



## ASIAN CENTER FACILITIES AND RENTALS

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### VENUE RATES AND INCLUSIONS

Venue 1:		AC GALLERIES AT THE HALL OF WISDOM (3 Halls Available)	
Capacity:	50 pax / hall	VENUE RATES	
<b>Inclusions:</b> <ul style="list-style-type: none"> <li>● Airconditioning</li> <li>● Internet Connection (Wifi)</li> <li>● House Lights</li> <li>● Basic Sound System (2 wireless and 1 wired microphones and speakers, AA batteries not included)</li> <li>● LCD Projector and Screen</li> <li>● Chairs (50 chairs free, subject to availability)</li> <li>● Tables (1 table free, subject to availability)</li> <li>● Use of Walkway or Gazebo Area (subject to availability)</li> </ul>	First Three Hours <i>Beginning 1 hour before start of program</i>	Php 8,000.00 per hall Php 16,000 (2 combined halls)	
	Ingress / Egress Charge per hour (set-up)	Php 2,000.00 per hour	
	Succeeding Hours <i>Charge per hour</i>	Php 1,200.00 (per hall) Php 2,400 (2 combined halls)	
Venue 2:		SEMINAR ROOM (1 Room Available)	
Capacity:	50 pax	VENUE RATES	
<b>Inclusions:</b> <ul style="list-style-type: none"> <li>● Airconditioning</li> <li>● Internet Connection (Wifi)</li> <li>● House Lights</li> <li>● Basic Sound System (2 wireless and 1 wired microphones and speakers, AA batteries not included)</li> <li>● LCD Projector and Screen</li> <li>● Chairs (50 chairs free, subject to availability)</li> <li>● Tables (8 tables free, subject to availability)</li> <li>● Use of Walkway or Gazebo Area (subject to availability)</li> </ul>	First Three Hours <i>Beginning 1 hour before start of program</i>	Php 6,000.00 per hall	
	Ingress / Egress Charge per hour (set-up)	Php 1,000.00 per hour	
	Succeeding Hours <i>Charge per hour</i>	Php 1,200.00 per hour	
Venue 3:		GT-TOYOTA ASIAN CENTER AUDITORIUM	
Capacity:	600 pax	VENUE RATES	
<b>Inclusions:</b> <ul style="list-style-type: none"> <li>● Airconditioning</li> <li>● Internet Connection (Wifi)</li> <li>● House Lights</li> <li>● Basic Sound System (2 wireless and 1 wired microphones and speakers, AA batteries not included)</li> <li>● LCD Projector and Screen</li> <li>● Chairs (400 chairs free, subject to availability)</li> <li>● Tables (2 tables free, subject to availability)</li> <li>● Use of Walkway or Gazebo Area (subject to availability)</li> </ul>	First Three Hours <i>Beginning 1 hour before start of program</i>	Php 27,500.00	
	Ingress / Egress Charge per hour (set-up)	Php 2,000.00	
	Succeeding Hours <i>Charge per hour</i>	Php 5,300.00	
	Food and Beverage Surcharge (if bringing food inside the auditorium)	Php 10,000.00	
OTHER MATERIALS AND EQUIPMENT FOR RENT			
1	Water Dispenser <i>1 water container free, cups not included, subject to availability</i>	Php 250.00	
2	Water Gallon	Php 50.00	
3	Additional Table <i>per piece per day, Table cloth not included, subject to availability</i>	Php 100.00	
4	Tablecloth <i>per piece, subject to availability</i>	Php 100.00	
5	Additional microphone (wired, wireless) <i>Charge per piece per hour, batteries not included, subject to availability</i>	Php 350.00	
6	Additional Chair <i>per piece per day, subject to availability</i>	Php 20.00	
7	Additional Projector (projector only) <i>per piece per day, subject to availability</i>	Php 1200.00	
8	Projector Screen <i>per piece per day, subject to availability</i>	Php 500.00	



## TERMS AND CONDITIONS

The **AC Facilities and Rentals** is an **event venue rental**. The facilities can be rented for corporate events such as meetings, incentives, conferences, exhibitions, and cultural shows. The venue cannot be used for events such as weddings, birthdays, or debuts. Before paying the reservation fee, please consult the AC Rentals Office regarding (expected) major logistical arrangements (set-up, equipment to use, etc.). The UP Asian Center has the right to refuse or stop a function if the organizer fails to comply with these terms and conditions.

