

Director
CHPB
33, Sunil Mawatha
Pelawatta, Battaramulla.
Tel. Director: 2785628

Centre for Housing Planning & Building

Office: 2787661 , 2785629

Fax : 2787454

APPLICATION FOR THE USE OF AUDITORIUM / SEMINAR ROOM / RESIDENTIAL FACILITIES AT CHPB.

Private Sector Organizations & NGOS

01. Title of Seminar / Conference / Activity :-

02. Period required :-

Date			Time	
From	To	No. of days	From	To

03. Facilities Required : (Please place "X" against the facility required in the cage below)

Seminar Rooms:

Seminar Rooms (with A/C)	Capacity No. of persons	Working day		Non-Working day	
		Full day Rs.	Half day Rs.	Full day Rs.	Half day Rs.
1	15-20	3000/-	1500/-	3400/-	1700/-
2	35-60	5200/-	2600/-	5600/-	2800/-
3	20-35	4400/-	2200/-	4800/-	2400/-
4	20-35	4400/-	2200/-	4800/-	2400/-
Auditorium	100-110	7000/-	3500/-	7400/-	3700/-
Ground Floor display area Rs. 900/- per hour & Rs.5500/- per day.					

04. Other Facilities (Please give the total hours/ days required in the cage below)

	Support Facilities	Charges (Rs.)			Support Facilities	Charges (Rs.)		
		Per hour	Per Day			Per hour	Per Day	
01	Over head projector	350/-	700/-		05*	Audio recoding (without cassette)	200/-	-
02	20" TV, monitor & video deck	600/-	-		06*	Public address system	Free of charge	
03	16 mm slide /cine projector	350/-	700/-		07	White magi board with a marker	Free of charge	
04	Multimedia	6000/-			09	Brass lamp	100/-	

* Available only in auditorium & seminar No. 2

05. Hostel Accommodation (Limited shared accommodation) :-

Charges per person per day = Rs: 75/-

Bed linen per person per week = Rs: 45/-

Available capacity = 24 Persons

No. of persons	
No. of days	

06. Catering Services :-

The CHPB canteen caterer will undertakes all catering services. Payment must be made directly to the canteen caterer. (Please contact Anura on 0777-895254) .

07. The cheque should be drawn in favour " **Secretary, Ministry of Housing & Plantation Infrastructure**" and forwarded to the above address.

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Date

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Signature of Convenor / Organizer

Name and address of the responsible officer for submission of bill }