



MEMON ASSOCIATION OF SRI LANKA
320/1,GALLE ROAD, COLOMBO-03

APPLICATION FOR RESERVATION AND USE OF HALL AT MEMON ASSOCIATION OF SRI LANKA, NO.320/1, GALLE ROAD, COLOMBO 03.

I/We have read the General Conditions pertaining to the use of the Hall at Memon Association of Sri Lanka, Kollupitiya and I/We agree to abide by them.

I/We confirm that no intoxicating liquor will be brought, served, consumed or sold in any part of the building or premises.

I/We confirm that I/We will make good of the cost of all damages to the property of Memon Association of Sri Lanka including damages caused by persons attending the occasion for which the hall was booked.

(The Hall Supervisor will be the sole judge of any damage or any additional charge that have to paid)

I/We confirm that I/We will vacate the Hall and premises at.....

Please reserve the hall for me/us on.....At.....
(Subject to availability)

For the purpose of having.....

.....Lunch/Dinner
(In case of a wedding a copy of the invitation card must be submitted three weeks before the function)

Number of Guests:.....

Full Name of Applicant/Hirer:

Address:.....

.....

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

If the applicant is other than the user please specify the relationship to user:

.....

In case of wedding/ engagement:

Name and Address of Host 1.....

.....

.....

Name and Address of Host 2.....

.....

.....

References:

1.

2

The information provided by me is true and correct to the best of my knowledge. I agree to abide by the terms and conditions and I understand that the Memon Association of Sri Lanka reserves the rights to cancel and forfeit any payments if the details are found to be incorrect or false.

Signature of Applicant/Hirer:..... Date:.....

NIC No:.....Membership No:.....
(In case of members)

Conditions for the use of the Hall at Memon Association of Sri Lanka, Kollupitiya

1. Application to reserve and use of the Hall will have to be made on the prescribed form, stating full details of such requirement.
2. Users of the Hall are requested to produce the original booking receipt to supervisor before entering the premises.
3. The Hall should neither be used by any person or persons other than those mentioned nor for any purpose other than that which is stated in the application form.
4. All charges and refundable deposit will be levied according to the scale of charges in force at the time.
5. All bookings will be accepted as confirmed only after full payment has been made to the designated bank and the receipt thereof presented to the office and an endorsement to the effect is made by this office. No temporary reservation without payment as above will be accepted.
6. The deposit collected at time of booking is to cover possible damage to property, toilets, defacement of walls, breaking of furniture etc. The supervisor will be the sole judge of such damages. The deposit will be refunded if the user is deemed to have handed over equipment/furniture and the property undamaged. The refund may be claimed one week after the event on the submission of the deposit receipt. Claims for refunds will not be entertained after six months.
7. **REFUNDS/ CANCELLATION/ALLTERATION OF DATE** - No refund on hiring charges will be given if the booking is cancelled, unless at least 90 days remain before the event. In the case of cancellation occurring where over 92 days remain before than a Cancellation Charge of 50% will be charged and the balance refunded. No alternation/change of date will be allowed unless approved by the committee of management under special circumstances.
8. Two hours will be allowed free of charge before the function to carry out decorations and or arrangements. Time taken for such purpose over two hours will be charged for at the usual rate.
9. Users must ensure that property is not damaged. Walls should not be defaced by driving nails for decorative purposes or pasting bills/posters for advertising or any purpose whatsoever. The fans and electrical fittings may also not be used for such purpose.
10. The user of the hall shall be responsible for the orderly conduct of the business and purpose for which the premises is allowed. Breach of this rule will result in the forfeiture of the refundable deposit.
11. **NO LIQUOR SHALL BE CONSUMED IN ANY PART OF THE PREMISES, NO EXPECTATION WILL MADE, BREACH THIS RULE WILL RESULT IN SUITABLE ACTION BEING TAKEN.**
12. The pantry will not be used untidily. Reputable caterers registered with the Memon Association should be engaged to serve refreshments. Containers should be brought to remove leftovers/refuse after reception where refreshments are served. All caterers are required to be registered with the Association.
13. The use of the Hall will not be permitted longer than half an hour after the specified time for the removal of equipments etc. If the user dose not vacate at the

- proper time additional charges will have to be met as laid down by the supervisor. The supervisor reserves the right to terminate the electricity supply 45 minutes after the specified time.
14. The user must obtain assistance of police if he considers it necessary to direct traffic and prevent disturbance.
 15. Cooking inside the premises will not be allowed under any circumstances. No music will be not allowed after 10.30 p.m.
 16. The Association authorities shall not be liable for the loss of or damage to person or property resulting from any cause whatsoever.
 17. The departure book held with the hall attendant should be signed on vacating premises stating the exact time of departure.
 18. No transactions of a financial nature should be conducted with the Hall attendant.
 19. The Association takes no responsibility in the event of any interruption of the electricity or water supply by the authorities concerned and Association does not take the responsibility to supply alternative power.
 20. The Hall should be vacated at 4 p.m. in case of lunch and 12 a.m. in the case of dinners. Failure to do so will result in a charge of Rs 1000/= for every additional hour or part thereof to cover the cost of electricity and other costs.
 21. Any complaints will have to be submitted in writing to the Secretary within one week of the function.

Date

Signature of Applicant/Hirer