**All clients are required to abide by the following rules regarding the use of Asian Center facilities.**

### I. Reservation and Payment

1. Only **one (1) authorized representative** from the client's organization shall transact with the **UP Asian Center** regarding the event.
2. The client may **pencil-book** the facility for their event, but the pencil-booking will only be **valid for 10 working days**.
3. **The client must comply with all necessary requirements, including the completion and submission of all applicable forms** and adherence to other prescribed guidelines and procedures.
4. A **non-refundable reservation fee of Php 5,000 per venue, per day** of the event shall be charged upon booking and must be paid **within three (3) weeks** of receiving the billing statement. **Failure to pay within this period will render the reservation void**. The reservation fee will be deducted from the total rental cost.
5. **Full payment** of rental charges must be **settled at least two (2) weeks before the event**. In case of **cancellation**, only the remaining balance will be refunded.
6. The event may be **rescheduled once without charge** if the client informs the Reservations Officer **at least one (1) month before the original event date**, or if rescheduling is due to unforeseen circumstances such as suspensions due to calamities. **A second rescheduling may be allowed** if requested **at least two (2) weeks in advance**; however, in such cases, **the original reservation fee shall be applied to the first rescheduled date**, and a new reservation fee will be required for the new schedule.
7. Accepted modes of payment include **cash, check, GCash and LinkBiz**.
  - **Cash and check** payments must be **settled at the UP Diliman Cash Office**. For **check payments**, prior **endorsement at the UP Asian Center is required** before proceeding to the Cash Office. These payments will be **issued an Official Receipt (OR)**. The University of the Philippines may still issue an Official Receipt in accordance with Revenue Regulations No. 7-2024.
  - For **online transactions** (GCash or LinkBiz), a **system-generated Acknowledgement Receipt will be provided**.
8. **Any add-ons** requested by the client as part of their reservation must be **paid in cash**. An **Asian Center Acknowledgment Receipt will be issued** upon payment.

### II. Use of Facilities

1. The UP Asian Center **does not offer catering services**. If needed, the client must arrange for an external supplier to provide catering.
2. The Asian Center facilities have a total of 520 chairs and 5 long tables, **subject to availability** due to multiple bookings in a day.
3. The UP Asian Center has a **total of 48 parking slots, 5-10** of which may be **reserved for the client upon request**. The client must inform the Reservations Officer in advance to secure these slots. The remaining parking spaces shall be available on a first-come, first-served



basis. **Request for additional reserved parking slots is subject to availability and may incur fees.**

4. **Food and drinks are strictly prohibited inside the auditorium.** However, if there is a **need to serve food inside the venue**, a **Food and Beverage Surcharge of Php 10,000 will apply.** The payment will be used for maintenance of carpet.
5. **The client shall be responsible for the disposal of all waste generated during the event**, particularly in cases where catering services are involved. All trash must be collected, cleared, and properly disposed of by the client.
6. **A cash deposit of Php 3,000 shall be collected prior to the event for waste disposal.** The deposit will be refunded if the client collects and properly disposes of all their waste; otherwise, it will be forfeited.
7. **Smoking and alcohol consumption are strictly prohibited** anywhere within the University.
8. The **client is responsible for maintaining cleanliness** before, during, and after the event. This includes **cleaning up, removing signages and decorations, and clearing the stage of props and other materials.**
9. **Access is limited only to the venue(s) reserved.** Clients and their guests are not allowed to enter other Asian Center facilities.

### III. Decorations and Set-Up

1. **Hanging decorations or signage using nails, strong adhesives, or any material that may damage the walls (e.g., holes, dents, or stains) is strictly prohibited.** All decorations must be ready for installation and should only use removable tapes or materials that do not leave marks or stains.
2. All decorations and signages must be installed and removed by the client.
3. The client will be charged for setup and rehearsals. A **one-hour setup is required** to be included in the event to accommodate the basic preparation and cleanup by personnel.

