



LAW DEVELOPMENT CENTRE

GADAFFI ROAD P.O. BOX 7117, KAMPALA, UGANDA

Tel no: 0417101000

Email: info@ldc.ac.ug

APPLICATION FOR HIRE OF VENUE

Please complete this form and return to the reception.

Name of Applicant:

Address:.....

Telephone no.....

Email.....

Date of Function:.....

Brief description of function:.....

.....

.....

Venue and Hire charges: *Tick venue of your choice*

- | | | | |
|-----------------------------|---|-------------------|-------|
| 1. Auditorium (1000 seater) | - | Ushs. 6,000,000/= | |
| 2. Binasisa Gardens | - | Ushs. 1,000,000/= | |
| 3. Main hall (500 seater) | - | Ushs. 1,000,000/= | |
| 4. Main hall (300 seater) | - | Ushs. 800,000/= | |

Applicant's signature: Date:.....

Comment by Manager – Administration:.....

Signature:..... Date:.....

Approved/not approved by:.....

Signature:..... Date:.....

Note: Approval for auditorium is by Director and for other venues is by Secretary/ Head-Human Resource and Administration.