



Republic of the Philippines
 CITY OF NAGA
BICOL SCIENCE AND TECHNOLOGY CENTRUM
 City Hall Compound, J. Miranda Avenue, Naga City, 4400
 Tel. No. (054)205-2980
www.naga.gov.ph

BOOKING FORM FOR THE USE OF AUDIO-VISUAL ROOM

The City Mayor:

The with complete office
 address at
 Telephone No. Cellphone No. E-mail
 herein represented by its President/Head

wishes to enter in to lease contract with the Local Government of Naga City for the use of **facilities and equipment of the audio-visual room of BSTC**, for the following:

Date(s):
 Time:
 Activity:
 Purpose:
 Type of Participants: No. of Participants:

Facilities and Equipment to be used: (Check Appropriate box)

- Tables and Chairs
- Tv Set
- Sound System
- White Board/ Blackboard (Board markers are not included)
- Air-Conditioning Units

We agree to pay the rate of **Two Thousand Pesos (Php 2,000.00) per day (8 hour use) to be paid one (1) week before the date of activity.** In case of cancellation of paid booking by the lessee, 20% of the total amount paid shall be retained by BSTC (p. 65 of City Ordinance No. 2004-123)

Should there be any damage or loss incurred by the participants while the BSTC properties are under lease, the lessee shall be made liable for the replacement, if still possible, with the same kind and specifications, to repair the same or the payment of the cost for the damage property(s). BSTC reserves the right to cancel scheduled booking/terminate booking contract without prior notice due to unavoidable circumstance, fortuitous events or any just cause as may be determined by BSTC.

Recommended Approval:

FEDERICO J. VINLUAN
 OIC, BSTC

 Signature over Printed Name of Lessee

APPROVED:

NELSON S. LEGACION
 City Mayor