



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 KALAYAAN HALL (GROUND FLOOR)

Type of Event/Activity _____

Date of Event _____ Start time _____ End time _____

Organization Name (if applicable) _____

(1) Name of Requesting Party / Organizer _____

Street Address _____ Suite / Apt. # _____

City _____ State _____ Zip Code _____

Cell Phone _____ Home Phone _____ Email _____

(2) Additional Contact Person(s) _____

Cell Phone _____ Home Phone _____ Email _____

(3) On-Site Event Contact Person _____ Cell Phone _____ Email _____

Expected Number of Guests/Participants _____ (Note: Fire Department Limit: Max 150 persons)

IMPORTANT NOTICE

1. Consent on the Guidelines for Use of the Hall (Annex A) and payment of the fee form part of this application. No approval will be granted without them.
2. Please refer to Annex B for complete list of requirements. *(Note: The Requesting Party is responsible for set-up and teardown.)*
3. Full payment must be received at least one (1) week before the event. Failure to do so will automatically cancel your reservation. Make check payable to PHILIPPINE CENTER MANAGEMENT BOARD, INC.

Signature of Requesting Party / Organizer

Printed Name of Requesting Party / Date

For PCMB Use Only: (Do not write within this box.)

Charges will be as follows:

- ☐ Venue : \$1,600.00
- ☐ Deposit : \$500.00 (Deposit and signed contract are required to reserve the date.)
- ☐ Others : Please see Annex B (Other Rentals).

FO Note: Client's Outstanding Balance: \$ _____ **as of (date)** _____

Recommending Approval:

☐ **Approved:**

☐ **Disapproved:**

GENEVIEVE B. FERRER
Business Manager / Administrative Officer

ARNEL G. TALISAYON
Vice Chair and Chief Executive Officer

IMPORTANT:

Detailed Guidelines (Annex A) and Event Rates and Requirements (Annex B) form part of this Application Form and must be submitted by the Requesting Party/Organizer.

I. AGREEMENT TO COMPLY:

I, the Requesting Party, whose signature appears on this Application Form, acknowledge that I have read, understood, and agree to comply with all terms and conditions stated herein, including any addenda that may be issued.

I further agree to ensure that all authorized agents, representatives, family members, association officers and members, guests, and any other individuals granted access by us to the premises fully comply with these terms and conditions.

I undertake to use the venue with due care and responsibility, as if it were our own and to maintain order and safety at all times. I shall take reasonable measures to prevent the entry of any persons who may pose a risk to the safety, security, or integrity of the premises.

II. WAIVER CLAUSE:

I, hereby release, waive, and hold harmless the PCMB, including its officers, employees, and representatives, from any and all liability for personal injury, death, or loss of or damage to property arising from or related to our use of the Philippine Center premises and its facilities.

I agree to indemnify and fully reimburse the PCMB for any loss, damage or expense incurred as a result of our use of the premises. I further accept full responsibility for the conduct and actions of all guests and participants associated with the event.

III. FINANCIAL RESPONSIBILITY

As the Requesting Party / Organizer, I acknowledge and accept full financial responsibility for the event. I agree to pay all fees associated with the venue rental, including, but not limited to, rental fees, damage fees, cleaning fees, overtime charges, and any other applicable costs incurred.

Signature of Requesting Party / Organizer

Printed Name

Date

ANNEX A

GUIDELINES FOR THE USE OF THE KALAYAAN HALL

The **Kalayaan Hall (Ground Floor)** is available for use by Filipino, Filipino-American, and non-Filipino groups for social and cultural activities. However, this venue may not be used for partisan political events or activities that conflict with the moral standards of the Philippine Center (e.g., events with a corrupting or corrosive effect on the values upheld by the Center).

The following rules and regulations have been established by the Philippine Center Management Board (PCMB) to ensure the proper use and preservation of the Philippine Center's Kalayaan Hall. All individuals and organizations using the Hall must adhere to these guidelines.

