



DE LA SALLE UNIVERSITY-DASMARIÑAS

MUSEO DE LA SALLE

Direct Line/Telefax: (046) 481 1940

Cavite Trunkline: (046) 481 1900 to 481 1930 local 3151

Manila Trunkline: (02) 779 5180 local 3151

USE OF FACILITIES RESERVATION FORM

Space	Dimension	Type of Activity Allowed/Max. Capacity	University User		Non-University User	
			Daytime Rent*	Evening Rent**	Daytime Rent*	Evening Rent**
Zaguan	45sqm	Lectures, Book Launch, Tributes 80pax	Class 1 hr - Waived	Not Allowed	P2,500 / 2 hrs	None
			Others P750 / 2 hrs			
Garden	200sqm	Cocktails, Banquets 100pax	P4,000 / 3 hrs	P6,500 / 3 hrs	P5,000 / 3 hrs	P6,500 / 3 hrs
Pavilion	80sqm	Cocktails, Banquets/Reception 80pax	P4,000 / 3 hrs	P7,500 / 3 hrs	P6,500 / 3 hrs	P7,500 / 3 hrs
		Lunch/Meeting 20-30 pax	P1000 / 2 hrs			

Inclusion (on a first-come-first-served basis):

* 30 Monoblock chairs

** 30 Monoblock chairs, basic lighting, manpower

RESERVATION

All reservation must be done AT LEAST TWO WEEKS IN ADVANCE. Booking must be secured from the Museo Office.

Booking will be on a first-come-first-served basis.

MUSEO SPACE TO BE USED

☐ Zaguan ☐ Plaza

☐ Garden

☐ Pavilion

Date : _____

Time : _____

Expected number of guests : _____

NATURE OF EVENT

☐ Book launch

☐ Lecture

☐ Tribute

☐ Business Meeting

☐ Others _____

With Museum Tour (separate payment):

☐ Yes (P20 / pax, please settle payment at the Museo office 1 day prior to the activity)

☐ No.

Name of Coordinator _____

Class/Group/Organization _____

Contact Numbers (Landline and Mobile) _____

For DLSU-D users:

Immediate Head/Adviser
/Subject Teacher

Signature over printed name

GUIDELINES FOR THE USE OF THE MUSEO SPACE

Liability Insurance

- The Renter is responsible for any damage to the premises, equipment or property.
- The Renter will be held liable for all actions, behavior and damages caused by event attendees.

Activities During Rental

- The Museo De La Salle retains the right to control activities of the Renter and Renter's guests in order to protect the facilities, exhibitions and collections from harm and damage.
- Due to strict conditions affecting the environment of the collections, the Museo De La Salle controls the use and location of props and decorations such as spotlights, audio/visual equipment, displays, banners, etc.
- Use of nails, staples, tapes, adhesives and the like on the walls are strictly prohibited.
- Museo De La Salle does not allow the use of open flames including candles, gas burners or propane in or around any building.
- Prior permission is required for each event to bring in special equipment or decorations, operate equipment, change the location of existing fixtures or furnishings, or enter or exit the facilities.
- Eating or drinking is not allowed except in designated areas.
- Smoking in any area is strictly prohibited at all times.
- Pets of any kind is not allowed in any area of the museum.
- ****Museo De La Salle holds the right to stop an event or activity if it is deemed harmful to the displays or artifacts.**

Security and Cleaning

- Renters are required to abide by all of the security regulations of the Museo De La Salle. This means not touching, moving, or in any way handling objects installed in the exhibition galleries.
- The Renter is ultimately responsible for property belonging to the Renter's invitees, guests, agents and subcontractors. At the conclusion of the event, Renter is responsible for dismantling and removing all event related equipment brought into the venue.
- Based on expected attendance, the Museo De La Salle will assign as many guards or other personnel as necessary to maintain the required degree of safety and protection during each function.
- All costs associated with security and cleaning staff will be the responsibility of the Renter. Facility occupancy limits must not be exceeded.

Catering

- The Museo De La Salle has an exclusive in-house caterer, Café Museo. **ALL OTHER MUSEUM RULES APPLY**

Authorization

The person(s) signing the Agreement on behalf of the parties each warrant that they are authorized to make agreements and to bind their principals to this Agreement.

CONFORME:

Signature over Printed Name/Date

Designation

Contact Nos.: _____

APPROVED BY:

Museo De La Salle Personnel