

## THE LIGHTHOUSE AUDITORIUM AND LAWNS

### Booking Enquiry Form

1. Name of Applicant: .....
2. NIC No.: .....
3. Date and Place of NIC Issue: .....
4. Name of Organisation: .....
5. Address in Sri Lanka: .....
6. Telephone: ..... Fax: ..... Email: .....
7. Designation of Applicant in the Organisation and Contact Details:  
Designation: ..... Tel: ..... Mobile: .....
8. Date of Establishment of the Organisation: .....
9. Objective and Activities of the Organisation: .....
10. Date of Reservation: ..... Time: From..... To.....

11. Purpose of Reservation:

|                          |                          |                          |                           |
|--------------------------|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Academic Conference      | <input type="checkbox"/> | University Event          |
| <input type="checkbox"/> | Research Workshop        | <input type="checkbox"/> | Cultural Event            |
| <input type="checkbox"/> | Government Meeting       | <input type="checkbox"/> | Social Function           |
| <input type="checkbox"/> | Diplomatic Event         | <input type="checkbox"/> | Religious Event           |
| <input type="checkbox"/> | Development Partner      | <input type="checkbox"/> | Political Discussion      |
| <input type="checkbox"/> | Corporate Event          | <input type="checkbox"/> | Media Event               |
| <input type="checkbox"/> | NGO/Civil Society        | <input type="checkbox"/> | Private function          |
| <input type="checkbox"/> | Professional Association | <input type="checkbox"/> | Commercial Product Launch |
| <input type="checkbox"/> | Other (Specify) - .....  |                          |                           |

12. Sector Represented

|                          |                                   |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Government/Official Function      |
| <input type="checkbox"/> | Diplomatic Function               |
| <input type="checkbox"/> | Academic/ Professional            |
| <input type="checkbox"/> | Public Awareness/ Educational     |
| <input type="checkbox"/> | Cultural/ Social                  |
| <input type="checkbox"/> | Corporate/ Commercial             |
| <input type="checkbox"/> | Political/ Politically Affiliated |
| <input type="checkbox"/> | Private/ Invitation-Only          |
| <input type="checkbox"/> | Other (Specify) - .....           |

13. Has your organisation previously booked the Lighthouse Auditorium and lawns?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

If yes,

- Title of the Event - .....
- Date - .....

14. Detailed event description. (Provide a detailed description of the event, including: objectives, programme summary, issues to be discussed, expected outcomes and whether the event is open to the public or invitation only etc.)

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15. Requested Facilities:

|                          |                                                          |
|--------------------------|----------------------------------------------------------|
| <input type="checkbox"/> | Auditorium                                               |
| <input type="checkbox"/> | Large Garden                                             |
| <input type="checkbox"/> | Small Garden                                             |
| <input type="checkbox"/> | Veranda (only available for events in the evening hours) |
| <input type="checkbox"/> | Extra hours (Specify) - .....                            |

16. Programme Details

i) Attach the programme agenda ☐

ii) Speakers (For every speaker, please include)

- Full Name - .....
- Designation - .....
- Organisation - .....
- Country - .....
- Biography (short) - .....
- Topic - .....

iii) Chief Guests / VIPs

- Name - .....
- Designation - .....
- Institution - .....
- Country - .....

iv) Expected Participants

- Estimated Number of Participants - .....
- Participants representing the Government - .....
- Diplomatic Missions - .....
- International Organisations - .....
- Academia - .....
- Private Sector - .....
- Civil Society - .....
- Media - .....
- Students - .....
- General Public - .....
- Foreign Nationals - .....
- Political leaders (former and present parliamentarians) - .....
- Religious leaders - .....

v) Target Audience (Who is the intended audience?)

.....

.....

vi) Registration for the event (How are the participants selected?)

|                          |                     |
|--------------------------|---------------------|
| <input type="checkbox"/> | Invitation Only     |
| <input type="checkbox"/> | Public Registration |
| <input type="checkbox"/> | Ticketed            |
| <input type="checkbox"/> | Closed Meeting      |

vii) Organizing Partners

- Will the event be organized jointly? .....
- List all co-hosts.....

viii) Sponsors (List every sponsor.)

