



**ORTIGAS FOUNDATION LIBRARY**

2<sup>nd</sup> Floor, Mc Kinley Bldg. Greenhills Shopping Center, San Juan City

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**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) <input type="checkbox"/> TV thru HDMI cable/USB
Electricity for mobile devices (laptops)	Specify how many laptop units : _____

**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 5,500.00*	Php 750.00/hr.

**\*Plus P 700.00 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