

Function Date: .....

Bill No: .....



# Glen Reception Hall

325, Attidiya Road, Dehiwala.

072 172 52 87 / 070 172 52 87 / 072 272 52 87

[glenreceptions@yahoo.com](mailto:glenreceptions@yahoo.com)

[www.glenreceptions.com](http://www.glenreceptions.com)

**CUSTOMER :**

Name : .....

Address : .....

Contact No : .....

*Glen Reception Hall*  
**Muslim Functions**

**Without Food Hall Charges**

★ If you are bringing food from outside the hall charges as follows.

Hall Chargers:	<u>Day</u>	<u>Night</u>
Up to 100	Rs.....	Rs.....
100 to 150	Rs.....	Rs.....
150 to 250	Rs.....	Rs.....
250 to 350	Rs.....	Rs.....

★ We are providing the buffet set, plates, glassess, spoons, dessert cups, sawans, side bowls and Service with stuarsts.

★ The banquet facility will be given free for 5 hours Rs. 10,000/- will be charged for every additional hours.

**Free facilities for the Hall**

- ★ A/C
- ★ Table for sweets  
(we will organize a table for you once you hand over the sweets and drinks to our management)
- ★ Gift table
- ★ Car Park
- ★ Top Table Cloth - Colours (Gold, Silver, Blue, Red, Pink, Green, Purple & Maroon)
- ★ Bows - Colours (Gold, Silver, Blue, Red, Pink, Green, Purple & Maroon)
- ★ Table Cloth - Colours (White Rs. .... or Black)
- ★ Chair Covers - Colours (White Rs. .... or Black)
- ★ Changing Room
- ★ Wedding Thrones
- ★ Table Flowers Rs. ....
- ★ Entrance Arch

*Glen Reception Hall*

**Muslim Functions**  
**CONDITIONS**

- ★ Bookings will be accepted on a advance payment which is Rs: ..... this is a must. The advance deposited by you will be returned after the function. If the function is to be cancelled the deposit paid by you will not be refunded.
- ★ Full payment has to be made 14 days prior to the function.
- ★ We will be taking a maximum of 350 guests only.
- ★ Time of the functions will be as follows:-  
  
Morning : 10.00 am to 3.30 pm.  
Evening : 6.00 pm to 11.30 pm.
- ★ Decorating of hall if it's a day function can be done after at 6.00 am, If it is a night function can be done at 4.30 pm on the day of the function.
- ★ We are not responsible for any lost or valuable items, please keep some one of yours if you do not do so it will be at your own risk.
- ★ Any agreement will be met only with the person who booked the hall.
- ★ Deposit kept by the hotel has to be collected whithing a week after function date.
- ★ Soft drinks and water bottles should be provided by you if food is brought by you.
- ★ You must pay Rs. .... if you are bringing a outside music band.

*Glen Reception Hall*

**Muslim Functions**  
**RECOMMENDED CATERERS**

GALLE CATERERS

Contact No- 0114949222 / 0114200926  
0773971044 / 0114542240

AYUBKHAN CATERERS

Contact No- 0771818488 / 0768000505  
0776694200 / 0763969543

MASHA CATERERS COLOMBO

Contact No- 0779010612 / 0741600612

NIHUMATH CATERING

Contact No- 0777318532

TASTIES KITCHEN

Contact No- 0774529818 / 0777668066

ZAIN CATERERS

Contact No- 0117140040 / 0773408661

We highly recommend these outdoor caterers, however, we are not taking any responsibility.

Conditions apply.