APPLICATION PROCESS

Interested parties must submit a completed **application form**, which is available at:

Philippine Center Management Office

Philippine Center Building

447 Sutter St., Suite 518 (5th Floor), San Francisco, CA 94108

Tel: 415-982-6153 | **Fax:** 415-982-1232

Email: pcmb@philippinecentersanfrancisco.com

Submitting an application **does not** guarantee a reservation. The Philippine Center Management Board (PCMB) will review the request and issue an approval or denial within **five (5) business days**. Upon approval, the Requesting Party must submit a deposit to secure the venue.

DEPOSIT

To reserve the venue, **a signed contract and a \$500 deposit** are required to secure the date. The deposit may be paid via cashier's check, money order, business check, personal check, or cash.

The deposit will be refunded within five (5) working days after the event, provided that no damage to the premises has occurred. PCMB reserves the right to deduct any repair or cleaning costs from the deposit if damages are incurred. The deposit is non-refundable in the event of cancellation.

PAYMENT

- The base rental fee is \$1,600.00 and does not include tables, chairs, linens, or any additional services.
- Full payment is required at least **one (1) week** prior to the event date. Failure to remit full payment by this deadline will result in automatic cancellation of the reservation, and the deposit will be forfeited.
- Events are limited to four (4) hours, with an additional one (1) hour allotted for setup and one (1) hour for teardown. Overtime charges (e.g. extended hours) must be pre-approved and will incur additional fees. Any damage-related fees will be assessed after the event.
- Payments must be made via cashier's check, money order, business check, or personal check payable to the **"Philippine Center Management Board, Inc."**

EVENT CANCELLATION POLICY

Cancellation requests must be submitted in writing to PCMB at least twenty-four (24) hours prior to the scheduled event date. Cancellations made less than 24 hours before the event will result in forfeiture of all payments, including the deposit. PCMB reserves the right to cancel or reschedule any event if the Philippine Government requires use of the venue for official functions. In such cases, all payments made will be refunded, upon request, applied to a rescheduled date, subject to availability.

USE OF VENUE

The venue may only be used for the activity specified in the application. Events must comply with the highest moral standards upheld by the Philippine Center. The Requesting Party must disclose all planned activities and is responsible for ensuring compliance.

SET-UP AND DECORATIONS

Prior approval of PCMB is required for any decorations. The Requesting Party (or designated Event Organizer) is responsible for the set up and teardown of decorations. A one (1) hour for setup before the reserved time and one (1) hour for load-out afterward are permitted.

- Decorations must be installed in a way that does not damage walls, floors, or fixtures.
- All decorations and equipment must be removed immediately after the event.

PROHIBITED ITEMS AND ACTIVITIES

The following are strictly prohibited within the Hall and surrounding premises:

- Helium balloons, pyrotechnics, sparklers, confetti, space heaters, fog machines, smoke machines, open flames or other similar items
- Affixing decorations, banners, or props that may damage the building
- Attaching props, wiring, lighting, signage, banners, or decorations to the building exterior
- Unauthorized electrical connections or modifications such as covering lighting fixtures or wiring
- Cooking, except for the use of chafing dishes and tabletop sternos
- Nailing or posting materials on walls/ceilings
- Painting, wallpapering, or altering walls/fixtures
- Drilling, coring, or punching holes in the structure
- Use of adhesive materials, screws, or large nails
- Placing décor that obstructs ingress or egress
- Entering restricted areas such as storage, offices or the roof
- Failing to protect floors from heavy equipment
- Allowing non-service animals inside

Violations may result in penalties or additional fees, including a \$5,000 false alarm activation charge. Any damage to the premises will be charged to the Requesting Party.

SANITATION AND CLEAN UP

All trash must be placed in designated bins; do not leave any waste on tables or floors. Hazardous substances are strictly prohibited from disposal in the venue's garbage containers. The venue must be returned in a **“broom-clean” condition**, as it was at the start of the event.

A **\$100 cleaning fee and \$100 administrative fee** is required for all events.

EQUIPMENT AND AUDIO-VISUAL

Bringing in lighting, video, or sound equipment requires PCMB approval. The Requesting Party is responsible for removing all equipment immediately after the event. PCMB is **not responsible** for any lost or damaged items left behind. Venue furniture, appliances, and equipment currently in the Hall must not be removed from the premises. The Requesting Party will be held liable for any damage to the venue or its equipment.

