

Republic of the Philippines

Province of Iloilo

GENERAL SERVICES OFFICE

VENUE BOOKING FORM

Title of Activity: _____ **Date and Time of Activity:** _____

Office/Organization: _____ **Address:** _____

No. of Participants/Guests: _____

SERVICES AND FACILITIES REQUIRED

Services or Facilities	Yes	No	Additional Information / Requirements	No. of pcs.
Tables				
Chairs				
Rostrum				
Stage Table				

With Caterer: Yes ____ No ____

Set up Requirement:

- U Shape

Assigned Venue:

- Grand Social Hall

Booked by (Printed Name)

Signature

Date

Contact Number: _____

Received by (Printed Name)

Signature

Date

Contact Number: _____