



Venue	Capacity	First 3 hours	Rate for every succeeding hours
GT-Toyota Asian Center Auditorium <i>with aircon, WiFi, basic sound system and house lights, charis, LCD projector, and screen</i>	400	PhP 27,500.00 <i>billing will start 1 hour before the program set-up charge: PhP2,000/hr</i>	PhP 5,300/hr
Seminar Room <i>with aircon, WiFi, sound system, chairs</i>	30	PhP 6,000	PhP 1,200/hr
Galleries <i>with aircon, WiFi, sound system, chairs</i>	30	PhP 8,000/hall	PhP 1,200/hr

TERMS AND CONDITIONS

The auditorium can be rented for the following events: corporate events, academic conferences, trade and cultural shows. It cannot be used for weddings, birthdays, debuts, and the like. Please seek the consent of the Rental Office regarding (expected) major logistical arrangements (set-up, equipment you'll bring, etc.) before paying the reservation fee.

Organizers/Users are required to read and abide by the following rules regarding the use of the facility.

1. A non-refundable fee of **PhP 5,000** 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 (1) 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, and clear the stage of any props and other materials used.
4. **Food and drinks are strictly prohibited inside the auditorium.**
5. Smoking and consuming alcoholic drinks are not permitted anywhere within 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 merchandise 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. The organizer will be charged for water and electricity consumption 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 and custodial workers who will render service beyond office hours shall be provided by the organizer. Regular office hours is 8:00 am to 5:00 pm.
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 if the organizer fails to comply with these terms and conditions.

RESERVATION FORM

Name of Organization/Institution: _____
 Contact Person: _____ Contact Number: _____
 Email: _____ Expected number of attendees: _____
 Date and Time of the Event: _____
 Brief Description of the Activity: _____

Signing and submitting this form indicate your compliance with the terms and conditions above.

 Signature over printed name

RECOMMENDING APPROVAL:

APPROVED BY:

MR. CHRISTIAN LLENO
 Reservation Officer

HENELITO A SEVILLA, JR., PH.D.
 Dean, Asian Center