

THE DUTCH BURGHER UNION OF CEYLON

HIRE OF GROUND FLOOR HALL OR GARDEN FOR FUNCTIONS/EVENTS FROM 01.11.2006

	<u>Duration</u>	<u>Hall</u>	<u>Garden</u>
Evening functions	4.00 p.m. to 12.00 p.m.	10,000.00	5,000.00
	Each additional hour	2,000.00	1,000.00
Day-time functions	Per hour (minimum 5 hours)	1,000.00	500.00
Seminars/Conventions/Courses/ Exhibitions/Sales	Per hour (minimum 5 hours)	1,000.00	500.00

(50 % discount of above rates to current members of the DBU)

Electricity charges per point/function - Rs.300/=; Use of kitchen space for washing/water - Rs.300/=

15% VAT is payable on the above rates

Full Name of Hirer:.....Passport/ID No.....
 Type of Organisation/Business/Occupation.....
 Address:.....
 Contact Tel/Fax/email:.....
 Date/Period Hall/Garden required:.....
 Time/Duration of booking:.....
 Deadline for function to end (maximum time till 2.00 a.m.).....

CONDITIONS:

1. Firm bookings must be made on application, with full payment.
2. The full deposit will be refunded on cancellation if made within 14 days prior to the date on which the hall has been booked.
3. A refundable deposit of Rs.5,000/= shall be handed over to the Manager at the time of booking/before the function.
 This is to cover the cost of any losses or damages that may be caused as a result of the function being held in the DBU premises. This amount will be refunded (after deductions, if necessary), on the following day.
4. The maximum number of pax in the hall should be 150. The DBU will not be responsible for injury, howsoever caused to any person or persons or for damage or loss to any valuables, personal belongings or any item of any description that is brought into the premises by the hirer.
5. Only the ground floor hall, corridor and/or adjacent garden is covered by this agreement and can be used by the hirer.
6. Nails, adhesive tape, paint or crayons or any other items that could deface the walls. Ceilings and floors should not be used. Please seek the advice of the Manager should you need to decorate the hall.
7. The DBU Management, at its absolute discretion reserves the right to halt/close the premises at any time during the function as the situation so demands.

I/WE agree to adhere to all the above terms and conditions.

Signature of Hirer:.....

Membership No.....
(if applicable)

<u>For Office use only</u>	
Rate-Hall/Garden:.....	
Refundable Deposit:.....	
Other charges:.....	
Total:.....	
Comments:.....	
.....	
Signature Manager:.....	Date:.....
Refund of Rs.....made on
	Initials of Manager