

Application for hiring premises of the Damrivi foundation.

(Details of the request to be filled by the applicant)

A). Conference Hall : capacity eg. 100 persons ……… (New Block)

B) . Lecture Hall (1) capacity; - seating for 40 persons (New Block)

C) Lecture Hall (11) capacity seating for 60 persons (old Building)

1. Details of the Prospective user

1. Name: Mr/Mrs : …………………………………………………………………………
2. Address : ………………………………………………………………………………..
3. Contact number Mobil : ……………………. Land……………………………………
4. Email : ………………………………………

2. Purpose : Seminar/class/ Dhamma desana / pirith /other

|  |  |  |
| --- | --- | --- |
| full day | 8.00Am to 5.00 Pm  |  |
| Half a day  | 8 .00Am to 12.00Noon  |  |
| 1.00Pm to 5.00Pm  |  |
| Evening  | 7.00Pm to 10.30Pm |  |

 3. Duration :

4. Facilities

needed : Mats/ cushions/ chairs /microphones/ FM micks /white Board/ Projector.

 :name if any other needs.

5. Refreshments :……………………………………………………………………………..

6. Method of payment: by cash /by cheques

Hall Charges:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | weekday | weekend |  | weekday  | weekend  |
| New Building Conference Hall | Full day: | 15.000 | 20,000(only Saturday) | half a day: | 10,000 | 15,000 |
| Lecture hall | Full day: | 10,000 | 15,000 | half a day: | 7,000 | 12,500 |
| Old building | Full day: |  5,000 |  7,500 | half a day: | 3,000 |  5,000 |

Signature by Applicant …………………. Date :…………………

approved by: ………………………. ….. Date :……………………

received for full payment

 Signature : …………….. Date :……………………