



# ARETE

## FACILITY USE POLICIES

Welcome to Arete, the innovation and creativity hub of the Ateneo de Manila University! The success of your event is important to us, as is the proper use, sustainability, and continued excellence of our facilities. To these ends, here are our policies governing the use of our event venues. Please be guided accordingly.

### **I. Inquiries**

- A. For venue inquiries, Clients can send an email to [arete@ateneo.edu](mailto:arete@ateneo.edu) with all the event details.
- B. The Theater and Events Officer will check the availability of the requested venue/s and/or date/s or make recommendations based on the needs of the Client if there is no preferred venue yet.

### **II. Booking**

#### **A. Pencil-Booking**

- a. Pencil-booking of events and/or theater performances are allowed until another prospective Client expresses an interest to book an event on the same pencil-booked date/s;
- b. The Theater and Events Officer then notifies the previously scheduled Client through email once another prospective Client wishes to schedule an event on an earlier pencil-booked date/s.
- c. The previously scheduled Client has a maximum of three (3) days to confirm the schedule by accomplishing the Venue Booking Form and paying the required 20% down payment of the total facility use cost which serves as the reservation cost. Otherwise, the pencil-booked schedule goes to the new Client.

#### **B. Formal Booking**

- a. Formal bookings are made through the Theater and Events Officer only.
- b. Clients should make reservations not later than four (4) weeks before the day of the event and twelve (12) weeks before the first show for multiple shows.
- c. To formalize a booking, the Client submits the Venue Booking Form once the Theater and Events Officer confirms the availability of the requested venue/s. In the form, the Client specifies the date/s and time/s of the intended use of the venue/s, presents a synopsis of planned activities, and lists all relevant activities and facilities requested.
- d. The Client can enter the venue/s only on the date/s and time/s specified in the form. If there are any changes to the form, the Theater and Events Officer must be notified.

### **III. Event Confirmation**

#### **A. Single-Booking Contracts**

- a. Upon inquiry, the Theater and Events Officer confirms whether the targeted date is available.
- b. The Client submits the Venue Booking Form once the Theater and Events Officer confirms the availability. Upon submission of the form, the Client also makes a non-refundable, non-transferable 20% down payment which also serves as the reservation fee and a separate security deposit.
  - See **Section IV. Payment** and **Section V. Security Deposit**

#### **B. Multiple-Date Booking Contracts**

- a. The Client must book the venue at least twelve (12) weeks before the first show of the multiple shows.
- b. Upon inquiry, the Theater and Events Officer will confirm whether the targeted dates are available.
- c. The Client submits the Venue Booking Form within one (1) week after the Theater and Events Officer confirms the availability. Upon submission of the form, the Client also makes a non-refundable, non-transferable 20% down payment which also? serves as the reservation fee and a separate security deposit.
  - See **Section IV. Payment** and **Section V. Security Deposit**

#### **C. Quick Bookings**

- a. Quick bookings refer to events booked less than twelve (12) weeks before the first show for multiple shows and less than six (6) six weeks before the day of the event on single bookings.
- b. The Client must pay a 50% down payment of the total facility use cost after approval of the Venue Booking Form along with the 20% security deposit.
  - See **Section IV. Payment** and **Section V. Security Deposit**

#### **D. We strongly discourage bookings made in less than:**

- a. four (4) weeks for single events at Hyundai Hall and Doreen Black Box;
- b. three (3) weeks at The Loft, Gimenez Amphitheater, and the lobbies;
- c. and less than twelve (12) weeks for multiple shows at Hyundai Hall and Doreen Black Box.

#### **IV. Payment**

Here are the steps for paying the Facility Use Cost:

##### **A. External clients**

- a. Upon submission of the Venue Booking Form, the Client also makes a non-refundable, non-transferable 20% down payment of the facility use cost of the desired venue/s. The Theater and Events Officer then formally books the event and blocks off the requested date/s and venue/s for the Client.
- b. The Theater and Events Officer sends a Memorandum of Agreement (MOA) or Terms of Usage Form (whichever is applicable) to be signed by the Client.
- c. Upon submission of the Client's signed MOA, another 50% of the facility use cost should be paid. The signatories from Areté will sign within the week of submission and give it back to the Client for notarization.
- d. The 30% remaining balance of the facility use cost should be paid one (1) week prior to the ingress along with the notarized MOA.

