



Department of Christian Religious Affairs
Reservation of the Pilgrim Center of St. Anne's Church at Thalawila

Para 'a'

01. Period required : Number of nights from..... to
02. Room applied for :
03. Particulars of the applicant
 - i. Name :
 - ii. Number of the NIC :
 - iii. Post :
 - iv. Relevant Ministry/Department :
 - v. Address :
 - vi. Contact Number : Office..... Residence
 - vii. Purpose : Official/ Vacation
04. Number of the persons , who stay at the center :

No	Name	Relationship to the applicant
01		
02		
03		
04		
05		
06		
07		
08		
09		

(Total number) - Kindly restrict to accommodation facility only for the above mentioned persons. I hereby state that above particulars are true and correct and further agree with the terms and conditions indicted in Para 'a' of the overleaf..

Date :

.....
Signature of the applicant

Director,
Department of Christian Religious Affairs

The request made by above applicant Mr/Mrs is hereby recommended..

.....

Signature and official stamp of the Head of Department/ Rev. Father of the

Parish

Para 'b '

Conditions applied for the reservation

01. This reservation is subjected to cancellation due to an urgent event or a ceremony of this Ministry or a Department under the Ministry and the applicant may revise the reservation for another day or to get his payment refunded.
02. No damage should be made to the center or any inside or outside property of the center during the period of stay and if such damage is reported the applicant is bound to bear all expenses to be made necessary renovation.
03. On arrival to the center, required particulars should be entered in the register of guests maintained by the caretaker of the center. Further the departure time should also be indicated when leaving the center.
04. Consumption of liquor and smoking within the premises are strictly prohibited.
05. If any complaint is made against you during the period of stay, applications submitted by you for further reservations of the holiday resorts under this Ministry will not be considered.
06. Facilities are available, if necessary, to get your meals prepared by the caretaker providing necessary supplies.

For office use only

Caretaker,

Approval is hereby granted to (Number of persons) indicated on the overleaf to stay at the center from 12. noon up to 11 a.m. from..... .. .

Date :

16/1,

Director,
Department of Christian Religious Affairs,
Shade Grove Avenue, Cotta Road,
Colombo 08.

Number and the date of the bill :

Copy : Applicant

Department of Christian Affairs - 0112665584
Thalavila - 0776934165 (Mr. Newton)