



AC FACILITIES RESERVATION FORM

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Organization/Institution:		TIN Number:	
Contact Person:		Contact Number:	
Position in Company:		Email Address:	

About the Event/Activity

Event Title:		Expected No. of Attendees:	
Date and Time:		Type of Event:	

TERMS AND CONDITIONS

The **seminar room** 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, debuts, and the like. 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.

Venue:	Seminar Room <i>Inclusions: aircon, internet connection (wifi), basic sound system, chairs, LCD projector, and screen</i>		Capacity:	30 pax
Rates:	Set-Up <i>charge per hour</i>	First Three (3) Hours <i>Beginning 1 hour before the program start</i>	Succeeding Hours <i>Charge per hour</i>	
	Php 1,000 / hour	Php 6,000	Php 1,200 / hour	

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

- Only one (1) authorized representative of the activity shall transact with the UP Asian Center.
- 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.** In case of cancellations, only the balance will be refunded.
- Food and drinks are strictly prohibited inside the auditorium.** Smoking and consumption of alcoholic drinks are not permitted anywhere within the University.
- Any damage to the facilities e.g., flooring, stage, walls, comfort rooms and others will be charged to the client.
- Selling of any merchandise or goods without prior coordination with the UP Asian center is strictly prohibited. Set up of booths, etc. must be properly coordinated with the AC Rentals Office.
- The client must maintain cleanliness of the venue before, during, and after the activity. Clients are responsible for cleaning up, removing signages and decorations, and clearing the stage of any props and other materials.
- Hanging of decorations/signages using nails and/or adhesives which may cause holes, dents, and stains on the walls are strictly prohibited. All materials must be ready for installation.**
- The client will be charged for water and electricity consumption during set-up and rehearsals. **Sound system and lights brought in by the client must use their own power generator.** Tapping of power must be handled by the lights and sounds supplier. The UP Asian Center has the right to control the loudness of the sound system brought in by the client.
- Overtime pay for the technician and custodial workers who will render service beyond office hours shall be paid by the client. Technicians' regular office hours is 8 AM to 5 PM while custodial workers, 7 AM to 4 PM.
- 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 client.

Signing and submitting this form indicate your agreeing to comply with the terms and conditions above.

Agreeing to the terms:	Recommending Approval:	Approved:
	CHRISTIAN D. LLENO Reservation Officer	NOEL CHRISTIAN A. MORATILLA, Ph.D. Dean, UP Asian Center