



ASIAN CENTER FACILITIES AND RENTALS

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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 inside the Audi, 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 (Exclude the inclusions in the venue rental):

- Water Dispenser only Gallon of water Qty: _____
 Microphones (Client to provide AA batteries) Qty: _____
 Table Qty: _____
 Chair Qty: _____
 Tablecloth 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

