

ADVANCED CONSTRUCTION TRAINING ACADEMY (ACTA)
"Idikireem Medura", 350 A, Pannipitiya Road,
Pelawatta, Battaramulla.

Tel. : 011 5672278, Fax : 011 2786508, E-mail : info@acta.edu.lk, Website : www.acta.edu.lk

APPLICATION FOR THE USE OF SEMINAR ROOM / LECTURE ROOM FACILITIES AT ACTA

01. Name of Company / Organization :-
 02. Title of Seminar / Conference / Activity :-
 03. Period required :- **No. of Day/s** : **Date/s** : **Time** : From To
 04. Facilities required : (Please place "X" against the facility required in the cage below)

Lecture Room/Auditorium with A/C	Capacity (Persons)	Working Day		Non-Working Day	
		Full Day (6 hrs)	Half Day (4 hrs)	Full Day (6 hrs)	Half Day (4 hrs)
Lecture Room 1, 2, 3	30 - 35	Rs. 6,500.00	Rs. 5,000.00	Rs. 7,500.00	Rs. 5,000.00
Lecture Room 4	15 - 20	Rs. 5,000.00	Rs. 2,500.00	Rs. 6,000.00	Rs. 3,000.00
Lecture Room 5 (Mini Seminar Room)	60 - 70	Rs. 9,000.00	Rs. 5,000.00	Rs. 10,000.00	Rs. 6,000.00
Exam Hall	60	Rs. 1,250.00 (Per hour)		Rs. 1,500.00 (Per hour)	
Computer Lab	20	Rs. 20,000.00	Rs.10,000.00	Rs. 22,000.00	Rs. 10,000.00
Upper Ground Floor display area		Rs. 500.00 per hour and 2,500.00 per day			

05. Other Facilities required : (Please give the total hours / days in the cage below)

Description of Equipment	Rate per hour (Rs.)	Rate per Day (Rs.) 6 hrs.
Overhead Projector with screen	250.00	1,000.00
Multimedia Projector	750.00	4,000.00
Lecture Room PA System with dynamic mic	250.00	750.00
Wireless FM mic	100.00	400.00
Suspended multimedia with electric screen	1,000.00	5,000.00
White board flip chart board (Accessories not supplied)	Free of charge	

06. To confirm the date refundable deposits to be paid **in cash** as follows.

Lecture Room - Rs. 2,000.00
 Mini Seminar Room - Rs. 3,000.00

07. Additional Facilities (available at reasonable rates)

- * Telephone / Fax * Photo Copy * Computer Prints (black & white / colour)
 * Digital Duplicator * Scanner * Internet / e-mail

07. * Full payment should be paid, one week before the reservation in cash or cheque

**** For further details please contact Mr. Imran on 011 - 2786508**

08. All cheques should be drawn in favour of "**Advanced Construction Training Academy**", A/C. No. 7079030. Also, cheques should be sent to ACTA, five working days in advance to the reservation.

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 Signature of Convener / Organizer

.....
 Date

Name & Address of the responsible officer for submission of bills :

Note : -. Air conditioners will be switched on only 15 minutes before the booking time. For night booking extra amount will be charged. (6.00 p.m. upwards Rs. 250.00 per hour)