



Venue	Capacity	First 3 hours	Rate /hr beyond 3 hrs.
<b>GT-Toyota Asian Center Auditorium</b> <i>with air-con, wi-fi, basic sound system, chairs, LCD projector, medium-length tables</i>	<b>460</b>	<b>P27,500.00</b> <i>billing will start 1 hour before the program</i>  <i>set-up charge:</i> <b>P1,500/hr</b> (no aircon)	<b>P5,300/hr</b>
<b>Seminar room</b>	<b>50</b>	<b>P6,000</b>	<b>P1,200/hr</b>
<b>Galleries</b> <i>Both with air-con, wi-fi, sound system, chairs</i>	<b>50</b>	<b>P8,000/Hall</b>	<b>P1,200/hr</b>

**Terms & 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. Rental of the auditorium includes use of aircon, chairs, medium-length tables, LCD projector, and basic sound system. Please note that the number of these tables is limited. All other, additional equipment have to be brought in by the organizer of the event, but with the consent of the UP Asian Center. 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. The auditorium can be used Tuesdays to Saturdays.

- **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 3,000.00 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 (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. Foods and drinks are prohibited inside the auditorium. Eating and drinking will only be allowed inside the pantry and in the auditorium lobby. Smoking and consuming alcoholic drinks are not permitted anywhere within the University.
  5. Any damage on the facilities e.g. flooring, stage, walls, comfort rooms and others will be charged to the organizer.
  6. 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.
  7. 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 is strictly prohibited.
  8. 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.
  9. Overtime pay for the technician & custodial workers who will render service beyond office hours shall be provided by the organizer. Regular Office hours: 8:00 am to 5:00 pm.
  10. 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.
  11. The UP Asian Center has the right to stop the function if the organizer fails to comply with these terms & conditions.

## RESERVATION FORM

Name of Organization/Institution: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_ Date & Time of Event: \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_ Expected number of attendees: \_\_\_\_\_

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

\_\_\_\_\_  
Signature over printed name

RECOMMENDING APPROVAL:

APPROVED BY:

\_\_\_\_\_  
**JR SANCHEZ**  
Facilities Reservation Manager

\_\_\_\_\_  
**HENELITO A. SEVILLA, JR., Ph.D.**  
Dean, Asian Center, UP Diliman