



APPLICATION FOR RESERVATIONS OF THE CENTRE FACILITIES
AUDITORIUM / CONFERENCE ROOM / RESTAURANT / BAR FACILITIES.....

1. Name of Applicant :-.....
 (Dr./Mr./Prof./Archd./Eng./.....)
2. Membership No.
3. Address of the Applicant :-.....
4. Tele. Nos. - Office Residence

5. REQUIREMENT OF FACILITIES

- 5.1 Date:- Time:-
- | | | |
|-----------------------------|------------|----------|
| a) Auditorium | From | To |
| b) Committee Room (A / B) | From | To |
| c) Restaurant | From | To |
| d) Restaurant & Beer Garden | From | To |
| e) Family Lounge | From | To |

5.2 ADDITIONAL REQUIREMENTS

- | | | | |
|--------------------------|------------|---------------------------|------------|
| a) Public Address System | | e) Projector (Restaurant) | - Yes / No |
| i) F M mike | - Yes / No | f) Screen (Restaurant) | - Yes / No |
| ii) Clip-on mike | - Yes / No | g) Bar Facility | - Yes / No |
| b) Multi Media Projector | - Yes / No | h) Family Lounge | - Yes / No |
| c) Magi Board | - Yes / No | i) Beer Garden | - Yes / No |
| d) Oil Lamp | - Yes / No | | |
- j) Refreshments (only from Yasuranga Restaurant) - Yes / No (Tea / Lunch/Dinner)

The purpose for which the reservation is made:-

.....

6. Number of Participants expected :-

Date :-

Signature

Catering

Catering at the OPA Premises is done exclusively by the appointed caterer. Bringing and consuming food from outside is not permitted. Catering Charges and arrangements should be made with the caterer, and payments made direct to them. Contact Tele. 011 3158532 / 0778956435

- Please note that*
1. Applicant will be liable for any damage caused to the Auditorium, Conference room or Restaurant during the event
 2. Consumption of Food & Beverages will not be permitted within the Auditorium

Approved / Not Approved

I certify and confirm that the Auditorium & related OPA facilities will not be Utilized for any Political activity.

Date

Signature of Member

Center Director -OPA

* Please refer over leaf for conditions and hire charges

Conditions

1. - Application to be made in the prescribed form (overleaf)
2. - The applicant shall be, (a). President / Secretary of a OPA Member Association (b). OPA Center (Forum /Life /Annual) Member
3. All payments to be made to the OPA office 3 days before the date of event
4. OPA reserves the right to reject or to cancel any reservation already made without giving reason. For any cancellation of a booking minimum charge of Rs. 1000/= will be levied.
5. Food, will not be permitted to be brought into the OPA Premises. Bottles permitted on payment of corkage
 - (a) Liquor, Beer / wines / Soft Drinks / Water if brought by the applicant will subject to payment of corkage & conditions. (Rs. 250/= per bottle)
 - (b) All bottles brought should be declared to the barkeeper and corkage payments to be made before usage. The barman will Paste a sticker on each bottle brought from outside permitting use of these bottles within the bar premises & is valid only for the date of issue. Uses of Foreign Liquor from personal lockers are subjected to conditions & are prohibited to use at functions.
 - (c) The applicant must be personally present for the function in the Restaurant and be responsible for any violation of the rules/ conditions.
 - (d) All functions in the Restaurant shall cease at 12 midnight.

For bookings on Sundays / Holidays an additional charge of Rs. 500/= will be levied for the payment of overtime to the caretaker.

Please note that maximum of only one banner is permitted displaying inside the Auditorium

Hall Hire Charges :

* <u>AUDITORIUM CHARGES</u> (maximum 120)	- Rs	8,000/= for the first three (3) hours (Plus Taxes) 2,000/= for each additional hour (Plus Taxes)
* <u>COMMITTEE ROOM</u> - (A) (maximum 15)	- Rs	2,000/= for the first two (2) hours (Plus Taxes) 800/= for each additional hour (Plus Taxes) 1,200/= for only one (1) hour (Plus Taxes) during 8.30a.m. – 4.30p.m
* <u>COMMITTEE ROOM</u> – (B) (maximum 20)	- Rs	1,600/= for the first two (2) hours (Plus Taxes) 650/= for each additional hour (Plus Taxes) 960/= for only one (1) hour (Plus Taxes) during 8.30a.m. – 4.30p.m
* <u>RESTAURANT CHARGES</u>	- Rs	4,000/= for the first three (3) hours (Plus Taxes) 1,200/= for each additional hour (Plus Taxes)
* <u>RESTAURANT & BEER GARDEN</u> -Rs.		5,000/= for the first three (3) hours (Plus Taxes) 1,200/= for each additional hours (Plus Taxes)
* <u>FAMILY LOUNGE CHARGES</u>	- Rs.	3,000/= for the first three (3) hours (Plus Taxes) 1,000/= for each additional hour (Plus Taxes) 1,600/= for only one (1) hour (Plus Taxes) during 8.30a.m. – 4.30p.m

ADDITIONAL CHARGES

1. F M Mike	- Rs.	300/=	6. Projector & Screen (Restaurant) - Rs.	2,000/=
2. Clip-on Mike	- Rs.	400/=	7. Large Screen only (Restaurant) - Rs.	500/=
3. Magi Board	- Rs.	200/=	8. Beer Garden (1 st three (3) hours)- Rs.	2,500/=
4. Oil Lamp	- Rs.	350/=	(Additional (1) hour) - Rs.	500/=
5. Multi Media (1 st three (3) hours)	- Rs.	2,000/=		
(Additional (1) hour)	- Rs.	500/=		
(per day)	- Rs.	4,000/=	(Plus Taxes)	

BAR FACILITIES CAN BE MADE AVAILABLE SUBJECT TO FOLLOWING CONDITIONS

- 1) Payment of Rs. 750/= (Plus Taxes) for providing the facility.
- 2) The Bar will be open from 11. 00a.m. to 2.00p.m. & 5.00p.m. to 11.00 p.m. only.
- 3) All orders from the Bar to be made on the prescribed form, available in the Bar which should be signed by the Applicant.

Bar Liquor Charges and arrangements should be made with the Barman. Tele. Nos : Ariyaratne - 0776565336
Chaminda - 0767657410

Payment for bookings must be made in advance , Cheques to be drawn in favor of the “Organisation of Professional Associations of Sri Lanka” and crossed “A/C Payee Only”