



APPLICATION FOR RESERVATIONS OF THE CENTRE FACILITIES
AUDITORIUM / CONFERENCE ROOMS / 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 / C) | 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 PAPS Leisure Management) - 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. 0777275614 (Mr Ariyakumara)

- Please note that*
1. Applicant will be liable for any damage caused to the Auditorium, Conference rooms 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 cancel any reservation already made without giving reason. For any cancellation of a booking minimum charge of Rs. 1000/= will be levied.
5. Liquor 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. 750/= 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 at 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> Covid Period (maximum 35)	- Rs 10,000/= for the first three (3) hours 2500/= for each additional hour
* <u>COMMITTEE ROOM</u> - (A) & (C) Covid Period (maximum 12)	- Rs 2,500/= for the first two (2) hours 1000/= for each additional hour 1,500/= for only one (1) hour - (during 8.30a.m. – 4.30p.m)
* <u>COMMITTEE ROOM</u> – (B) Covid Period (maximum 15)	- Rs 2,500/= for the first two (2) hours 1000/= for each additional hour 1,500/= for only one (1) hour - (during 8.30a.m. – 4.30p.m)
* <u>RESTAURANT CHARGES</u> Covid Period (maximum 35)	- Rs 5,000/= for the first three (3) hours 1500/= for each additional hour
* <u>RESTAURANT & BEER GARDEN</u>	-Rs. 6,250/= for the first three (3) hours 1,500/= for each additional hours
* <u>FAMILY LOUNGE CHARGES</u> Covid Period (maximum 10)	- Rs. 3,750/= for the first three (3) hours 1250/= for each additional hour 2,000/= for only one (1) hour - (during 8.30a.m. – 4.30p.m)

ADDITIONAL CHARGES

1. F M Mike	- Rs. 375/=	6. Projector & Screen (Restaurant)	- Rs. 2,500/=
2. Clip-on Mike	- Rs. 500/=	7. Large Screen only (Restaurant)	- Rs. 625/=
3. Magi Board	- Rs. 250/=	8. Beer Garden (1 st three (3) hours)	- Rs. 3,125/=
4. Oil Lamp	- Rs. 450/=	(Additional (1) hour)	- Rs. 625/=
5. Multi Media (1 st three (3) hours)	- Rs. 3,750/=		
(Additional (1) hour)	- Rs. 625/=		
(per day)	- Rs. 5,000/=		

BAR FACILITIES CAN BE MADE AVAILABLE SUBJECT TO FOLLOWING CONDITIONS

- 1) Payment of Rs. 1000/= (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 made in advance , Cheques to be drawn in favor of the “Organisation of Professional Associations of Sri Lanka” and crossed “A/C Payee Only”