



FACILITY RESERVATION FORM

SRI LANKA FOUNDATION

100, Padanama Mawatha, Independence Square, Colombo 7
 HOT LINE: +94 113 071 209, Fax +9411268696, bdu@slf.lk, www.slf.lk

1) Name of the Organisation

Address.....

Contact Person: Name Designation.....

Telephone..... Fax:.....

Email..... VAT registration No:

2) Theme of the Event:

.....

Date	Time	Number of Participants/Pax
.....
.....

3) Venue & Facilities

Auditorium (up to 500 seats) Lecture Hall - 1,2,3,4,5,6,7 (30- 100 seats) Conference Hall - 1,2,3 (up to 25 seats)

Garden Nuga Garden Sal Banquet Hall Lobby

Seating: Theatre U-Shape Classroom *Cluster Conference



*Rehearsals Date & Time

Head table seats..... Podium Oil Lamp Multimedia National Anthem

No of FM / Clip on Mics..... Wired Mics Magi Board Flip Charts * Chair Covers Auditorium & Banquet Hall only

*Water Bottles (Please note that you have to bring your own laptop for presentations)

*Stationery: Dockets Writing Pads Notebooks Ballpoint pens Pencils

*Floral Deco: Head Table Podium Oil Lamp Stage Front * Additional charges may apply

*Interpreters

4) Other Arrangements by Client (Sound & Light) / Equipment to be brought in to SLF

.....
.....

5) Catering

Time

Breakfast	<input type="checkbox"/>
Morning Tea	<input type="checkbox"/>	Snacks
Evening Tea	<input type="checkbox"/>	Snacks
Buffet Lunch	<input type="checkbox"/>	
Buffet Dinner	<input type="checkbox"/>	
Cocktail	<input type="checkbox"/>	
Action Stations	<input type="checkbox"/>	
Welcome Drink	<input type="checkbox"/>	

Other:

OTHER ARRANGEMENTS

Changing rooms VIP rooms Extra rooms for storing Exhibitions

Other

I will abide by the conditions of the Sri Lanka Foundation regarding this reservation.

Signature:

Name:

Address:

Date:

- . A non -refundable deposit should be made to reserve the venue.
- . It is a prerequisite to pay 50% of the total charge and total hiring costs involved , to confirm the reservation
- . Total payment should be made 5 days prior to the event.
- . Any changes to reserved facilities should be informed atleast 2 days prior to the event.
- . No refunds will be made for unused facilities. Cancellations will be charged accordingly.
- . Food or/and beverages from outside will not be permitted into the SLF.
- . Buffet times will be 12.00 -2.00pm (Lunch) and 7.00-10.30pm (Dinner)