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.....

ix) Media Coverage

- Will media be invited?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

- Specify the media:

.....

x) Media and Recording of the event

- Will the event be:

|                          |                                                                   |
|--------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> | Photographed to be shared on social or any other media platform   |
| <input type="checkbox"/> | Video recorded to be shared on social or any other media platform |
| <input type="checkbox"/> | Live Streamed via web/social media platforms                      |
| <input type="checkbox"/> | Broadcasted via web/online media platforms                        |

If the event videos or photographs are shared via any online platforms, specify each platform:

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**Declaration:**

I hereby declare that:

- The information provided by me is true and accurate to the best of my knowledge and no material facts have been omitted. Any false information shall result in the forthwith termination of the booking.
- The event is lawful and complies with all applicable laws and regulations.
- The event is conducted in accordance with the purpose stated in this application
- This is an application to hire the venue, the acceptance of which is at the sole discretion of the management of the Lighthouse Auditorium and Lawns. The confirmation of the booking following acceptance of this application is subject to the payment conditions stipulated hereinunder.
- The refundable deposit plus an advance payment of 50% of the total amount due shall be paid at least 21 days prior to the event to confirm the reservation.
  - The requested facility will only be used for the purpose mentioned in the application.
- Event invitations and publicity will state the venue as the “Lighthouse Auditorium and Lawns”, not the “Lakshman Kadirgamar Institute.” The refundable deposit will not be refunded if this condition is neglected. No publicity can be made until the reservation is confirmed.
- I have read and signed the Lighthouse Auditorium and Lawns – Terms and Conditions and its annex/s and agree that the confirmed reservation is subject to the said Lighthouse Auditorium and Lawns – Terms and Conditions.

.....  
Signature of Applicant & Corporate Seal

.....  
Date

**Notice:** We may occasionally contact customers about our facilities and programmes. If you would prefer not to receive such information, please check the box below.

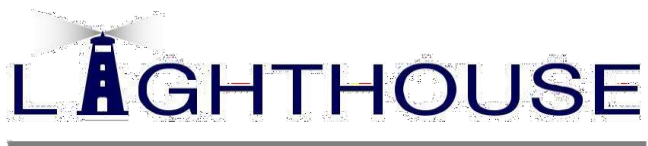
☐ Please do not send me any information regarding the facilities and programmes at LKI and the Lighthouse Auditorium and Lawns



## THE LIGHTHOUSE AUDITORIUM AND LAWNS

### Charges for Reserving Facilities and Equipment Hiring Charges

| Venue Details                                                                                                                                                           | Unit     | Charges                                           | Refundable<br>Deposit<br>(per day) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------|------------------------------------|
| <b>Auditorium</b>                                                                                                                                                       | 4 Hours  | 100,000.00<br>(1 <sup>st</sup> July 2026 Onwards) | 40,000.00                          |
| 120 Seats<br>Space for 30 extra chairs<br>Additional Charge                                                                                                             | Per hour | 15,000.00                                         |                                    |
| Equipment available inclusive of charges                                                                                                                                |          |                                                   |                                    |
| - Head table with microphone<br>- Lectern (Podium) with microphone<br>- 2 wireless microphones<br>- Traditional oil lamp                                                |          |                                                   |                                    |
| <b>Additional Charges</b>                                                                                                                                               |          |                                                   |                                    |
| Caretaker charges (Applicable for events held on weekends, public holidays or after 4.30 PM on weekdays)                                                                |          | 3,000.00                                          |                                    |
| Janitorial staff/assistance charge (Applicable only for events exceeding 12.00 midnight can be held with prior approval of the Lighthouse Auditorium and Lawns Office.) |          | 1,700.00                                          |                                    |
| Wi-Fi Charge                                                                                                                                                            |          | 100.00                                            |                                    |
| Multimedia projector and screen                                                                                                                                         | Per day  | 18,000.00                                         |                                    |
| <b>Large Garden</b>                                                                                                                                                     |          |                                                   |                                    |
| Size (137' x 97')                                                                                                                                                       | Per day  | 100,000.00                                        | 80,000.00                          |
| <b>Special Offer:</b> Clients booking the Auditorium can reserve the Large Garden on the same day for Rs. 80,000/-, instead of the stand-alone price of Rs. 100,000/-   |          |                                                   |                                    |



Applicant/Organisation Name: .....

