



Lakmahal Community Library

8A, Alfred House Road, Colombo 03.

EVENT/PROGRAMME SPACE RENTAL APPLICATION

APPLICANT DETAILS	
Name of Applicant	
Phone Number	
Email Address	
Membership Number (if applicable)	
EVENT/PROGRAMME DETAILS	
Name of organizer	
Brief description of event/programme	
Is the event a one-off or recurring?	
If recurring, please state how often and when it will take place	
Date(s) Note: for recurring events please provide at least two dates in advance	
Event Category	
Is it a private event, or will it be open to the public?	<input type="checkbox"/> Private <input type="checkbox"/> Public
If public, will attendees be charged for participation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the library be open to non-attendees during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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EVENT/PROGRAMME DETAILS	
Duration	
Rental period must include pre-event set up and post-event clean up time	
Space	<input type="checkbox"/> Main library hall <input type="checkbox"/> Wood room <input type="checkbox"/> Half-moon verandah <input type="checkbox"/> Garden
Total cost to be paid to LCL (as per LCL's Event Policy)	
If eligible for 15% member discount, total cost less discount	
An initial payment of 50% of the total and a refundable deposit of 50% of the total must be made as soon as the application is approved.	

The applicant has read and is in agreement with LCL's Event Policy and will abide by the rules of the library and all necessary protocols.

Signature of Applicant

Date:

Signature of Library Manager

Date:

Signature of Board Member approving application

Date: