

CBS Facility Reservation Charges – 2022 (w.e.f. 1st May 2022)

Venue	Working Days (Rs.)	Holidays (Rs.)	Additional Charge Per Hour (Rs.)	Remarks
Auditorium				
4 Hours	65,000/=	80,000/=	20,000/=	Capacity 325
8 Hours	130,000/=	150,000/=	20,000/=	
Main Conference Hall (MCH)				
4 Hours	40,000/=	50,000/=	10,000/=	Capacity 50
8 Hours	75,000/=	85,000/=	10,000/=	
Lecture Hall Half (LH - Half)				
4 Hours	24,000/=	30,000/=	6,500/=	Capacity 60
8 Hours	48,000/=	55,000/=	6,500/=	
Lecture Hall Full (LH - Full)				
4 Hours	50,000/=	60,000/=	12,000/=	Capacity 120
8 Hours	90,000/=	100,000/=	12,000/=	
Classroom 1 (C1)				
4 Hours	15,000/=	20,000/=	4,000/=	Capacity 35
8 Hours	30,000/=	35,000/=	4,000/=	
Classroom 2 (C2)				
4 Hours	12,000/=	18,000/=	3,500/=	Capacity 30
8 Hours	24,000/=	30,000/=	3,500/=	
Classroom 3 (C3)				
4 Hours	24,000/=	30,000/=	6,000/=	Capacity 50
8 Hours	45,000/=	50,000/=	6,000/=	
Conference Room				
4 Hours	10,000/=	15,000/=	3,500/=	Capacity 15
8 Hours	20,000/=	25,000/=	3,500/=	
Computer Labs				
4 Hours	13,000/= + 500/= per p.c.	18,000/= + 500/= per p.c.	3,500/= + 150/=per p.c.	30 Laptops in Lab 1 25 PCs in Lab 2
8 Hours	25,000/= + 1,000/=per p.c.	32,000/= + 1,000/=per p.c.	3,500/= + 150/=per p.c.	
Outdoor Ground Space 1,000 sq.ft. space for 08 Hours	5,000/=	6,250/=	1,000/=	
Other Facilities				
Data Cable & an Addl. Screen				
4 Hours	2,500/=	2,500/=		
8 Hours	5,000/=	5,000/=		
A4 Photocopy	10.00 per A4 copy			
Water Bottles (500 ml)	Maximum Retail Price			
A service charge of 15% will be applied on the hall charges, excluding the Refundable Deposit				
Refundable Deposit				
Auditorium	25,000/=	25,000/=	-	-
Other Lecture Rooms	15,000/=	15,000/=		
This is NOT an Advance Payment. Has to be paid along with the Hall Charges. Will be refunded in full within two weeks after the event. If there is damage to any property or equipment of the CBS, the deposit will be withheld and if there is any excessive damage, the additional amount will be charged.				
Magi Board, Flip-chart Board, Marker Pens, Water Dispenser with Water , Name Boards & Water Bottles for the Head Table with Glasses and the Oil Lamp are provided free of charge.				
The above prices are subject to change. Please contact the CBS for the latest prices.				
For further information, contact Mr. Sohan Senarathna on 011-2477828 sohan@cbsl.lk or Mr. Shalika Gunawardena on 011-2477846 shalikadg@cbsl.lk				

Conditions of using the Halls of the Centre for Banking Studies (CBS)

1. Smoking and consumption of liquor is strictly prohibited.
2. Except bottled water, having any kind of food or beverages within the Hall is strictly prohibited. Water dispensers with disposable cups are available in the Cafeterias for the participants' use.
3. Refreshments and Lunch will be provided at a cafeteria, one out of the three will be allocated based on their availability.
4. Please avoid pasting, nailing or cello taping on the walls to display banners or notices in the Hall provided.
5. Do not move or use any equipment without the permission of the CBS officers. The **existing setup of the Halls will NOT be changed** and you will have to reserve a Hall to meet your requirement.
6. All the equipment and articles (seats, tables, microphones, LCD screens and podium etc.) in the Hall should be handled with care.
7. Contact person signed overleaf should make sure to hand over the hall and the equipment reserved at the end of the programme in original condition.
8. CBS will not provide any equipment/ facility other than mentioned overleaf and no equipment/facility other than reserved/ provided should be used for any purpose without due permission of the CBS management.
9. During a power failure, a generator will activate automatically within few seconds and any inconvenience caused in this regard is regretted.
10. Make sure to conclude the event within the mentioned time. If it is expected to be exceed the time mentioned, you are required to inform the CBS Management and an additional fee will be charged for the exceeded hours as applicable.
11. Entrance to the Auditorium will be the Gate 4 of CBS. If the guests are escorted by a traditional band, please ensure that no disturbances are made to CBS Offices and the ongoing training programmes.
12. Janadhipathi Vidyala Mawatha (without disturbing the running vehicles) and the rear garage premises of the CBS will be available for parking.
13. Please hand over a list of the equipment brought to the CBS premises by you, if any, to our security staff and be kind enough to take them back after their inspection.
14. Please make necessary arrangements to provide us the programme agenda, the list of participants (Name, NIC and Address) for the expected event enabling CBS security staff to provide entry clearance. If any VIPs are attending, please ensure to provide the details for security arrangements.
15. Once the request is made, it is not considered as confirmed until CBS sends a written confirmation together with the invoice.
16. Total Reservation fee (including the refundable deposit) should be made at least 03 days prior to the event. If the payment is delayed due to any reason, a letter addressed to the Director, Centre for Banking Studies should be given in advance. If the said payment is not made as mentioned, the reservation will be automatically cancelled.