



UP ASIAN CENTER / GT-TOYOTA ASIAN CULTURAL CENTER

FACILITIES	Capacity	3 hours	Rate /hr beyond 3 hrs.
Auditorium	528	P24,000.00 (all in) w/ air con, sound system, house lights, chairs, technical staff & janitors +P3,500.00 with LCD projector and 13ft X 18ft screen	P4,800.00 +P500.00
Seminar room	50	P6,000.00	P1,200.00
Philippines Hall	50	P8,000.00	P1,200.00
China Hall	60	P8,500.00	P1,200.00

Terms & Conditions:

Organizers /users are required to read and agree to abide by the following specific rules regarding the use of the facility. (For the purpose of this terms and conditions, the one who rents the facility & organizes the event shall be referred to as the Organizer.)

1. A non-refundable fee of P3,000.00 shall be charged upon reservation which shall be deducted from the total amount due. Full payment of rental charges must be made two (2) weeks before the event.
 2. Only one authorized representative of the Organizer shall transact with the UP Asian Center.
 3. The facility must be kept clean at all times during and immediately after the activity. After the event, the organizer must clean up trash, remove posters and signs, clear stage of any props and other materials used.
 4. Foods and drinks are prohibited inside the auditorium. Eating and drinking will only be allowed inside the pantry and in the auditorium lobby.
 5. Smoking is not permitted anywhere within the premises of the University.
 6. Any damage on the facilities e.g. flooring, stage, walls, comfort rooms and others will be charged to the organizer.
 7. Selling of any merchandize and goods are strictly prohibited. Booths will be allowed only upon proper coordination by the organizer to the UP Asian Center.
 8. All props, tarpaulins, backdrops and other decorative materials must be ready for installation. Hanging of decors using nails and tapes which can cause holes, dents and stains on the walls are strictly prohibited.
 9. Organizer will be charged for water and electricity consumptions during set-up and rehearsals. Sound system and lights brought in by the organizer must use their own power generator. The UP Asian Center has the right to control the loudness of the sound system brought in by the organizer.
 10. Overtime pay for the technician & custodial workers who will render service beyond office hours shall be provided by the organizer.
 11. The UP Asian Center and the University will not be liable for any injury, damage or loss which may result from or at the occasion of the activity of the organizer.
 12. The UP Asian Center has the right to stop the function should the organizer fail to comply with the above terms and conditions.
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