Nature of Event: .....

Date of Event .....

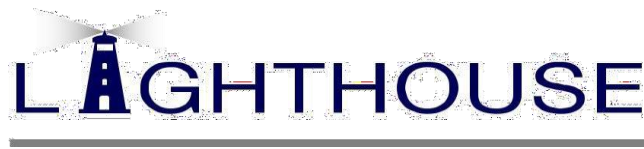
### **Lighthouse Auditorium and Lawns – Terms and Conditions**

Individuals or organisations hiring the facilities of the Lighthouse Auditorium and Lawns agree to the terms and conditions stipulated hereinunder and the terms and conditions stipulated in the annex/s hereto.

#### **General Conditions**

1. The facilities that are available for hire are the Lighthouse Auditorium, the Large Garden, the Small Garden and the Veranda of the main building.
2. The refundable deposit plus an advance payment of 50% of the total amount payable shall be paid at least 21 working days prior to the event to confirm the reservation. The balance payment should be made 14 working days prior to the event. Failure to make the payments accordingly will result in the tentative booking being cancelled.
3. The refundable deposit shall be payable on a per-day basis and shall correspond to the duration of the booking. For the Auditorium, the refundable deposit shall be LKR 40,000.00 per day, while for the Large Garden it shall be LKR 80,000.00 per day. The total refundable deposit shall therefore be calculated according to the total number of days for which the venue is reserved.
4. To obtain the refundable deposit, the applicant should make a formal request with the original receipt after the event. The refundable deposit or part thereof shall be refunded to the Applicant within ten working days of the request. The Lighthouse Auditorium and Lawns reserve the right to deduct any applicable charges and/or penalties for damages to the premises or equipment from the said refundable deposit.
5. Events exceeding 12.00 midnight can be held with prior approval of the Lighthouse Auditorium and Lawns office. For all events exceeding midnight, an extra days' charge will apply. A further additional charge of Rs. 1,700/- will be levied for janitorial staff/assistance.
6. All public performances or the use of amplifiers or any other sounds transmitting device held/used within the Lighthouse Auditorium and Lawns will be subject to the applicable laws in effect in Sri Lanka. Failure to comply will result in the forthwith termination of the booking and a forfeiture of the refundable deposit.
7. All equipment hired from the Lighthouse Auditorium and Lawns shall remain the property of the Lighthouse Auditorium and Lawns and shall be returned in the same condition. The Applicant will keep the equipment in their own possession for their own use and will not allow any lien or other encumbrance to be created in respect of the same. The Applicant will be liable for any damage that may arise during the Applicant's possession of the said equipment.
8. No alterations may be made to the appearance of the hired space without the prior approval of the Programmes and Events Manager. Affixing to walls/surfaces is not permitted. The Programmes and Events Manager reserve the right to remove any unauthorised items and charge at cost for any damage incurred.

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Signature of Applicant



9. Flags may only be erected on the walking path adjacent to the main building. They should not be placed in proximity to the main entrance of the premises.
10. Parking will only be available for a maximum of 40 vehicles. Lighthouse Auditorium and Lawns are not responsible for any loss or damage to vehicles. All clients must follow the instructions of Lighthouse Auditorium and Lawns' security staff.
11. The Applicant acknowledges that no relationship of landlord and tenant is created between the Applicant/Applicant Organisation and the Lighthouse Auditorium and Lawns by this Agreement and that Lighthouse Auditorium and Lawns retains absolute custody, control, possession and management of the venue and cannot be excluded or denied entry into the hired facility.
12. The LKI Library and the Main Building premises cannot be used for holding purposes of any guests at any point of the event.
13. All notices in respect of these presents shall only be given in writing.

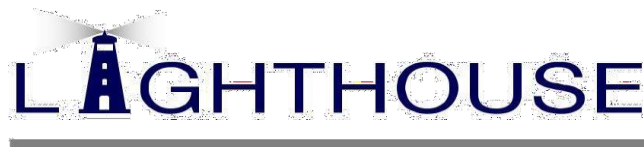
#### **Lighthouse Auditorium**

14. Waste of any kind should be removed from the Auditorium. Use the bins, which have been provided. If additional cleaning is required by the Lighthouse janitorial staff, a deduction will be made from the deposit.
15. Refreshments may only be served on the Veranda and are not permitted inside the Auditorium. For events during the office hours (08.30 HRS-16.15 HRS), refreshments cannot be served on the Verandah or the Main Building premises.
16. Prior setup, including rehearsals and testing of sound equipment, is only permitted for up to one hour before the reserved time period. Any additional time taken will be charged at an hourly rate of Rs. 8,000/-. The Auditorium should be vacated within one hour of the end of the reserved time period. All props and other settings should also be removed within one hour. Each additional hour taken will be charged at the same hourly rate as stated above.

#### **Lighthouse Lawns (Large Garden & Small Garden)**

17. All temporary structures should be removed within 6 hours of the end of the reserved time period. However, this is subject to the condition that the said 6 hours does not extend beyond midnight on the reserving day. Notwithstanding anything to the contrary in these presents, if the Applicant fails to handover the hired facility before midnight on the day of the event, an additional charge of one day will be made.
18. At the sole discretion of the Lighthouse Auditorium and Lawns, the Applicant may be given a reasonable time period prior to the event to setup any temporary structures. This may be subject to an additional cost as deemed necessary by Lighthouse Auditorium and Lawns.

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Signature of Applicant



19. The use of amplifiers or loudspeakers outdoors is permitted only with the required permission from the Police and/or other relevant authorities. It is the responsibility of the Applicant/Applicant Organisation to obtain such approval. A copy of such approval should be provided to the Lighthouse Auditorium and Lawns office at least 3 working days prior to the event.
20. Any kind of excavation to setup marquees or other temporary structures is strictly prohibited. Damages to the lawn or any other facilities on the premises will be charged to the Applicant.

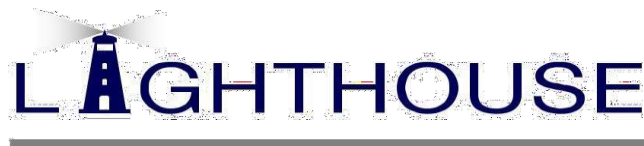
### **Lighthouse Veranda**

21. Temporary items such as tables and chairs should be removed within 6 hours of the end of the reserved time period. However, this is subject to the condition that the said 6 hours does not extend beyond midnight on the reserving day. Notwithstanding anything to the contrary in these presents, if the Applicant fails to handover the hired facility before midnight on the day of the event, an additional charge of one day will be made.

### **Cancellation Policy and Forfeiture of Deposit**

22. Notwithstanding anything to the contrary, the Lighthouse Auditorium and Lawns shall have the absolute discretion to cancel any booking with immediate effect if,
  - a. The Lighthouse Auditorium and Lawns or part thereof has to be closed for reasons beyond control, and/or
  - b. Payments have not been made as stipulated under Article 2 of these presents, and/or
  - c. The Board of Management or its delegated authority or any other competent authority of Lighthouse Auditorium and Lawns deems it necessary.
  - d. The Applicant/Applicant Organisation is in breach of any Article/s of these presents and/or The Lighthouse Auditorium's terms and conditions of Event invitations and publicity *vis a vis* the failure to state the venue as the "Lighthouse Auditorium and Lawns", not the "Lakshman Kadirgamar Institute".
  - e. It becomes aware of the Lighthouse Auditorium and Lawns office that the Applicant/Applicant Organisation intends to use the venue for purposes other than the purpose mentioned in the application form, and/or
  - f. The information provided in the application is found to be false.
23. In the event of cancellation under Article 22(a), 22(b) 22(c) the total payment received by the Lighthouse Auditorium and Lawns will be refunded in full within 10 working days of effective cancellation. In the event of cancellation under Article 22(d), 22(e) & 22(f) the total payment received by the Lighthouse Auditorium will be forfeited.
24. Reserved facilities may on occasion be required for State functions, in which case not less than 14 days' notice of the cancellation of any reservation will be provided to the Applicant and any deposits or other payments received shall be refunded in full within 10 working days.

