



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*	Open Area	Approx. no. of Persons	Date / Time
<input type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> B	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
*not available until 8/15/09				Actual Time: _____/_____/_____	

We need the following equipment (to be billed separately):

- | | | |
|---|--|---|
| <input type="checkbox"/> Karaoke (P50/hr) | <input type="checkbox"/> Overhead Projector (P50/hr) | <input type="checkbox"/> Training Tables (free) |
| <input type="checkbox"/> Whiteboard 4x8 (free) | <input type="checkbox"/> TV (P60/hr) | <input type="checkbox"/> |
| <input type="checkbox"/> Monobloc chairs (free) | <input type="checkbox"/> Magnetic whiteboard (free) | <input type="checkbox"/> |

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: _____