



# 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	
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



# Lakmahal Community Library

8A, Alfred House Road, Colombo 03.

## EVENT/PROGRAMME SPACE RENTAL APPLICATION

EVENT/PROGRAMME DETAILS	
Date(s): <b>Note: For recurring events please provide at least two dates in advance</b>	
Rental Start and End Time <b>Note: Time should include pre-event set up and post-event clean up time</b>	
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	
<b>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.</b>	

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: