

## **HECTOR KOBBEKADUWA AGRARIAN RESEARCH & TRAINING INSTITUTE**

### **Terms and Conditions of hiring Auditorium / Conference Halls / Committee Rooms and Accommodation facilities.**

#### **General**

1. All applications for reservation of Conference facilities should be made on the prescribed form which may be obtained from the Institute.
2. Full payment of the estimated charges should be made at least seven days prior to the date of the programme. Cheques should be drawn in favour of Hector Kobbekaduwa Agrarian Research & Training Institute. The provisional reservation is liable to be cancelled if the payment is not paid within the required period.
3. Users of the Institute Conference facilities on hire should ensure that they conduct themselves in a manner that will not cause any disturbance to the Institute. **THEY SHOULD REFRAIN FROM ENTERING OR USING THE SECTIONS WHICH ARE NOT HIRED TO THEM.** The organizers are kindly requested to bring this to the notice of the users.
4. The Department/organization/person hiring facility shall be responsible for the careful use of the building, furniture, equipment etc. and making good any losses or damages caused during use.
5. Neither recitals, beating of drums, other forms of music nor any activity which is likely to disturb the work of the Institute will be allowed within the premises.
6. If publicity is given in the press regarding the event for which the conference facilities are hired, such advertisement should carry the name and telephone number of the organizer from whom further information regarding the event could be obtained.
7. In the event of any distinguished Visitors, Diplomats, Foreign Delegates and other VIP's being invited to any function, the responsibility for making necessary security arrangements shall rest solely with the organizers.
8. Users of the Conference hall, Lecture hall and Committee rooms should use the side entrance to enter the Institute premises. Organizers are advised to make their own security arrangements regarding such vehicles. In the case of persons residing in the hostel overnight, the vehicle may be allowed to be parked within, only if prior approval has been obtained.
9. The supply of tea, snacks and meals is not undertaken by the Institute. However, arrangements for catering can be made with the Institute Caterer. Orders for tea/ snacks/meals should be placed with the Caterer well in advance.
10. Payment for such services should be made direct to the Caterer. Price list/ menu card could be obtained from the Institute for reference. **NEITHER ALCOHOLIC DRINKS WILL BE SERVED NOR CONSUMPTION BE PERMITTED. PERSONS UNDER THE INFLUENCE OF LIQUOR WILL NOT BE ADMITTED TO THE PREMISES.**
11. Serving refreshments inside the Auditorium, Conference hall or the Lecture hall is not permitted. They may be served in the areas immediately outside.

12. The Caterer will not be able to serve snacks and tea during the periods 9.30 am. to 10.00 am. and 2.30 pm. to 3.00 pm. on working days.
13. On working days of the Institute, lunch for groups of more than 40 persons can be arranged only between 1.00 and 2.00 pm in the main dining hall. However, lunch for groups of 40 or less can be arranged from 12 noon onwards in the lunch room opposite the Conference hall.
14. The capacity of the main dining hall is for about 120 persons.
15. Catering by outsiders will not be allowed within the Institute premises.
16. Multimedia projector is hired on the basis of this being operated by the users. The applicant/ person making the application for the hire of this equipment shall take over the equipment after checking them and be responsible for the careful use of the equipment, their return and for making good without any damages. Equipment hired for any programmes should not be removed from the Institute premises under any circumstances.
17. Clients are not permitted to bring in any equipment similar to those available for hire at the Institute. If any equipment need to be brought to the conference from outside, prior approval has to be obtained from the Institute in writing.
18. One copy of every booklet, leaflet or handout distributed among the participants of the programme should be handed over to the hall attendant at the closure of the programme.
19. The Institute reserves the right to cancel reservations already made if there is reason to believe that the facilities will be used for a purpose different from what is declared, for violating the terms and conditions of the Institute, or for reasons beyond the control of the Institute.
20. Subject to carry out the government rules and regulation imposed from time to time. The final decision of providing hostel and conference hall facilities will depend on Board of Governors.

Cancellation of the programmes confirmed by the Institute will be subject to a cancellation charge of 25% of total payments.

### **For Accommodation**

1. The decision as to whether any accommodation should be given on hire or not for any purpose shall be at the absolute discretion of the Institute.
2. Room keys will be handed over only upon full payment for the relevant number of days being made.
3. When the users are going out of the Institution during the stay, the key of the room shall be handed over to the security.
4. The accommodations are provided maximum period of 07 days.
5. The accommodations are reserved by name of the user and shall not be permitted to other person.