### IV. Equipment and Technical Requirements

1. The **use of electric stoves, electric kettles, or any high-powered electrical appliances is strictly prohibited.** If cooking is necessary, the client must use LPG-based equipment and comply with all safety regulations. All **cooking activities must be conducted outside the Auditorium** in designated areas to ensure safety and to prevent fire hazards, damage, or disruptions to the event.
2. The **client is responsible for providing any necessary accessories** such as extension cords, HDMI cables, or laptop adapters (e.g. for Apple/Mac devices), and other equipment required for their event.
3. Clients **bringing in external sound, lighting, or LED wall** equipment must **inform** the UP Asian Center in advance.
  - If **two (2) types of equipment** are used, **power may be tapped** from the electricity room outside the Auditorium using at least **50 meters of appropriately gauged cable**, which must be supplied by the client. **All electrical connections must be handled by their designated technical personnel.**
  - If all **three (3) types of equipment (sound, lighting, and LED wall)** will be installed, the client is required to provide their **own generator set.**
4. For **events featuring a live band or orchestra**, the client must provide their own **complete sound system**, including mixers, microphones, speakers, and other technical requirements. The UP Asian Center's in-house system is not designed to accommodate the technical and acoustic needs of live musical performances.
5. Prior to ingress, the **client must fill out the ingress form and indicate all equipment** that will be brought into the venue.



6. The UP Asian Center reserves the right to regulate sound levels as necessary.

**V. Events Personnel and Service Fees**

1. The **Events Personnel is composed of technical and custodial staff**. They will be present to assist during the event. At least one Events Personnel will be assigned during ingress to oversee the initial setup, assist with electrical connections, and ensure that venue guidelines are followed. Please note that **no equipment may be plugged in or used until the technical staff is present**. After the event, at least two personnel will handle cleanup and reset the venue in preparation for the following day’s activities. The **number of personnel assigned will depend on the size and requirements of the event**.

2. **Overtime pay for event personnel required** beyond regular office hours shall be **paid in cash by the client** at an additional 25% of the hourly rate. If the event falls on a weekend, holiday, or on a day when work is officially suspended, the client shall also shoulder the applicable **premium pay** (ranging from 30% up to 200%), in accordance with existing labor regulations.

Hours worked between 10:00 PM and 6:00 AM are further subject to a **10% night differential**. Payment for overtime, premium pay, and any applicable night differential must be settled on the same day. For multi-day events, the full amount is due on the last day of the event.

Regular working hours of the Events Personnel are as follows:

- Technical personnel: 8:00 AM – 5:00 PM
- Custodial personnel: 7:00 AM – 4:00 PM

For your reference, below are the overtime:

Type of Personnel	Per Day Rate (8hrs)	Per Hour Rate	Weekday Overtime Rate	Sunday Rate	Weekend Overtime Rate
Technical Staff	₱1,000.00	₱125.00	₱156.25	₱1,300.00	₱162.50
Custodial Staff	₱700.00	₱87.50	₱109.38	₱910.00	₱113.75

3. **Additional security personnel may be requested by the client, subject to availability and at the client’s expense**. The request must be coordinated in advance with the Reservations Officer to allow proper scheduling.

**VI. Liability and Restrictions**

1. **Selling of merchandise or goods without prior coordination** with the UP Asian Center is **strictly prohibited**. The setup of booths and other structures must be coordinated with the AC Facilities and Rentals Reservations Officer in advance.
2. The **client will be held liable for any damage to the facilities**, including flooring, stage, walls, restrooms, and other areas. **Additional charges** may also apply for repairs, special cleaning, or extra services that may be required.
3. The UP Asian Center and the University shall not be liable for any injury, damage, or loss incurred before, during, or after the event.
4. The UP Asian Center **reserves the right to cancel or deny reservations** if the client or their organization is involved in sexual abuse, harassment, misconduct, or any other serious violations of law, ethical standards, or university policies. This includes, but is not limited to, concerns related to discrimination, violence, fraud, or any activity that may compromise the safety and integrity of the UP community