

**EVENTS MANAGEMENT OFFICE**

**VENUE RESERVATION FORM FOR ADMIN. CONFERENCE HALL (Admin 301)**

Date Applied : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reserved Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others (Please Indicate/Check):

\_\_\_\_\_ Conference Type Set-up

\_\_\_\_\_ Classroom Set up

\_\_\_\_\_ Sound System

\_\_\_\_\_ Television

\_\_\_\_\_ No. of Tables (*Please indicate the needed no. of tables)*

\_\_\_\_\_ No. of Chairs (*Please indicate the needed no. of chairs)*

*\_\_\_\_\_* No. of Television to be used **(Maximum of three)**

**Terms and Conditions:**

1. Always observe cleanliness and orderliness;
2. **The requesting department/unit should clean and fix the venue of the program before leaving;**
3. Conservation of energy should be observed;
4. Using of fire/flammable materials or substances are not permitted;
5. Activity must go on according to the stipulated schedule;
6. **The applicant is responsible for any damage incurred during the use of the venue/facility/equipment;**
7. **Damaged facilities/equipment incurred during its use by the applicant which is not due to natural cause shall be replaced/repaired by him; and**
8. **Maximum capacity of the venue should be observed. Maximum of 60 participants.**

 *I hereby accept and agree to abide by all the terms and conditions stipulated above.*

Conforme:

 Signature of Applicant

Noted:

 **CAROLYNE DALE CASTAÑEDA -IGUID**

 *Events Management Coordinator*

***COPY FURNISHED:***

1. File
2. Events Management Office
3. Civil Security