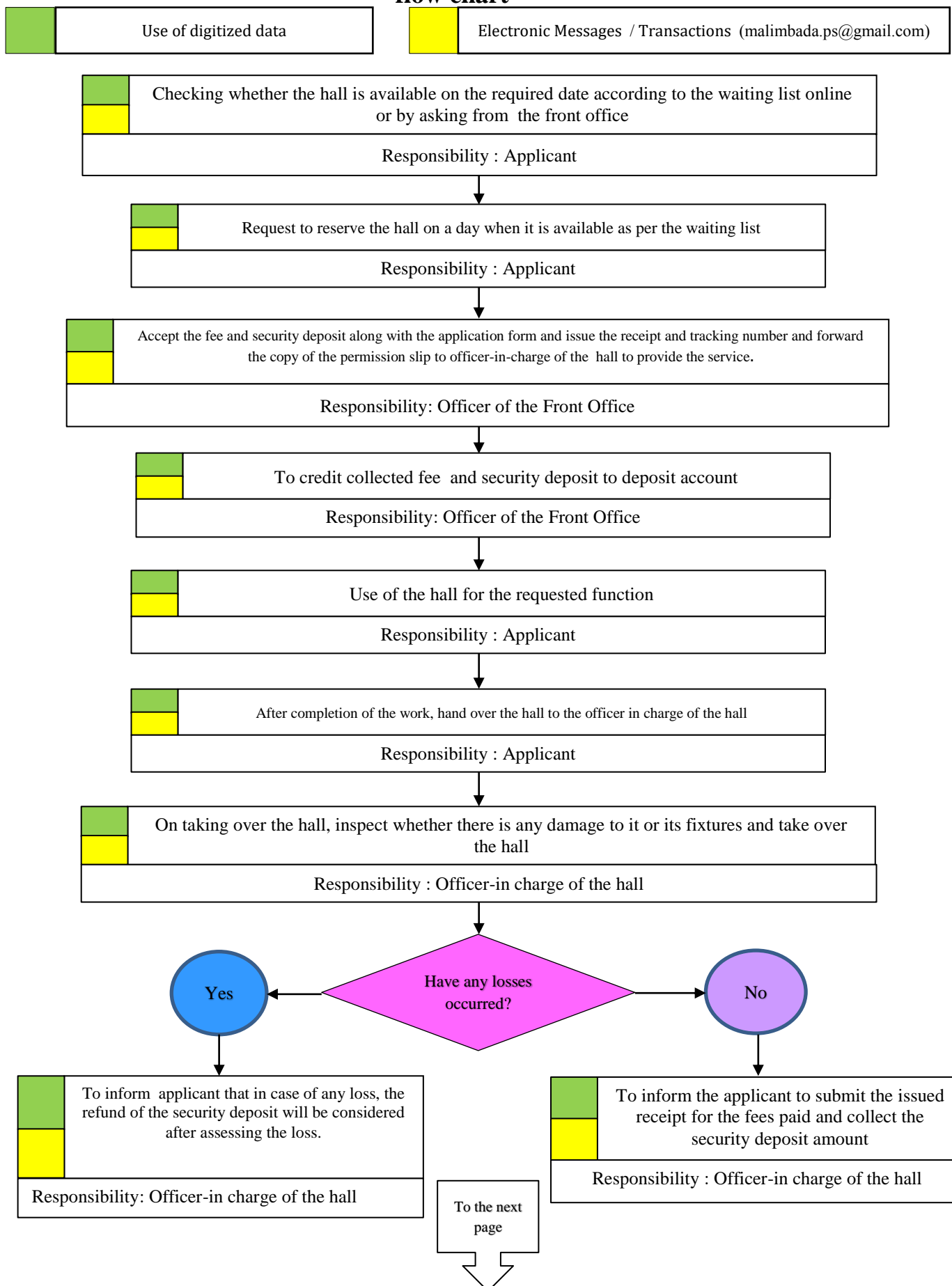


18. To rent out reception halls / town halls / community halls (property etc.) -

flow chart



18. To rent out reception halls / town halls / community halls (property etc.) -

1. Introduction

In order to provide facilities for the public entertainment, festivals or amusements of the people of the local government area, the halls that can be used as a public utility service that can be provided to the people are established and maintained.

2. Legal Authority

- (a) Provisions 40 (1) (T) (iv) of Municipal Councils Ordinance, (Chapter 252)
- (b) Provisions 35 (e) of the Urban Councils Ordinance (Chapter 255;
- (c) Clause (e) of Section 108 of the Pradeshiya Sabha Act No. 15 of 1987.

3. Eligibilities

Those who want to do any festival or conference or entertainment work will be eligible to avail this service.

4. Fees

- a) A fee determined by the local government from time to time.
- b) A tax matches with the fees charged imposed by the government from time to time.
- c) A refundable security fee as determined by the Local Government Institution from time to time.

