



## ASIAN CENTER FACILITIES AND RENTALS

Tel: 8981 8500 loc. 3586 | [acrentals@up.edu.ph](mailto:acrentals@up.edu.ph) | Viber: +63 927 500 0539

### RESERVATION FORM

#### ABOUT THE CLIENT

Organization/Institution:

TIN Number:

Contact Person:

Contact Number:

Position in Company:

Email Address:

#### EVENT DETAILS

Form Submission Date:

Chosen Venue:

Event Name:

Event Dates:

Event Type:

Event Time:

Expected No. of Attendees:

Preferred Setup:

*If the Asian Center will provide the setup, please specify your preferred arrangement. If not, kindly indicate if you will be hiring an external provider for the setup.*

Other Remarks:

*Indicate if you will bring food, set up booths, or rent external lights and sound equipment, (including LED wall, etc) or expect any VIPs at your event.*

#### EVENT SCHEDULE

Date	Venue	Ingress (Start Time-End Time)	Event Proper (Start Time-End Time)	Egress (Start Time-End Time)

#### Add ons:

- Water Dispenser  
 Microphones (Client to provide AA batteries) Qty: \_\_\_\_\_  
 Table Qty: \_\_\_\_\_  
 Chair Qty: \_\_\_\_\_  
 Table cloth Qty: \_\_\_\_\_

#### Assistance Request:

- Custodial Assistance for Setup (Additional fees may apply)

No. of pax required: \_\_\_\_\_

#### Payment Method:

- Cash** (at UPD Cash Office, Official Receipt provided)  
 **Check** (endorse at UP Asian Center, pay at UPD Cash Office, Official Receipt released after 3-4 banking days)  
 **GCash** (Acknowledgment Receipt only, issued after 3-4 banking days)  
 **LinkBiz** (Generated receipt serves as Official Receipt)  
 **DV via BULSA** (for UPD Offices/Units only)

#### Payment Options

- Installment (Reservation Fee | Outstanding Balance)  
 Full Payment

**By signing, you hereby agree to and adhere to the Terms and Conditions of the UP Asian Center Facilities and Rentals.**

Reserved by:	Recommending Approval:	Approved:
Client's Signature over Printed Name Organization / Institution	LEIGH S. DONAIRE-DASTAS Reservations Officer	NOEL CHRISTIAN A. MORATILLA, Ph.D. Dean, UP Asian Center