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Signature of Applicant



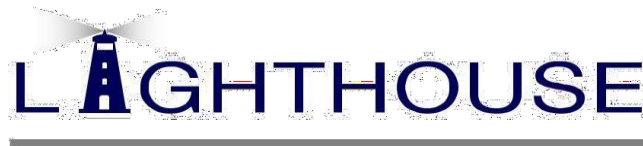
25. A confirmed booking shall only be deemed to be cancelled when Lighthouse Auditorium and Lawns receives a written notification of the cancellation from the Applicant.
26. In the event of the cancellation of a reservation by the Applicant, the deposit and other payments will be refunded if the cancellation is formally notified at least fourteen working days before the event. In the event the notice of cancellation is received thereafter, the total payment received by Lighthouse Auditorium and Lawns will be forfeited.
27. Lighthouse Auditorium and Lawns retains the absolute discretion to forfeit, in part or in whole, the refundable deposit for any breach, by the Applicant or the Applicant Organisation, of any term/terms in these presents.

## Liability

28. I/we hereby indemnify the Lighthouse Auditorium and Lawns for all liabilities arising out of or in connection with this reservation and to pay in full the costs of damage to facilities, equipment or furniture during the period of reservation. The estimate of the Lighthouse Auditorium and Lawns in this regard shall be accepted as final.
29. The Lighthouse Auditorium shall not be liable to the Applicant/Applicant Organisation by reason of any delay in performing or any failure to perform any of the Lighthouse Auditorium and Lawn's obligations in relation to the services if such delay or failure is due to any cause beyond The Lighthouse Auditorium's reasonable control including but not limited to Government intervention, strikes, national or local disasters or war, *force majeure* or any event causing the whole or part of The Lighthouse Auditorium to be closed to the public. In such circumstances the charges payable by the Applicant may be subject to abatement by a fair and reasonable apportionment.
30. The Lighthouse Auditorium will not be held liable for loss or damage to any object, equipment, furniture, stock or other property of any sort brought onto the premises by the Applicant/Applicant Organisation or their guests. All such property will remain under the care and control of the Applicant/Applicant Organisation and is entirely at their own risk.
31. The Lighthouse Auditorium will not be held liable for any loss, damage, personal injury or death arising out of or in connection with the Event. The Applicant/Applicant Organisation indemnifies The Lighthouse Auditorium and Lawns against any claim brought against The Lighthouse Auditorium in relation to any such matters.
32. The Applicant shall be liable for any loss or damage caused to the Venue and the property, furnishings, paintings or objects in the Venue by any act or omission of the Applicant/Applicant Organisation, its subcontractors or guests, and shall pay to The Lighthouse Auditorium and Lawns on demand the amount required to remedy any such damage.
33. The Applicant/Applicant Organisation may not assign, transfer or sub-contract its rights and/or obligations under these presents without the prior written consent of The Lighthouse Auditorium and Lawns.

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Signature of Applicant





## Event Advertisement Policy

34. Event invitations, social media posts and all other forms of printed and/or online media publicity cannot under any circumstance refer to the venue as the “Lakshman Kadirgamar Institute” or any other name with similar connotation or apporportionment. The venue should be referred to as the “Lighthouse Auditorium and Lawns”. Notwithstanding anything to the contrary in these presents, the reservation shall be deemed to have been terminated with immediate effect. All payments received for the purpose of confirming the reservation will be forfeited.
35. No publicity of the venue can be made through any form of media prior to confirmation of the reservation.
36. The Applicant shall not use the LKI logo, the Lighthouse logo, LKI podium, LKI banners, LKI institutional backdrops, LKI flags and any LKI signage; for publicity unless prior written approval has been granted.
37. The Applicant shall not use any photographs, video recordings or other media depicting LKI logos, branding, signage, podiums, backdrops or institutional identifiers in any post-event promotional, commercial or advocacy material in a manner that suggests endorsement, partnership or affiliation by the LKI without prior written approval.

