

ORTIGAS FOUNDATION LIBRARY

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

Tel: 631-1231 to 38

SEMINAR ROOM RENTAL (BOOKING REQUEST FORM)

CLIENT	
ADDRESS	
CONTACT PERSON	
TELEPHONE / MOBILE NO.	
E-MAIL ADDRESS	
TITLE OF FUNCTION	
DATE	
TIME	
NO. OF PAX	
FUNCTION ROOM (SET-UP)	<input type="checkbox"/> Classroom Type <input type="checkbox"/> Theatre Type <input type="checkbox"/> Group / Cluster Type <input type="checkbox"/> Vertical Type <input type="checkbox"/> Conference / Meeting Type
FACILITIES FOR RENT:	<input type="checkbox"/> Media Projector <input type="checkbox"/> Media Projector (own unit) <input type="checkbox"/> Sound System <input type="checkbox"/> Sound System (own unit)
Electricity for mobile devices (laptops)	Specify how many laptop units : _____

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 Arrangements Available	Rate (first 4 hours) (8:00am -12:00nn) or (1:00 - 5:00pm)	Time Extension
50 sq.m.	15/30 pax	U-shape/Classroom	Php 2,995.00*	Php 560/hr
100 sq.m.	30/60 pax	Workshop/Classroom	Php 4,420.00*	Php 690/hr
150 sq.m.	60/100 pax	Conference/Classroom	Php 5,600.00*	Php 800/hr

***Plus P400.00 misc. fee.**

Prices are subject to change without prior notice.

In order to secure a confirmation for the requested date/s, a P1,000 non-refundable reservation fee must be made. This amount will be deducted from your final billing. Otherwise, your request will be held for a period of one week only.

INCLUSIONS:

Tables and chairs in the agreed configuration
 Whiteboard w/eraser and markers, flipchart stand
 Purified Drinking Water
 Electricity for a maximum of three client-provided mobile devices, such as laptops, 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, printers and similar equipment – Php 10.00/hour/unit
 Library Services (photocopying, printing, scanning) – please refer to library price list