



AUDITORIUM RENTAL GUIDELINES

Date			
Name of the Engager		Medical Society	
Address		Contact Number	
Purpose of the Event			
Date of the Event			

Thank you for considering the PMA Auditorium for your upcoming event. Please find below our rental terms and conditions:

1. Rental Fee in Philippine Pesos

P 8,960.00 inclusive of VAT Medical Societies
P, 13,440.00 inclusive of VAT Personal event

Rental time is based on four (4) hours, which is inclusive of load-in and load-out. Extension of the use of the auditorium is charged P 2,240.00 (inclusive of VAT) per hour/or fraction thereof to cover electricity charges.

2. Electrical charge of P 1,000.00 should the Engager bring mobile, sound system and lights

3. Inclusion

- a. Basic lighting and air-conditioning

4. Billing Arrangement :

- We require a reservation fee of fifty percent (50%) of the contract price to block off the venue, non refundable but deductible from the total amount.
- Upon confirmation of the booking, a refundable security deposit of Philippine Pesos: Five Thousand (P 5,000.00) will also be required, for release a week after the event and/or once the PMA authorized representative has cleared that no damages was incurred during the event.
- Full payment must be settled at least one (1) week before the event.
- Should booking made at a short notice, the full payment of the contract price should be made.
- Form of payment
 - Cash or check for medical organization under PMA
 - Cash only for other engagers
- Incidental charges outside the contract package must be settled in cash to be paid after the event.

5. Cancellation/ No Show Charge

- In the event of a cancellation, a formal letter must be submitted to PMA signed by the authorized signatory.
- Fifty (50%) percent of the deposit will be returned if cancellation is done a week prior to event date.
- Forfeiture of the full deposit if cancellation is done at least three (3) days prior to event date.
- Re-scheduling of the event to a later date may be allowed only if it is made at least two (2) weeks before the event provided however that the event can still be accommodated on its new schedule. Re-scheduling shall only be allowed once.

6. Physical set-up requirements

- AM event – day before the event schedule
 - PM event – in the morning of the event schedule
- Should there be an event immediately preceding the actual booked schedule, advance information will be provided by PMA authorized representative for arrangements.



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7. Condition of Use

- a. It is the responsibility of the Engager using the facility to leave the venue in the same condition in which it was received. If this is not done to the satisfaction of the PMA's authorized representative, a charge which will be deducted from the security deposit shall be levied for any required clear-up costs above and beyond the fees that would otherwise be applicable.
- b. The Engager will be held responsible for the decorum of their guests/visitors during the entire event which should be compliant to the conditions implemented by PMA.
- c. If additional security is deemed to be necessary, the Engager has to request in advance from PMA the said requirement. However, payment for the additional security services shall be part of the incidentals which should be fully settled upon the end of the event.
- d. The engager using the PMA facility shall be responsible for any loss or damage to the facilities or equipment. In case of damage, the cost will be relayed to the Engager and will be automatically deducted from the refundable security deposit.
- e. **The Engager shall not make any interior or exterior alterations, including, but not limited to, the attachment of any item on the walls, ceilings or to any part of the facility.**
- f. Installing decorations or scenery, or moving fixed equipment or other furniture is prohibited unless special written permission is obtained from the PMA's authorized representative prior to actual event schedule.
- g. PMA should not be held liable to the loss and damage of the Engager's belongings. Further, in no way should PMA store the Engager's possessions.
- h. Any loss, damage or injury that the PMA and/or its guests may suffer attributable to acts or omissions of the Engager during the event shall give rise to the latter's liabilities which the former may recover under the existing law.
- i. The Engager agrees to abide by the herein Auditorium Rental Guidelines and other existing house rules of PMA during the event and while inside the premises of PMA.
- j. It is hereby agreed that PMA shall not be liable for its failure to comply with this agreement or any stipulation thereof, in case of fortuitous events or causes beyond its control.

We trust that you find everything in order.

CONFORME

Received by

SIGNATURE OVER PRINTED NAME

PMA Authorized Representative

Date _____

Date _____

OR Number
Amount

Date