

General Sir John Kotelawala Defence University
Faculty of Graduate Studies
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RATMALANA

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APPLICATION FORM FOR THE RESERVATION OF THE AUDITORIUM

Name and Address of Applicant: _____

Telephone: _____ Email : _____

Details of function : _____

Details of Participants (Any foreigners, politicians or senior Military officers participate) _____

Refundable deposit drawn in favour of: _____

Details of Booking

Required Date	Time	
	From	To

I / We ----- have d received and read a copy of the Terms & Conditions on which the Auditorium is hired and hereby agree to abide by them.

Signature _____

Date _____

Office use only

Total Cost : Rs.....

Recommended/Not Recommended

Approved/Not Approved

.....

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Dean, Faculty of Graduate Studies

DVC (Defence & Admin)

Date / /2020

Date / /2020

Any damages to Auditorium

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Duty person of Auditorium

FGS Auditorium Rates (From 1st of January to 31st December 2020)

S:N	Item	Duration	Rates (Rs)	Remarks
1	Public Performance	Up to 4 hrs Inclusive Air - Conditioning	60,000.00	
2	If Performance Exceeds 4 hrs	Extra Charges per hour	15,000.00	
3	VIP Room	4 hrs inclusive Air-condition	2,000.00	
4	Main LED Video Wall	4 hrs (Duration of the Show)	20,000.00	
5	Main Multimedia with white Panel	4 hrs (Duration of the show)	8,000.00	
6	Side Multimedia with white Panels 02 x NOS	4 hrs (Duration of the Show)	6,000.00	
7	Sound (Auditorium)	4 hours	Will * Note 1	
8	Theatre Light	4 hours	15,000.00	
9	Setting up of Stage props prior to show till 0500 pm to 1100 pm	Per hour	3,000.00	
10	E- Podium with laptop (one item)	Duration of the show	2,000.00	
11	Stainless Steel flag Post (05 Posts)	Per day	750.00	
12	Conference table (01 table)	Per day	1,000.00	
13	Refundable Deposit		75,000.00	

Note 1: Providing sounds free of charge is usual any institution.

IMPORTANT REMINDER

- The auditorium management is not responsible for the safety & security of your personal items
- Dressing Room Lockers provided for safe-Keeping of such items and Keys available at office for hirer only
- A lockable Dressing Room available for secure storage of large items
- Please ensure removal of all personal items at the end of a show
- Auditorium staff will be allowed in Back-stage area.
- It is in the Hirer²'s own interest to establish the identity of all persons present in Back-stage areas

*Thank you for your co-operation-
The Management, FGS Auditorium*

Conditions Applicable for the Hire of FGS Auditorium

1. The applicant has to indicate their requirements in the application form .In the event any additional items required, the hirer has to pay for same prior to the rehearsals and show.
2. The applicant must make all payments to the FACULTY OF GRADUATE STUDIES KDU. Your signed application signifies your acceptance of all the terms and conditions pertaining to the hire of the FACULTY OF GRADUATE STUDIES - KDU. Payments are accepted between 9 am and 4.00pm.
3. Reservation will be accepted on payment of fifty percent (50%) of the total hire charges for the booking requested. Balance due on hire must be paid in full ten (10) days prior to the dates booked.
4. Hirer should fill the Item and Duration form and sign, where the final billing will be made accordingly.

5. Cancellations & Postponements

Cancellation :

- i) Vice Chancellor can cancel the reservation due to any urgent requirement of KDU.
- ii) Initial reservation charges paid (50%) will not be refunded for cancellation of a bookings.

Postponement : Notice of postponement must be given in writing one (1) month prior to dates booked. The advance payment made, **less a fee of Rs. 25,000/=** per date booked, will be set off against the advance payable on the new booking. Balance outstanding could be carried forward for maximum period of 24 months from the date the reservation was made.

6. Use of Lighting

Only, the lighting technician of the Faculty of Graduate Studies is authorized to handle the theatre's lighting equipment. If extra lights required, applicants should inform the management of the number / specification of the extra lights to be installed. **A separate charge for light per hour will be levied for the additional electricity consumed.**

7. **Safety of Hirer's Equipment**

An itemized list of all lighting, sound, video or other equipment intended for use in the auditorium during the event, certified by the equipment supplier of the hirer, as to their electrical safety, soundness of fixing and endorsed by the hirer should be submitted together with the application.

8. If the hall and other facilities are used beyond the stipulated number of hours the client is liable to pay the Auditorium an hourly charge as per the schedule.

09. **ALCOHOLIC BEVERAGES** may not be brought into, or consumed on or within the premises of the FGS Auditorium or its immediate surroundings. **Smoking** too is strictly prohibited within the premises Auditorium or its immediate surroundings.

If is strictly prohibited to take or consume food and drinks or water inside the Auditorium during shows and rehearsals.

10. Applicants or their agents are NOT PERMITTED TO SELL FOOD, ALCOHOLIC OR NON-ALCOHOLIC BEVERAGES ON THE PREMISES OF THE FGS AUDITORIUM just prior to, during or after a performance.

11. All props must be dismantled immediately after the last performance and stored if necessary, in the adjoining props room and must be removed from the premises not later than 12 noon on the day following the last performance. **A penalty of Rs. 3,000/= per will levied against any props not thus removed.**

12. All stage props and other equipment brought into, and stored on the premises are at the owner's risk. Please note that the Hirers of the Auditorium will be responsible for security of personal items in the dressing rooms etc.

13. **The management of FGS Auditorium shall not in any way whatsoever be held responsible for any loss or damage, caused directly or indirectly by failure of the lighting system, fire, explosion, Act of God or any other cause beyond their control.**

14. Props should not be dragged on the stage nor should they be fixed to the stage with nails or screws. Props should not be painted after they are assembled on stage. Case should be taken not to damage the stage while removing props after the performance.

FIRES, CANDLES OR OIL LAMPS MAY BE LIT ON STAGE DURING REHEARSALS OR PERFORMANCE, THE USE FLAME – TORCHES ON STAGE, IN DANCE SEQUENCES, IS STRICTLY PROHIBITED. ANY VIOLATION TO THIS, THE SHOW WILL BE DISCONTINUED.

15. **ADVERTISING** in the form of Banners, Posters or Projected Images is not permitted inside the Auditorium. The lobby area could be used for that purpose. No notices are to be stuck on the walls or Auditorium seats.

Any violation for the above rule will be fined Rs. 3000/= deductible from the refundable deposit.

20. The Auditorium has a seating layout capacity for 297 Persons **NO ADDITIONAL SEATING IS PERMITTED.**

21. In the event of a mains power failure, the stand-by generator will provide full back-up power.

22. A refundable deposit of Rs. 75,000/= for the Auditorium and Rs. 10,000/= for the Lobby, against loss of or damage caused to the FGS Auditorium / Lobby must be made with this application. In the event of any loss or damage exceeding the amount in deposit, the applicant hereby accepts and undertakes to pay the difference between the amount deposited and the actual cost of the loss or damage.