

Reservation of the Duncan White Auditorium of the Ministry of Sports

Terms of Conditions

- 1.** The same application should be used for booking the auditorium.
- 2.** Up to 50% of the prescribed fee will be paid on the same day the auditorium is booked. Under no circumstances will that amount be refunded.
- 3.** The amount paid for the auditorium reservation date cannot be replaced for another day.
- 4.** The full amount due and refundable deposit must be completed one week prior to the date of the event.
- 5.** All payments should be made to the Payment Counter of the Ministry of Sports, on the 2nd floor of the Ministry of Sports on weekdays between 9:00 a.m. to 3:00 p.m. Receipts for payment should be forwarded to the relevant officer in charge of the Administration Division of the Ministry of Sports.
- 6.** If you have completed the program beyond the applicable time of the day you reserve the auditorium, you will be charged a fee as stated in the last page.
- 7.** Calculation of the fee for the extra time will commence 30 minutes after the program closes.
- 8.** All documents and permits obtained from relevant institutions should be submitted by yourself to ensure security for VIPs participating in the program with His Excellency the President, Hon. Prime Minister and other security personnel.
- 9.** Information about the institution conducting the program and the participants should be provided in writing to the Ministry when booking the auditorium.
- 10.** The auditorium will be opened to you an hour before the program begins. Light equipment can be used for decoration and nothing should be attached to the equipment of the building.
- 11.** The air conditioner will be operated in the auditorium 30 minutes before the start of the program.

- 12.** Since the auditorium is designed for conferences, no electrical equipment exceeding 1000 watts should be connected to any electrical system in the auditorium. If additional electricity is needed, an additional generator should be obtained.
- 13.** If the generator is used at the request of the relevant institution, instead of consuming it in the event of a normal electricity supply, the additional cost will be charged as per the time taken.
- 14.** The auditorium is not reserved for large-scale entertainment shows (such as concerts).
- 15.** Food and beverages in the auditorium are strictly prohibited. If you are provided with meals, you can get them from the Ministry's cafeteria.
- 16.** No alteration of items in the auditorium should be made without the prior approval of the Secretary of the Ministry.
- 17.** Notices, posters or bulletin boards are not permitted in the auditorium without prior approval.
- 18.** No one is allowed to enter the audio control area set up in the auditorium.
- 19.** In the event of any damages to the Auditorium or to any of its equipment, we will recover the value of the damage from your refundable deposit. Action will be taken to provide the refundable deposit as soon as possible with the recommendation of the Auditor General.
- 20.** If the damage to the electronic and other equipment in the auditorium is greater than the refundable amount when booking the auditorium, an additional amount will be charged to the Ministry in terms of the value of the damage.
- 21.** The Secretary to the Ministry of Sports will take the final decision after considering the appeals.

Options	Duration	Rate for Government & Semi Government Institutions Rs.	Rate for Private Sector Institutions and all other categories	Rate for Ministry of Sports and Institutions belongs to the Ministry
*Capacity (Seats) 366	4 Hr Package	60,000.00	100,000. 00	<u>Free of Charges</u> Recommendation - Acct Officer Approval - SAS/ Addl. Sec. Authorization – Chief Accountant
*Auditorium With A/C	6 Hr Package	100,000.00	150,000.00	
*General Lights	Additional Hr	25,000.00	30,000.00	
*Podium				
*Sound & Multimedia	Refundable Deposit	30,000.00	50,000.00	
*Microphones				