



Application for the Reservation of Computer Lab/Auditorium

Information Technology Resources Development Authority

Western Province – Sangaraja Mawatha, Colombo 10

1. Department / Institution:-.....

2. Address: -

3. Nature of Programme :- Training Workshop Seminar Other

4. No.of Participants: -

5. Type of the Reservation

A. Computer Lab A (Capacity of 50 Computers) – Rs. 35,000/day

B. Computer Lab B (Capacity of 20 Computers) – Rs. 20,000/day

C. Computer Lab C (Capacity of 15 Computers) – Rs. 20,000/day

D. Auditorium (125 Seating Capacity) - Rs. 30,000/day

6. Date / Dates / Time of the Reservation:-.....

7. Additional Facilities Required

Morning Refreshment – Tea with Short eat

Evening Refreshment – Tea with Short eat or Cake

Lunch with dessert (chicken/Fish/Vegetable)

Water (500ml)(per one bottle)

Any other (pl. specify).....

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I hereby agreed with the terms and conditions in relation to the reservation of Computer Labs/Auditorium of ITRDA of the Western Province.

Date: -

.....

Signature

Name: -

Designation: -

(Please affix the official seal)

(For ITRDA use only)

Director / Administrative Officer

Computer Lab A/Computer Lab B/Auditorium will be available/ not be available to reserve on

Date: -

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Subject PMA

Recommended

Approved

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Chief Management Assistant

Director