## Miscellaneous

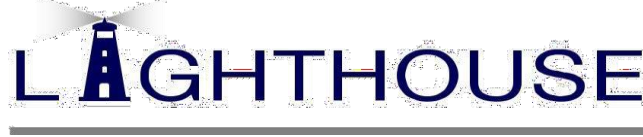
38. The Lighthouse Auditorium and Lawns reserves the right to amend the terms and conditions without prior notice.
39. The Applicant/Applicant Organisation shall be responsible for all actions of the authorized representative (enlisted pursuant to Annex 1 of these presents) of the Applicant/Applicant Organisation, with regard to the organising of the event.
40. Vexatious comment/s or conduct/s or any unwanted physical or verbal behavior/abuse that offends or humiliates the staff of Lighthouse Auditorium and Lawns will not be tolerated. Notwithstanding anything to the contrary in these presents, Lighthouse Auditorium and Lawns reserves the right to terminate the booking with immediate effect under such circumstances and forfeit the payment received thereto.

I have read and understood the aforementioned terms and conditions and agree and acknowledge that the failure to adhere to the said terms and conditions will result in the immediate termination of the booking and the forfeiture of the total payment received by the Lighthouse Auditorium and Lawns.

.....  
Signature of Applicant & corporate seal

.....  
Date





## Annex 1

This Document shall form part of the **Lighthouse Auditorium and Lawns – Terms and Conditions** and shall be appended as Annex 1 thereto. The conditions stipulated hereinunder and agreed thereof, by the undersigned, shall have similar legal and binding effect as the aforementioned *Lighthouse Auditorium and Lawns – Terms and Conditions* and shall absolutely bind the undersigned without any reservation/s, restriction/s and/or encumbrance/s.

1. The use of outdoor sounds, including but not limited to amplifiers, DJ music, and speakers, shall only be allowed if the required permission is obtained from the Police and/or any other relevant authority as required by the prevailing law of Sri Lanka. Such permit shall be provided to the Lighthouse Auditorium and Lawns office at least 2 days prior to the event. The use of such sounds shall only be allowed for the duration stipulated in such permit.
2. The applicant shall inform, in writing, to the Lighthouse Auditorium and Lawns office, at the time of booking his/her fiduciary to act as his/her agent/contact person who shall be responsible for the overall management/organizing of the event. At least 3 days prior to the event, the applicant shall inform the Lighthouse Auditorium and Lawns office a list, including contact details of all contractor/s and/or sub-contractors enlisted by the applicant/his or her agent for services required for the event. This includes, but not limited to, event planners, DJs, florists and contractors hired to install marquee. Notwithstanding anything to the contrary in these present, Lighthouse Auditorium and Lawns reserves the absolute discretion to deny entry into the premises any personnel who are not enlisted by the applicant pursuant the aforementioned clause (Clause 2).
3. The applicant shall bear full responsibility for the conduct of such enlisted contractor/s and/or sub-contractors and all guests invited for the event. The Applicant shall be liable for any damages caused by such contractor/s and/or sub-contractors or any such and other individuals invited for the event. Lighthouse Auditorium and Lawns reserves the right to recover any such losses incurred by Lighthouse Auditorium and Lawns due to such conduct, stipulated in Clause 4, either through the institution of legal proceedings in a Court of Law or through the applicable forfeiture the refundable deposit.
4. Any vexatious comment/s or conduct/s or any unwanted physical or verbal behavior/abuse that offends or humiliates the staff of Lighthouse Auditorium and Lawns and/or the failure to comply with instructions provided by the in-house security staff, by the applicant, his/her enlisted contractor/s and/or sub-contractors or the guests shall not be tolerated. Notwithstanding anything to the contrary in these presents, under such circumstances Lighthouse Auditorium and Lawns reserves the right to terminated the contract *vis a vis* booking with immediate effect and/or forfeit, in full or in part, the payment received thereto.

I have read and understood the aforementioned terms and conditions and agree and acknowledge that the failure to adhere to the said terms and conditions will result in the immediate termination of the booking and/or the forfeiture of the total payment received by the Lighthouse Auditorium and Lawns.

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Signature of Applicant & corporate seal

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Date