

ORTIGAS Foundation Library

2nd Floor, Ortigas Building, Ortigas Ave., Pasig City

Tel: 631-1231 to 38

EVENT PROPOSAL

CLIENT : _____
 Contact Person : _____
 Address : _____
 Telephone/Fax : _____ E-Mail: _____
 Title of Function : _____
 Date of Function : _____ No. of Pax : _____
 Ref. O.R. No. : _____

ORTIGAS FOUNDATION LIBRARY RENTAL POLICIES

RENTAL RATES:

The **Ortigas Foundation Library** offers meeting and seminar rooms capable of seating a maximum of one hundred (100) participants. The 150 sq. m. area may be rented on a daily basis for conferences, meetings, film showings and the like at the following rates:

Area (in sq.m.)	Capacity	Physical Arrangement	Rate (first 4 hours) (8:00am -12:00nn) or (1:00 - 5:00pm); Night Shift (6:00 - 9:00pm)	Time Extension
50 sq.m.	15/30 pax	U-shape/Classroom	Php 2,665.00*	Php 460/hr.
100 sq.m.	30/60 pax	Workshop/Classroom	Php 4,040.00*	Php 570/hr.
150 sq.m.	60/100 pax	Conference/Classroom	Php 5,210.00*	Php 680/hr.

*Plus P250.00 misc. fee.

INCLUSIONS:

Tables and chairs in the agreed configuration
 Whiteboard w/eraser and markers, flipchart stand
 Purified Drinking Water
 Electricity for a maximum of three user-provided mobile devices, such as laptops, LCD projectors, printers, tablets, mobile phones, etc. for the organizer/facilitator/ registration table only.

ADDITIONAL FACILITIES AVAILABLE FOR RENT:

Sound system - Php 600.00 whole day / P300.00 half day
 Multi-Media Projector - Php 1,800.00 whole day / P900.00 half day
 Electricity for mobile devices - Php 7.00/ hour/ unit (in excess of the initial 3)
 Electricity for LCD projectors and similar equipment – Php 10.00/hour/unit
 Library Services (photocopying, printing, scanning) – please refer to library price list

CONCESSIONS:

Discounts may be enjoyed by tenants of the Ortigas Building and affiliates of OCLP Holdings, Inc.

RULES:

1. **Client shall ensure that the number of event participants does not exceed the maximum number of persons allowed as indicated above.** The Ortigas Foundation officers, staff and assigned representatives have the right to refuse entrance to persons exceeding the maximum

number of participants allowed. Client shall keep the Ortigas Foundation, its officers, staff and representatives free and harmless from any responsibility or liability arising from such refusal.

2. **The seminar/conference room must be completely vacated within 15 minutes after the paid rental hours. Extension of time will be charged on a per half hour basis to be paid to the Foundation staff/representative on duty.** Rental fee must be fully paid on the day of the event prior to the start of the event, extension fees shall be paid after the event when the seminar/conference room is completely vacated.
3. Persons using the seminar/conference rooms should not go beyond the physical boundaries of the room and lobby area during seminar hours. We invite you to visit the exhibit areas during breaks with prior notification to the library staff.
4. Persons using the seminar/conference rooms shall use the comfort rooms located at the elevator lobby.
5. The seminar/conference rooms are located next to a library and offices. As such, a professional/corporate atmosphere must be maintained at all times within said rooms. **No loud or boisterous activities nor high microphone levels and loud music are permitted as this disrupts/interferes with other ongoing activities.** The sound system shall be set at an appropriate predetermined audio level by the Foundation. No musical or percussion instruments are allowed.
6. Furniture such as tables and chairs are not to be moved out of the function/conference rooms without the prior approval of the Foundation.
7. Morning and/or afternoon snacks and lunch may be served at the 2nd Floor elevator lobby. Serving of alcoholic beverages is strictly prohibited. **All kinds of food, snacks and beverages are STRICTLY NOT ALLOWED in the function/conference rooms. Only covered water bottles are allowed.**
8. No posters, signs, or any kind of printed matter may be taped or tacked to the walls. There are corkboards, whiteboards and a flip-chart stand for this purpose.
9. After the event, the security guard on duty will check for property damage. This includes soiled carpets. The client will sign/acknowledge the damage report before he leaves. Breakages/damages or losses, if any, to the function/conference rooms and other equipment/property of the Foundation/Library or to Ortigas Building attributable to the participants, guests or employees of the client will be charged accordingly.
10. Cleanliness should be maintained at all times. All trash should be disposed of in the trash bins provided. At the end of the activity, the client/organizer and a foundation employee shall inspect the premises. **Littering shall be fined P2,000.00.**

TERMS:

We have booked you on the following date/s and time/s. Unless you confirm the booking, within seven (7) days from the date of this proposal, by signing below and submitting a 50% down payment, we reserve the right to cancel your reservation as well as change the arrangement specified in this proposal. All billings must be paid and settled in full upon conclusion of the use of the function/conference room; otherwise, all unpaid amounts shall automatically bear interest at the rate of two percent (2%) per month and a penalty of three percent (3%) per month, to be computed daily and compounded monthly, from the date of the default until fully paid.

Date/s & Time/s of Event	Function Room Area (sq.m.)	Rate (1 st 4 hours)	Rate (succeeding hrs.)	Additional Facilities	Subtotal
				TOTAL	

CONFORME: _____
Signature over Printed Name

FOR: _____
Name of Company / Organization