

Terms and 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 Vidyalaya 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.