



**LAKSHMAN KADIRGAMAR INSTITUTE OF INTERNATIONAL  
RELATIONS AND STRATEGIC STUDIES**

**Application for Reservation of Facilities**

1. Name of Applicant:.....
2. NIC No.: 

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3. Date and Place of Issue:.....
4. Name of Organization: .....
5. Address in Sri Lanka: .....
6. Telephone:..... Fax:..... Email:.....
7. Designation of Applicant in the Organization and Contact Details:  
Designation:..... Tel:..... Mobile:.....
8. Date of establishment of the Organisation:.....
9. Objective and activities of the Organisation:.....  
.....
10. Date of reservation: ..... Time: From ..... To .....
11. Purpose of reservation: Lecture/Seminar  Conference  Book Launch   
International Conference  Other  (Please specify) .....
12. Requested facility: Auditorium  Large Garden  Small Garden   
Verandah  *\*Please note that the library and boardroom are not available for hire.*
13. Title of Lecture /Conference / Activity:.....
14. Names of Speakers / Chief Guest:.....
15. Expected No. of Participants:.....  
(For security measures, please submit a list of participants / vehicle numbers before the event.)

**Declaration:** I hereby agree to indemnify the Lakshman Kadirgamar Institute of International Relations and Strategic Studies (Kadirgamar Institute) for all liabilities arising out of or in connection with this reservation and to pay in full the costs of damage to facilities, equipment or furniture during the period of reservation. The estimate of the Kadirgamar Institute in this regard shall be accepted as final.

I hereby declare that the information furnished by me is true and accurate to the best of my knowledge.

.....  
Signature of Applicant

.....  
corporate seal

.....  
Date

**Notice:**

The Kadirgamar Institute may occasionally send contact customers by post, email or sms about our programmes and facilities. If you prefer *not* to receive such information, please check the following box.



## LAKSHMAN KADIRGAMAR INSTITUTE OF INTERNATIONAL RELATIONS AND STRATEGIC STUDIES

### Charges for Reserving Facilities and Equipment

\*The charges below are inclusive of VAT and NBT.

FACILITY	HIRING CHARGE	ADDITIONAL CHARGES
<b>Auditorium</b> <ul style="list-style-type: none"><li>➤ 120 seats</li><li>➤ Space for extra 30 hired chairs</li><li>➤ VIP room with 4-6 seats</li></ul> Equipment available inclusive of charges: <ul style="list-style-type: none"><li>➤ Head table with microphone</li><li>➤ Lectern with microphone</li><li>➤ 1 wireless microphone</li><li>➤ 1 clip-on microphone</li><li>➤ Traditional oil lamp</li></ul>	Rs. 35,000/= for 4 hours or less  Rs. 6,000/= per additional hour	Caretaker charge for events after 5:00 p.m., on weekends or on public holidays: Rs. 1,500/= per event  Rs. 1,000/= per additional microphone
<b>Multimedia projector and screen</b>	Rs. 4,000/= per day	
<b>Large garden</b> (Size: 137' x 97')	Rs. 40,000/= per day	
<b>Small rear garden</b> (Size: 47' x 54')	Rs. 15,000/= per day	
<b>Verandah of main building*</b>	Rs. 7,500/= per day	

\*The Verandah is a covered area, suitable for serving refreshments to 50 persons or fewer.

#### Conditions:

1. A refundable deposit of Rs. 10,000/= of hire charges shall be paid within 7 days of confirmation of the reservation and the balance payment shall be made 3 days prior to the event. If such deposit and balance payment are not received, the requested facilities may be made available for reservation by other parties.
2. Reserved facilities may on occasion be required for State use, in which case not less than 21 days' notice of cancellation of the reservation will be provided by the Kadirgamar Institute and any deposits or other payments shall be fully refunded.
3. The use of amplifiers or loudspeakers is not permitted in the garden or outdoor areas.

#### Payment instructions:

Cheques should be drawn in favour of "Lakshman Kadirgamar Institute of International Relations and Strategic Studies" and crossed 'A/C payee only'.