

MINISTRY OF YOUTH AND SPORTS

BOOKING FORM FOR THE USE OF YOUTH CENTRES / RESIDENTIAL CENTRES / OUTDOOR CENTRE

I. Applicant Information

Name:

Organisation:

Address:

Tel. No: Mobile: | E-mail Address:

II. Booking Details

Name of Youth / Residential / Outdoor Centre	Date (DD/MM/YY)	Time		Participants		
		From	To	Male	Female	Total

Purpose

Seminar / Workshop / Meeting / Conference *

Title of Function: _____

Other Purposes: _____

Applicant Signature: _____ Date: _____

III. Recommendation of Officer-in-Charge

.....
.....

IV. Office Use Only

Rental / Overtime fees: Rs _____ Receipt No: _____

Deposit: Rs _____ Receipt No: _____

Booking confirmed on: _____ File Ref. No: _____

For Permanent Secretary: _____ Date: _____

Remarks: _____

GUIDELINES

TERMS AND CONDITIONS FOR THE BOOKING OF YOUTH CENTRES / RESIDENTIAL CENTRES / POINTE JEROME (DORTOIRS) / OUTDOOR CENTRES

Rental Fees

1- Residential Centres (Pointe Jerome and Anse la Raie)

A. Over Night Stay

+ Refundable deposit	:	Rs 5,000
+ Fees	Up to 20 persons	: Rs 5,000 / night
	21 – 50 persons	: Rs 7,000 / night
	51 – 100 persons	: Rs 10,000 / night

B. Day Use

Rs 300 per hour (from 8.00 hrs. to 18 00 hrs.)

Laundry Fee (optional) Rs 30 per person

2- Outdoor Centres (Belle Mare, Flic en Flac)

Day Use	:	Rs 300 per hour (from 8.00 hrs. to 18 00 hrs.)
Outdoor Camping	:	Rs 1,000 per night + refundable deposit of Rs 3,000

3- Youth Centres

Week days	:	08 00 hrs to 18 00 hrs	Free
		18 00 hrs to 20 00 hrs	Rs 300 per hour
Saturdays	:	08 00 hrs to 12 00 hrs	Free
		12 00 hrs to 20 00 hrs	Rs 300 per hour
Sundays/Public Holidays:		08 00 hrs to 18 00 hrs	Rs 300 per hour

4- Application shall be made at least **2 weeks in advance**.

5- Cancellation of booking shall be made in writing one week before the event. If cancellation is made within one week, 50% of the fee will be charged as cancellation fee.

6- The fees / refundable deposit shall be paid to the Finance Section of the Ministry **or** at any District Cash Office.

7- Access to the Centre will be granted on presentation of receipt of payment.

8- Any instruction given on the spot by the Officer in Charge of the aforesaid centres shall be strictly adhered to.

9- Any loss or damage caused to Government property shall be made good by your Association.

10- You shall ensure that the environment is respected and that the premises are kept clean and tidy.

11- Erection of tents / structures is not allowed on the site, except on approval of the Officer in Charge.

12- This Ministry may at any time withdraw its approval whenever circumstances warrant.