##### **B. For Ateneo offices and Ateneo-affiliated organizations**

- a. Upon submission of the Venue Booking Form, the Theater and Events Officer issues a billing statement for Budget Transfers.
- b. The Theater and Events Officer sends a Memorandum of Agreement (MOA) or Terms of Usage Form (whichever is applicable) to be signed by the Client.
- c. The Client will create a receiving copy of the billing statement (for proof of payment) and submit the original to the Central Accounting Office.
- d. The Client makes a photocopy of the receiving copy and submit it to the Theater and Events Officer along the signed MOA or Terms of Usage form.

##### **C. For Ateneo students, Loyola Schools student organizations, and venue grantees**

- a. For Loyola Schools student organizations
  - Upon submission of the Venue Booking Form, the Theater and Events Officer issues a billing statement for Budget Transfers.
  - The Theater and Events Officer sends a Memorandum of Agreement (MOA) or Terms of Usage Form (whichever is applicable) to be signed by the Client.
  - The Client will make a receiving copy of the billing statement (for proof of payment) and submit the original to the Office of Student Activities.
  - The Client makes a photocopy of the receiving copy and submit it to the Theater and Events Officer along the signed MOA or Terms of Usage form.

**Office of the Artistic Director**

Soledad V. Pangilinan Arts Wing, Areté  
Ateneo de Manila University  
Katipunan Ave Loyola Heights, Quezon City, Philippines 1108  
+63 2 8 426 6001 loc. 5394

**Office of the Executive Director**

George SK Ty Learning Innovation, Areté  
Ateneo de Manila University  
Katipunan Ave Loyola Heights, Quezon City, Philippines 1108  
+63 2 8 426 6001 loc. 5397

- b. For Ateneo students
  - Upon submission of the Venue Booking Form, the Theater and Events Officer issues a billing statement for Budget Transfers.
  - The Theater and Events Officer sends a Memorandum of Agreement (MOA) or Terms of Usage Form (whichever is applicable) to be signed by the Client.
  - The Client will make a receiving copy of the billing statement (for proof of payment) and submit the original to the department/office/unit in charge of payment.
  - The Client makes a photocopy of the receiving copy and submit it to the Theater and Events Officer along the signed MOA or Terms of Usage form.
- c. For venue grantees
  - The client will acquire the Venue Booking Form from and signed by the venue-granting office, and will submit it to the Theater and Events Officer.
  - The Theater and Events Officer sends a Memorandum of Agreement (MOA) or Terms of Usage Form (whichever is applicable) to be signed by the Client.
  - The Client submits it to the Theater and Events Officer along the signed MOA or Terms of Usage form.

## V. **Security Deposit**

- A. **The Security Deposit is 20% of the total venue cost. These funds are intended to deter misuse of or damage to Areté's facilities, and violations of its house rules.**
- B. The Client shall pay the Security Deposit upon submitting the signed MOA and payment of the remaining balance.
- C. No Security Deposit, no ingress.
- D. The Theater and Events Officer shall accept the Security Deposit in cash or check and will issue an Acknowledgement Receipt (AR) upon payment.
- E. The security deposit is refundable. If no loss(es)/damage(s) occur, the Theater and Events Officer will return the Security Deposit to the Client upon presentation of Egress Clearance (See **Section VII. Theater-related Concerns. C. Egress Clearance**).
- F. A deduction or forfeiture of the Security Deposit shall apply in following circumstances:
  - a. When there is a substantial breach of the agreement or violation of the Theater/Event Rules and Regulations, and/or:
  - b. When any loss or damage to property, equipment, or instruments of the Theater/Event venue arises owing to the fault or negligence of the Client or any

member of its staff, cast, production personnel, and/or audience member during the event.

- G. The price of any loss(es)/damage(s) shall depend on the current market value of the said loss(es)/damage(s). Areté's Resident Technical Director and Office of the Executive Director will determine this market value.
- H. Should the Security Deposit be inadequate to cover the cost of the losses and damages incurred, the Client shall pay the balance in full within five (5) days. Without full payment, the Client cannot egress its properties from the premises.

## **VI. