



FIRST
P H I L I P P I N E
I N D U S T R I A L
P A R K



RESERVATION & BILLING FORM

Date Prepared: _____

Date Received: _____

To: Property Manager, FPDMC

From: _____ (Locator)

Purpose: _____

We would like to rent your facilities on the following date(s) and time(s):

Audio Visual Room (AVR) (Admin bldg)	Multipurpose Hall A or B (socio civic bldg)	Conference Room @ Socio civic bldg	Others Open space	Approx. no. of Persons	Date / Time
<input type="checkbox"/>	A <input type="checkbox"/> B <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Actual time used: _____

Conforme: _____

Reservation Agreement

Reservation of the facilities is on a first-come first-served basis. If a reservation has to be cancelled, it must be done at least 24 hours before the scheduled date, otherwise, a "no show" fee of P200.00 will be charged. Moreover, *the minimum charge shall be equivalent to 4 hours of use.* Any damage to the facilities and/or equipment will be the responsibility of the user who will shoulder the cost of repair/replacement. The user(s) also commits to abide by FPIP's Park Rules and Regulations.

Requested by:

Approved by:

Printed Name & Designation

DENNIS G. CATOLOS
Property Manager / Date

(To be filled-up after use of facilities)

To: Corporate Services Department

From: FPDMC

Please bill the locator/user for the following:

Description	Amount
Total	₱

Prepared by:

RATES:

All function rooms except AVR: P800.00 for the first 4 hours, P200 for each extra hour or a fraction thereof.

AVR: P2,000.00 for the first 4 hours, P500.00 for each extra hour or fraction thereof. No-show fee: 50% of estimated usage. **Open space:** variable rate. Add 12% VAT for non-PEZA companies.

Rates are subject to change without prior notice.

Rev. 6 8/11/10