

**ORTIGAS FOUNDATION LIBRARY**  
 2<sup>nd</sup> Floor, Mc Kinley Building, Greenhills Shopping Center  
 San Juan, Metro Manila  
 Tel: 8401-6503

**EVENT PROPOSAL**

CLIENT : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone : \_\_\_\_\_ 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 a meeting and seminar room capable of seating a maximum of fifty participants. The 90 sq. m. area may be rented on a daily basis for conferences, meetings, film showings and the like at the following rate:

Area (in sq.m.)	Capacity	Physical Arrangements Available	Rate (first 4 hours) (8:00am -12:00nn or 1:00 - 5:00pm)	Time Extension
90 sq.m.	30/50 pax	Workshop/Classroom	Php 4,800.00*	Php 690/hr

\*Plus P500.00 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 and on a first come first served basis.**

**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  
 TV thru HDMI cable/USB - Php 500.00 whole day / P250.00 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 of the client – Php 10.00/hour/unit  
 Library Services (photocopying, printing, scanning) – please refer to library price list

**RULES:**

1. The seminar/conference room is located next to a library and offices. As such, a professional/corporate atmosphere must be maintained at all times within said room. **No games, loud or boisterous activities, cheering, 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.
2. 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.

3. Dress code: At least t-shirt with collar, long pants and closed shoes. No shorts, sleeveless shirts (for men), spaghetti straps (for women), slippers or sandals allowed.
4. 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.
5. Persons using the seminar/conference room 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.
6. Persons using the seminar/conference room shall use the comfort rooms located at the elevator lobby.
7. Furniture such as tables and chairs are not to be moved out of the function/conference room without the prior approval of the Foundation.
8. All kinds of food, snacks and beverages are STRICTLY NOT ALLOWED in the function/conference room. Only covered water bottles are allowed.
9. No posters, signs, or any kind of printed matter may be taped or tacked to the walls. There are whiteboards and a flip-chart stand for this purpose.
10. 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 McKinley Building attributable to the participants, guests or employees of the client will be charged accordingly.
11. 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.
12. Cancellation is allowed only up to two days before the start of the event, otherwise full rental must be paid (with the exception of force majeure).

Breach of any of the above rules will be subject to a fine of P5,000.00

**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 (90 sq.m.)	Rate (1 <sup>st</sup> 4 hours)	Rate (succeeding hrs.)	Additional Facilities	Subtotal
				TOTAL	

CONFORME: \_\_\_\_\_  
Signature over Printed Name

FOR: \_\_\_\_\_  
Name of Company / Organization