

Application for Reservation of National Arts Academy - Kundasale

1. Applicant's Name :-

1.1 Name of the Institute (If applicable)

2. Designation:-

3. Address
3.1. Private :-

3.2. Office :-

4. National Identity Card No :-

(Please attach a copy of N.I.C.)

5. Tel. No:-
Office

 Fax

Mobile

6. Email :-

7. Purpose of reservation:-

8. Date/Dates :-

9. Time :-

10. Number of participants :-

 Female :-

Male:-

11. Charges for reservations- (Table 01)

Places/Items that could be reserved	Reservations	Charges	Please indicate your requirement using '√'	Number of days	Dates required	For office use
Rehearsal/Lecture Hall 01	with/without seats Rehearsal/Lecture Hall (Seats 100-120)	Rs. 7,500 (For 06 hrs only)				
Rehearsal Hall 02	Rehearsal Hall without seats	Rs. 7,500 (For 06 hrs only)				
Lodge 01	Room No 01	Rs. 2,500				
	Room No 02	Rs. 2,500				
	Room No 03	Rs. 2,500				
	Entire Lodge	Rs. 6,000				

Lodge 02	Room No 01	Rs. 2,500					
	Room No 02	Rs. 2,500					
	Room No 03	Rs. 2,500					
	Entire Lodge	Rs. 6,000					
Open Theater	-	Rs.10,000					
Hostel	No 01	Number of persons (Maximum 50)	Rs. 300 (Per head)				
	No 02	Number of persons (Maximum 50)	Rs. 300 (Per head)				
Podium	-	Rs. 250					
Multimedia	-	Rs. 1,000					
Oil Lamp	-	Rs. 250					
Sounds	-	Rs. 1,000					
Others							
Service Charge 10%							
Total payable							=====

12. Orders for food & beverages (Table 02) (Please specify the relevant code using Annex KAA/2018/002)

	Code	Date	Number of Days	Quantity	For Office Use
Breakfast					
Lunch					

Dinner					
Morning Tea					
Evening Tea					
Others					
Service Charge 10%					
Total					=====

For Office Use	Rs.
Charges for Reservation (Table 01)	
Charges for Food & Beverages (Table 02)	
Others	
Total Payable	=====

Note

The total payment above should be made to the Department of Cultural Affairs and a deposit of Rs. 5,000/= should be paid to the National Arts Academy – Kundasale before the date of reservation, in addition to the total payment. (This is not applicable to the Lodge 01 & Lodge 02)

I hereby agree with the conditions* laid down by the Department of Cultural Affairs pertaining to above reservation.

.....
Date

.....
Signature of the Applicant

For Office Use

The above information was verified and the relevant payments were properly made. Therefore I recommend the reservation of the National Arts Academy – Kundasale.

.....
Head of the Division/Management
Assistant

Approved.

.....
Date

.....
Director of Cultural Affairs / Assistant Director

***Note**

1. The charges for above all reservations are applied for a single day.
2. A sum of Rs. 1,000.00 will be charged for every additional hour where 06 hours duration is exceeded for reservation of training and rehearsal halls.
3. 10% of the total bill is charged as the service charges and laundry charges.
4. The deposit of Rs. 5,000/= will be retained in addition to the total bill value to recover any loss or damage or in case of cancelling the reservation.
5. The total of the bill value should be paid 03 days before the commencement of the program.
6. Time of accommodation (except open theater)
 - I. Lodge 01, Lodge 02 & Hostel from 10.00 a.m. to 9.00 a.m. of the following day
 - II. Other reservations from 8.00 a.m. to 7.00 a.m. of the following day
7. Please refer Annex KAA/2018/002 for the prices of foods & beverages.
8. Consumption of food that brought from outside is not allowed.
9. No refunds will be made for any paid but unused facility.
10. Consumption of liquor and narcotics is strictly prohibited within the premises.