



APPLICATION FORM FOR BIG EVENTS AND USE OF VENUE FOR RECEPTION

Application No.: _____

Assessment No.: _____

Name of Applicant:	
Home Address:	Mobile No.:
Email Address:	Telephone No.:
School/Organization/Institution:	Address of the School/Organization/Institution:
Area/s applied for:	Date of Activity/Event:
Title of the Activity/Event:	Time (start-finish):
Expected no. of attendees:	Expected no. of vehicles:
Equipment/supplies/materials that you will use:	

Please read carefully the attached Terms and Conditions before signing.

Applicant's Signature Above Printed Name

ASSESSMENT RESERVATION FEE:

Total Venue Rental	Php _____
20% of the Total Venue Rental:	
Reservation Fee (Non-Refundable)	Php _____

PAYMENT:

Amount	Php _____
Official Receipt (OR) No.	_____
Date of Payment	_____

CONFIRMED RESERVATION:

Venue: _____
Date of Event: _____ / Time: _____