5. Documents to be submitted

The application form depicted in the attachment should be correctly completed and submitted. It is advisable to understand the instructions at the end of the attachment before completing the application form.

6. Procedure

Procedure	Duration	Authority
the hall's waiting list online or visit the front office to find out if the hall can be rented on a date of your choice.		Applicant
If you wish to rent the hall on a date available as per the waiting list, complete and submit the application form obtained online or visiting the front office.		Applicant
Issuance of fee acceptance receipt and tracking number along with the application form and forwarding the copy of authorization form to officer-in-charge of the hall to provide the service.	As soon as the application is received	Officer of the Front Office
Depositing the collected fee and security deposit in the deposit account	Immediately after the receipt of money	Officer of the Front Office

Procedure	Duration	Authority
Use of the hall for the requested purpose requested	Date of reserved	Applicant
Handing over the hall to the officer-in-charge of the hall at the end of the task	As soon as the assigned task is completed	Applicant
Check whether there is any loss or damage to the hall or its fixtures while taking over the hall and take over and report the same to the officer-in-charge of the subject.	As soon as the assigned task is completed	Officer-in-charge of the hall
Informing the applicant that in case of any loss, payment of the security deposit will be considered after calculating the loss.	As soon as the hall is taken over	Officer-in-charge of the hall
In case of any loss, request the Technical Officer to assess the loss and provide a report.	Immediately after the receipt of the report of the officer-in-charge of the hall	Officer-in-charge of the subject
Assess the value of the loss and report to the Officer-in-Charge of the subject	Within one day after the receipt of the report of the officer-in-charge of the subject	Technical Officer
If there is no loss to refund the security deposit or if there is a loss and if there is a balance after charging it from the security deposit to refund after claiming the loss or where the value of the loss is insufficient to cover the amount of the security deposit, the applicant shall be notified to pay the further amount due to the council.	After requesting the balance amount	Officer-in-charge of the subject
Claiming deposit when there is no loss or payment of further dues when loss has occurred	On or before the fixed date	Applicant
Forwarding the refund cheque to the applicant or issuing a receipt having charged the further amount due.	After the Applicant arrives	Officer-in-charge of the subject/Officer of the Front Office
Settlement of accounts	After making further payment	Officer-in-charge of the subject / Officer of the Front Office

7. When the deposit amount is insufficient to cover the loss

Procedure	Duration	Authority
Notice in written to the applicant to deposit the amount exceeding the value	On the day of receiving the report of the officer- in-	Officer-in-charge of the subject

Procedure	Duration	Authority
of the deposited amount in the council	charge of the hall	
Charge the additional amount and issue a receipt	Within seven days from written notice	Officer of the Front Office
Reminders in case of default in payment of additional amount	After seven days of written notice	Officer-in-charge of the subject
If the payment of money is still defaulted according to the reminder, report the same to the Magistrate and hand over the request to the Municipal Commissioner/Secretary to collect the relevant amount and hand it over to the Technical Officer.	After seven days from the reminder	Officer-in-charge of the subject
File the relevant request in the Magistrate Court and record the data in the case file	Immediately after the receipt of request documents	Technical Officer
Issuance of order fixing the relevant amount as penalty	On the date of hearing	Magistrate
Charge the amount and issue a receipt	With the declaration of court decision	Officer nominated under the supervision of the Technical Officer
Report the information about the fee collected to the officer-in-charge and record the court decision in the case file	On the same day	Technical Officer
Crediting the fee charged to the relevant expenditure head	Within 2 days from the receipt of the report of the Revenue Inspector	Officer-in-charge of the subject

..... Council

Application for Hire of Reception/Town/Community Halls

(Please read and understand hall rental conditions carefully before completing the application form)

1. Full name of the Applicant :
2. National Identity Card No. : (Original copy required for verification)
3. Mobile No. :
4. E-mail address :
5. Postal Address :
6. Required date : On 20..
7. Required time : From a.m/p.m. to a.m/p.m
8. Is it necessary to reserve an early date for pre-event preparation? : Yes / No
9. If so time required : From a.m/p.m. to a.m/p.m
10. Other facilities required:
 - (a) Air conditioning facilities - Yes / No
 - (b) Loudspeaker facilities - Yes/No
 - (c) Required no. of chairs -
 - (d) Other
11. Event Matters. (Briefly state)

Please reserve the hall for me. In case that if I am unable to return the hired hall on time, the charge for such delay and/or any damage or loss caused to the hall or any of its fixtures or any part of the hall or any furniture, I hereby declare my consent to deduct that from the refundable deposit made by me in the council. It is declared that I am aware if the deposit amount is not sufficient to cover the damage or loss incurred that I am liable to pay further damages or loss reimbursement due and will be so paid.

Date :20

.....

Signature of applicant .

Officer-in-charge of the hall,
.....Hall

Permit No :

Hall Reservation Permit

- a. Name of the applicant -
- b. National Identity Card No. -
- c. Telephone No. -
- d. Hall reservation dates or day - From 20 to 20
- e. Purpose of hall reservation -
- f. Fees charged : - Rs.
- g. Receipt No. : - Date : 20 .

