

**Application for the reservation of John de Silva Memorial Theatre Hall**  
**Department of Cultural Affairs**

(Please read the instructions before filling the application)

- 01 i. Name of applicant and address:-.....  
.....  
ii Telephone No. Official:..... Residence:.....  
iii National Identity Card No.:-.....

- 02 i. Purposes for the reservation:-.....  
ii Date and time and requirement:-.....

(Theatre hall is closed after 11.30 p.m.)

- 03 i. If it is an art episode, its name:-.....  
ii. Name and address of Producer:-.....  
.....

(If the applicant is not the producer, a letter from the producer giving his consent has to be submitted with the application).

- iii Number of Actors & Actresses and other supporters:-.....  
iv If it is a popular drama to be shown in the Theatre Hall, date and number of the permit issued by the Public Performances Board.....  
v Description regarding sponsorship:-.....

- 04 i. Name of Stage Lighting Operator:-.....  
ii Apart from permanently fixed lighting equipments, whether additional lighting equipments necessary:-.....  
iii Whether sound facilities are required?.....

(Additional charges have to be paid for ii & iii above and if sound equipments are brought from outside for your requirements – prior approval has to be obtained from the Director of Cultural Affairs)

05 Equipments to be used for performances and expected:-

- i. Stage equipment:-.....
- ii Inflammable or explosives:-.....
- iii Weapons:-.....
- iv If it is to be videoed, the time of video creations:-.....
- v If it is to be air-conditioned, time such facility is needed:-.....
- vi Whether an oil lamp is necessary?.....

06. Name of Chief Guest and their time of participation:-.....

07. Numbers of vehicles necessary to enter theatre premises:-.....

I hereby declare that I have read the rules and regulations in the reservation of John de Silva Memorial Theatre Hall and I am prepared to accept all those conditions fully and take care not to injure any person in the theatre hall or to damage any equipment inside and if it so happens I am prepared to abide with the laws and conditions given in the application form issued for the purpose of reservation.

Date:-..... Applicant's Signature:-.....

Forwarded for approval.

Date:-..... Administrative Officer:-.....

Approved/Not approved.

Date:-..... For Director of Cultural Affairs:-.....

Amount paid:-..... Receipt No:-..... Date of payment:-.....

Fee:-

Amount of deposit:-

Name of attester:-