

**Application form to be perfected for the Reservation of Art Gallery situated
at Ananda Coomaraswamy Mawatha, Colombo 07
Department of Cultural Affairs.**

01 Name of Exhibition:-.....

02 Name and Address of Exhibition:-.....

.....

03 National Identity Card No.:-..... Telephone No.:-.....

04. i. Whether single show or an exhibition to be shown/held for some institution
(If the hall is not reserved for a single episode the names of others who participate. If the names are not divulged, they are not allowed to use their equipments at the exhibition)
- ii Recommendation obtained from Art and Sculpture Panel should be forwarded with application.

05 If sponsorship is obtained, give details:-.....

06 Whether exhibition items are for sale or not:-.....

07 What hall to be reserved for exhibition:-.....

(i. Western Hall ii. Eastern hall)

08 Time and Date of Exhibition:-

Date:-.....

Time:

From:..... to:.....

(National Art Gallery will be closed at 6.30 p.m. for Security reasons)

09 Whether loud-speakers are used:-

(If to be used- whether permit for usage obtained)

10 Whether you are using the following equipment:-

- Special equipment
- Inflammable items or other
- Explosives
- Weapons

N.B.

- The person who holds the exhibition, should forward this application and pay the fees for reservation. Hall to be rented on sub-contract system is highly prohibited.

- 11 whether video provision necessary:-.....
- 12 Whether air-conditioning facilities are necessary for what period:-.....
- 13 Whether an oil lamp is necessary:-.....
- 14 Names of Chief Guests/Invitees and time of participation:-.....
- 15 Number of vehicles which enter Art Gallery premises:-.....

- ❖ Exhibition items must be brought to Art Gallery between the period 9.00 a.m. to 4.30 p.m. If heavy vehicles are used for this purpose, permit from Police (Traffic) has to be obtained.
- ❖ Please note that the Art Gallery has to be reserved for Arts/Sculpture/Music/Crafts/Drama/Dance/Puppetry exhibition attached to the field of Arts and Crafts.
- ❖ Nature of the exhibition and particulars of equipments to be exhibited.

16 I hereby declare that the particulars given above are true and correct I am prepared to bear the cost of any damage to any property belonging to the National Art Gallery premises during the period of exhibition and certify that I have not kept any item or good to rouse the feelings of anybody or against any discipline, society or religious body. I am fully aware that I have to face full responsibility for any quarrel or alternation if erupts within the premises of exhibition for which Department of Cultural Affairs or any other person attached to same is not responsible. I do hereby declare that I have read all the conditions mentioned in the application form, abide with those rules and regulations while the hall is reserved for the exhibition.

Date:-.....

Signature of Applicant.

For Office use only

Eastern/Western Hall of national Art Gallery is vacant on days mentioned above recommendation obtained from Arts & Sculpture Panel . Applicant’s application is approved.

.....
Administrative Officer

Date:-.....

Approved.

For Director of Cultural Affairs.

Date:-.....

