.
Non refundable deposit will be deducted for cancellation.

10. Banners should be handed over 24 hrs. prior to the activity

11. Any changes or loss to the Wayamba University of Sri Lanka properties, the estimates of the Engineer of the Wayamba University of Sri Lanka will be final & conclusive

12. Cheques to be drawn in favour of " Vice - chancellor, Wayamba University of Sri Lanka"

Venue will be handed over only 3 hrs. Prior to the Event.

Signature

Date

Auditorium can be/ cannot be reserved for the above purpose

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Works Engineer/AR Administration

.....
Date

Rs. paid by the Receipt No

.....
Shroff

.....
Date

Approved/ Not Approved

.....
Registrar

.....
Date

Auditorium has been reserved on (Date)

.....
Works Engineer/AR Administration

.....
Date