SECURITY AND SAFETY REGULATIONS

All individuals entering the Center must pass through the metal detector. Security may require entrants to sign in at the security desk, unless there is a separate registration table for the event.

The maximum occupancy limit of **150 persons** set by the **Fire Department** must be followed.

Any penalties resulting from violations will be charged to the Requesting Party.

ALCOHOLIC AND SUBSTANCE POLICY

The provision of alcohol requires prior PCMB approval. Alcohol cannot be served without substantial food at the event. Consumption of alcohol by vendors is prohibited. The Requesting Party must comply with all applicable laws, including **prohibition of sales to minors and intoxicated individuals**.

Smoking and use, possession, or distribution of **illegal drugs** are strictly forbidden.

WEAPONS

Weapons (including handguns and knives) are strictly prohibited.

PARKING POLICY

- Vehicles may not be parked in front of the building.
- Loading and unloading are permitted but must not exceed the allowable time.
- Unauthorized vehicles will be towed at the owner's expense.

CATERING/VENDOR RULES AND REGULATIONS

- Only food heating is allowed. No open flames, butane, propane, grilling or charcoal use. Sternos are permitted but must be placed securely and extinguished properly.
- Caterers must coordinate with PCMB one week prior and submit a layout/floor plan 3 days prior to event.
- Unloading is permitted up to one hour before the reserved time, with a one-hour load-out period after the event.
- Floors and walls in food prep areas must be covered with tarps or mats. All service areas must be cleaned before leaving. Only **cloth gaffing/gaffers tape** is allowed. Caterers and vendors are responsible for bringing their own supply of gaffing tape.
- PCMB does not provide easels, stanchions, carts, hand trucks, dollies, extension cords, ladders, or tools.
- The Requesting Party must provide their own **napkins, silverware, plates, and glassware**.
- Leaning tables and other equipment against walls is prohibited.
- Dragging, pulling, or shoving items is prohibited, especially in the lobby.
- All equipment, food and trash must be removed immediately after the event.

- Vendors, including bartenders and those providing entertainment, are strictly prohibited from consuming alcohol while working at the event within the building.
- Alcohol permits (if applicable) must be obtained from the California Department of Alcoholic Beverage Control (ABC).

FINAL PROVISIONS

- All vendors providing services in the Hall must comply with PCMB regulations.
- Failure to comply with these guidelines, including by vendors, suppliers, caterers, is the responsibility of the Requesting Party and may result in deposit forfeiture, additional fees, or denial of future bookings.

By signing below, the Requesting Party acknowledges and agrees to comply with all terms, conditions, and regulations for the use of the Kalayaan Hall.

Conforme:



Signature of Requesting Party / Organizer



Printed Name



Date

ANNEX B**KALAYAAN HALL EVENT RATES AND OTHER EVENT RENTALS**

PARTICULARS	RATES	PLEASE INDICATE REQUIREMENTS
Rental of Venue (Includes Use of Kitchen)	\$1,600	
Rental of Tables (Please select and indicate number of requirements) ☐ Round (8-seater) tables: pieces (Max. 10 pieces) ☐ Rectangular (8-seater) tables: pieces (Max. 15 pieces) ☐ Cocktail tables: pieces (Max. 20 pieces)	\$5 each \$5 each \$5 each	
Rental of Chairs (Please select and indicate number of requirements) ☐ Chairs: pieces (Max. 100 chairs)	\$3 each	
Rental of Linens (Please select and indicate number of requirements) ☐ Tablecloths: pieces	\$10 per table cloth	
Rental of Audio-Visual System ☐ Speaker: (Max. 2 pieces) ☐ Wireless Microphones: (Max. 4 pieces) ☐ Mic Stand: (Max. 2 pieces) ☐ Projector, Clicker, Wide Screen / Television (*Renter to bring own laptop)	\$200 (package)	
Connectivity Fee (Electricity, Water, Heating, Wi-Fi)	\$100	<i>*Required</i>
Administrative Fee Includes (1) Labor Fees (for bringing the tables and chairs to the Hall from the storage, no setup included), (2) Custodians, (3) Garbage Disposal Fee	\$200	<i>*Required</i>
Insurance	TBD	<i>*Required</i>