



**THE ORGANISATION OF PROFESSIONAL ASSOCIATIONS OF SRI LANKA**

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**APPLICATION FOR RESERVATIONS OF THE CENTRE FACILITIES**  
**AUDITORIUM / CONFERENCE ROOMS / RESTAURANT / BEER GARDEN /**  
**BAR FACILITIES/ FAMILY LOUNGE**

1. Name of Applicant :-.....  
(Dr./Prof./Archd./Eng./ Mr./ Ms.)

2. Membership No. ....

3. Address of the Applicant :-.....

4. Tele. Nos. - Office ..... Residence .....

5. **REQUIREMENT OF FACILITIES**

5.1 Date:- ..... Time:- .....

- a) Auditorium From ..... To .....
- b) Committee Room ( A / B / C ) From ..... To .....
- c) Restaurant From ..... To .....
- d) Restaurant & Beer Garden From ..... To .....
- e) Beer Garden Form ..... To .....
- f) Family Lounge From ..... To .....

5.2 **ADDITIONAL REQUIREMENTS**

- a) Public Address System
  - i) F M mike - Yes / No
  - ii) Clip-on mike - Yes / No
- b) Multi Media Projector - Yes / No
- c) Magi Board - Yes / No
- d) Oil Lamp - Yes / No
- e) Projector (Restaurant) - Yes / No
- f) Screen (Restaurant) - Yes / No
- g) Bar Facility - Yes / No

h) Refreshments (Only from Yasuranga Restaurant) - Yes / No (Tea / Lunch/Dinner)

The purpose for which the reservation is made:- .....

6. Number of Participants expected :- .....

Date :- .....  
Signature

**Catering**

Catering at the OPA Premises is done exclusively by the appointed Caterer. Bringing and consuming food from outside is not permitted. Catering Charges and arrangements should be made with the Caterer, and payments made direct to the Caterer. (Tel . 077 859 6435 - Mr Suranga )

Please note that 1. Applicant will be liable for any damage caused to the Auditorium, Conference rooms, Restaurant, Beer Garden ,Family Lounge during the event  
2. Consumption of Food & Beverages will not be permitted within the Auditorium

Approved / Not Approved

.....  
Center Director -OPA

I certify and confirm that the Auditorium & related OPA facilities will not be Utilized for any Union or Political activities.  
Date Signature of Member

## Conditions

1. - Application to be made in the prescribed form (overleaf)
2. - The applicant shall be, (a). President / Secretary of a OPA Member Association (b). OPA Center (Forum /Life /Annual ) Member
3. All payments to be made to the OPA office 3 days before the date of event
4. OPA reserves the right to reject or cancel any reservation already made without giving reason. For any cancellation of a booking minimum charge of Rs. 1000/= will be levied.
5. Liquor Bottles permitted on payment of corkage
  - (a) Liquor/ Beer / Wines if brought by the applicant will be subject to payment of corkage & conditions.(Rs. 750/= per bottle)
  - (b) Soft Drinks bottles from outside are not permitted.
  - (c) All bottles brought should be declared to the Barkeeper and corkage payments to be made before usage. The Barman will paste a sticker on each bottle brought from outside permitting use of these bottles within the bar premises & is valid only for the date of issue. Uses of Foreign Liquor from personal lockers are subjected to conditions & are prohibited to use at functions.
  - (d) The Applicant must be personally be present at the function in the OPA Premises and be responsible for any violation of the rules/ conditions.
  - (e) All functions in the Restaurant shall cease at 12 midnight.

For bookings on Saturdays – Rs. 1000/- ,Sundays / Holidays an additional charge of Rs. 1500/= will be levied for the payment of overtime to the Caretaker.

**Please note that maximum of only one banner is permitted displaying inside the Auditorium**

## Reservation Charges :

* <u>AUDITORIUM CHARGES</u>	- Rs 12,500/= for the first three (3) hours 3150/= for each additional hour
* <u>COMMITTEE ROOM</u> - (A) & (C)	- Rs 3,150/= for the first two (2) hours 1250/= for each additional hour 1,900/= for only one (1) hour - (during 8.30a.m. – 4.30p.m)
* <u>COMMITTEE ROOM</u> – (B)	- Rs 3,150/= for the first two (2) hours 1,250 /= for each additional hour 1,900 /= for only one (1) hour - (during 8.30a.m. – 4.30p.m)
* <u>RESTAURANT CHARGES</u>	- Rs 6,250/= for the first three (3) hours 1900/= for each additional hour
* <u>RESTAURANT &amp; BEER GARDEN</u>	-Rs. 7,850/= for the first three (3) hours 1900/= for each additional hour
* <u>BEER GARDEN CHARGES</u>	- Rs. 3,900/= for the first three (3) hours 800/= for each additional hour
* <u>FAMILY LOUNGE CHARGES</u>	- Rs. 4,700/= for the first three (3) hours 1600/= for each additional hour 2,500/= for only one (1) hour - (during 8.30a.m. – 4.30p.m)

## ADDITIONAL CHARGES

1. F M Mike	- Rs. 500/=	6. Projector & Screen (Restaurant)	- Rs. 3,150/=
2. Clip-on Mike	- Rs. 650/=	7. Large Screen only (Restaurant)	- Rs. 800/=
3. Magi Board	- Rs. 350/=	8. Multi Media ( 1 <sup>st</sup> three (3) hours)	- Rs. 4,700/=
4. Oil Lamp	- Rs. 550/=	(Additional (1) hour) - Rs. 800/= & (per day) Rs. 6250 /=-	

## BAR FACILITIES CAN BE MADE AVAILABLE SUBJECT TO FOLLOWING CONDITIONS

- 1) Payment of Rs. 1250/= for providing the Bar Facility.
- 2) The Bar will be open from 10.00 a.m to 12.00 midnight.
- 3) All orders from the Bar to be made in the prescribed form, available in the Bar which should be signed by the Applicant.  
Bar Liquor Charges and arrangements should be made with the Barman. ( Tel. . No Jagath - 0711783727)

Payment for bookings must be made in advance , Cheques to be drawn in favour of the “Organisation of Professional Associations of Sri Lanka” and crossed “A/C Payee Only”

## FOR AUDITORIUM BOOKINGS ONLY

I certify that the Applicant is a Member of our Association and the reservation is purely for official purpose and not for Union or Political activities.

.....  
President / Secretary  
Official Seal of the Association

Date : .....