

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

Office: 2787661 , 2785629

Fax : 2787454

Centre for Housing Planning & Building

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

**Ministries, Govt., Depts., and Corporation**

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	2600/-	<input type="checkbox"/>	1300/-	<input type="checkbox"/>	3200/-	<input type="checkbox"/>	1600/-	<input type="checkbox"/>
2	35-60	4800/-	<input type="checkbox"/>	2400/-	<input type="checkbox"/>	5400/-	<input type="checkbox"/>	2700/-	<input type="checkbox"/>
3	20-35	4000/-	<input type="checkbox"/>	2000/-	<input type="checkbox"/>	4600/-	<input type="checkbox"/>	2300/-	<input type="checkbox"/>
4	20-35	4000/-	<input type="checkbox"/>	2000/-	<input type="checkbox"/>	4600/-	<input type="checkbox"/>	2300/-	<input type="checkbox"/>
Auditorium	100-110	6600/-	<input type="checkbox"/>	3300/-	<input type="checkbox"/>	7200/-	<input type="checkbox"/>	3600/-	<input type="checkbox"/>
Ground Floor display area Rs. 900/- per hour & Rs.5000/- 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/-	<input type="checkbox"/>	700/-	<input type="checkbox"/>			
02	20" TV, monitor & video deck	600/-	<input type="checkbox"/>	-	<input type="checkbox"/>			
03	16 mm slide /cine projector	350/-	<input type="checkbox"/>	700/-	<input type="checkbox"/>			
04	Multimedia		<input type="checkbox"/>	6000/-	<input type="checkbox"/>			
05*	Audio recoding (without cassette)	200/-	<input type="checkbox"/>	-	<input type="checkbox"/>			
06*	Public address system	Free of charge						
07	White magi board with a marker	Free of charge						
09	Brass lamp	100/-	<input type="checkbox"/>					

\* Available only in auditorium & seminar No. 2

05. Hostel Accommodation (Limited shared accomodation) :-

Charges per person per day = Rs: 75/-  
Bed linen per person per week = Rs: 45/-  
Available capacity = 24 Persons

No. of persons	<input type="text"/>
No. of days	<input type="text"/>

06. Catering Services :-

The CHPB canteen caterer will undertake 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.

.....  
Date

.....  
Signature of Convenor / Organizer

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