Allow the above named persons to use the hall for the requested purpose on the reserved date/days. After the completion of the work take over the hall having checked and ascertained whether there is any damage to the hall or its other properties and report the same on the same day in the attached format.

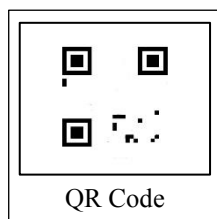
Date : 20

.....

Officer of the Front Office

For Charman/Municipal Commissioner

(Official Frank)



Copy :To the Applicant - Please note that in the event of any loss or damage to the hall, the loss will be charged against the security deposit and if the deposit is insufficient, you will be required to pay the shortfall to the council..

Officer-in-charge of the Subject,

I took over the hall after the completion of the work of above reservation.

@ No damage has been occurred to the hall.

@ Following damages have been caused.

.....
.....
.....
.....
.....

Date 20..... :

.....
Officer-in-charge of the Hall.

Accountant / Secretary,

1. At the end of the task, I report that the following losses have to be recovered.

Description	Amount	Amount
(b) Amount to be charged for damages and delay:		
i. Loss incurred:		
* Loss 1 -	Rs.	
* Loss 2 -	Rs.	
* Loss 3 -	Rs.	
* Loss 4 -	Rs.	
ii. Late return charges (hours ...)	Rs.....	
iii. Tax imposed by the government (1)	Rs.....	
iv. Tax imposed by the government (2)	Rs. +	
(c) Total amount to be charged	Rs.

Date:20

.....
Technical Officer

----- Separate this page and instructions and hand it over to the applicant -----

Copy of the Applicant

Offier-in-charge of the Hall ,
.....Hall .

Permit No. :

Hall Reservation Permit

- a. Name of the applicant -
- b. National Identity Card No. -
- c. Telephone No. -
- d. Hall reservation dates or day - From 20 to 20
- e. Purpose of hall reservation -
- f. Fees charged : - Rs.
- g. Receipt No. : - Date : 20 .

Allow the above named persons to use the hall for the requested purpose on the reserved date/days. After the completion of the work take over the hall having checked and ascertained whether there is any damage to the hall or its other properties and report the same on the same day in the attached format.

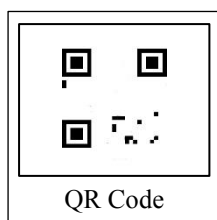
Date 20 :

.....

Officer of the Front Office

For Charman/Municipal Commissioner

(Official Frank)



Copy :To the Applicant - Please note that in the event of any loss or damage to the hall, the loss will be charged against the security deposit and if the deposit is insufficient, you will be required to pay the shortfall to the council.

Conditions for the renting out of Halls.

1. Halls that can be rented by the council will be provided only in the order in which the applications are received. The order will not be changed at any occasion
2. (a) The daily fee charged for renting out of halls and the refundable deposit charged for each type of service are as follows. Before renting the hall, the refundable deposit and rent must be paid in advance and get reserved the hall.
(b) If the time for returning the hall is passed a late fee of Rs. will be charged for each late hour.
(c) If no damage or loss has been caused to the hall or any part thereof or any equipment, the amount will be paid to the applicant at the time of reclaiming before the expiry of one calendar year from the date of receipt of service after the hall is released to the Council.
(d) If any damage or loss has occurred as above an amount calculated to meet such damage or loss shall be deducted from the refundable deposit of the applicant and if there is any balance, it will be paid to the claimant at the time of refund before the expiry of one year from the date of receipt of service after releasing the hall.
(e) If any damage or loss has occurred as aforesaid, if the amount calculated to cover the amount of such damage or loss exceeds the refundable deposit of the applicant, the applicant shall pay the excess amount to the council. Furthermore, if the applicant fails to pay the excess amount to the council, that the legal actions will have to be taken against the applicant to recover that amount and by signing the above application form, the applicant will be deemed to have accepted that the applicant is subject to it.
(f)

Description	Charge per unit daily (Rs.)	Refundable Deposit (Rs.)
(i) Hall (With air-condition)
(ii) Hall (Without air-condition)
(iii) Hall for pre-arrangement (With air-condition)
(iv) Hall for pre-arrangement (Without air-condition)
3. In addition to the above fees, the taxes imposed by the government from time to time must be paid.
4. If the service has been reserved by another applicant for the date on which the applicant's request is to be fulfilled, the subsequent request will be rejected.
5. If the council is unable to fulfill the request of the applicant due to any unavoidable reason, alternative action will be taken and if not so, the charged amount will be refunded and the local government institution will not be bound to pay any compensation or loss in addition.
6. The local government institution is not liable for any inconvenience caused by any reason beyond its control such as power outage during the event or during the pre-preparation period.
7. The applicant has reserved the hall in advance and if at any later stage he acts to cancel the reservation, an administrative fee of Rs. will be deducted

