



THE PHILIPPINE CENTER MANAGEMENT BOARD, INC.

PHILIPPINE CENTER BUILDING
445 - 447 SUTTER STREET
SAN FRANCISCO, CALIFORNIA 94108
TEL: (415) 982-6153
FAX: (415) 982-1232

APPLICATION FOR USE OF THE SOCIAL HALL

Organization: _____

Contact Person (s): _____

Address of Organization: _____

State: _____ Zip: _____

Telephone No.: (Office) _____ (Res) _____

Date of activity: _____ Start time: _____

No. of hours to be used: _____

Expected Number of Guests/Participants: _____

(Note: Fire Department Requirement: Max 50 persons)

- Will need use of:
- Kitchen
 - Buffet Table
 - P.A. System
 - Chairs (No. of chairs _____ Arrangement _____)
 - Tables (No. of tables _____)

Charges will be as follows:

Venue: \$300.00 (for the first 4 hours + \$25 thereafter)

Cleaner (optional): \$12/hour (Only PCMB cleaner will be allowed)

PCMB (optional): \$20/hour

IMPORTANT NOTICE

1. Consent on the GUIDELINES FOR USE OF THE SOCIAL HALL (back side) and payment of the fee form part of this application. No approval will be granted without them.
2. Application fee and payment must be received at least one (1) week before the activity. Failure to do so will automatically cancel your reservation. Make check payable to PCMB.

Name and Signature of Requesting Party

Tel. No.: _____

Date: _____

Recommending Approval:

Approved by:

ROBERTO Q. DE LARA
Business Development Manager
Date _____

MARCIANO A. PAYNOR, JR.
Chief Executive Officer
Date _____

GUIDELINES FOR USE OF THE SOCIAL HALL:

I. DEFINITION OF TERMS AS USED HEREIN:

1. PCMB . Refers to the Philippine Center Management Board, Inc.
2. Requesting Party . Refers to any person duly authorized to represent the Organization.
3. Social Hall . Refers to the main hall at the 5th floor where social, cultural, and business activities or meetings are held

II. CONDITIONS FOR USE:

1. The use of the Social Hall is open to all Fil-Am groups in the conduct of their social and cultural activities, provided they are not used as places for partisan-political activities or for private and personal use (i.e. birthday parties, baptismal, etc.).
2. The equipment and furniture found at the Social Hall may be used in connection with said activities but must not be taken out of the hall. The Requesting Party shall be accountable for this.
3. Any penalty or fine due to a violation of the occupancy limitation set by the Fire Department of 50 persons at any one time shall be for the account of the Requesting Party.
4. Decorations, if ever used, shall be done in good taste. No nailing or pasting of bills on the walls and ceiling allowed. Prior approval of the Business Manager is required to install any decorations or bringing in of lighting, video, or sound equipment. Damage to the walls, floors and fixtures shall be for Requesting Party's account.
5. PCMB shall have the right to collect from the Requesting Party the fee in advance and to collect excess fees, if warranted, after the affair. \$25.00 shall be charged for every hour in excess of 4 hours. Please notify the Security officer upon leaving the hall to properly log in the time of your departure in his report.
6. The Requesting Party shall be responsible for seeing to it that the Social Hall is used solely for the activity stated in the application. The Sponsor shall be held responsible for any other use other than what is applied for.
7. All trash and garbage shall be placed in trash bins provided. The Sponsor shall see to it that the premises are left in as good a state and condition as they were at the start of the function.
8. The Requesting Party shall indemnify the PCMB for any loss or damage caused to the hall or its equipment by the Sponsor, guests, or persons admitted in the premises during the activity.
9. The Requesting Party shall be responsible for the immediate removal of all decorations, posted materials, and equipment brought in the Social Hall. Damage or loss to anything left is not the responsibility of the PCMB.
10. Approval of the use of the Social Hall does not preclude the PCMB from cancelling the event should an important activity of the Philippine Government or its attached agencies should take place.

III. AGREEMENT TO COMPLY:

I/We, the Requesting Party whose signature/s appear/s on this Application Form have read and do understand and hereby agree to abide by the conditions herein stated and to any addendum that may be included. I/We hereby further agree to make every effort to ensure compliance on the part of our authorized agents, family members, associations' officers and members, guests and other persons admitted by me/us within the premises.

I/We likewise agree to use and treat the area as if it were my/our own and undertake to exclude any person/s who might have any cause to prejudice the safety and security of the premises.

IV. WAIVER CLAUSE:

I/We, the Requesting Party whose signature/s appear/s on this Application Form do hereby absolve the PCMB, its officers and staff for any personal injury, death, liability for damage or loss, that may be caused to any, arising from my/our presence in the Philippine Center's premises and/or from my/our use of the facilities thereat. I/We further bind myself/ourselves to reimburse the PCMB for loss or damage during my/our use of the premises. As the Requesting Party I/We shall be responsible for my guests and their actions.

Signature above printed name/Date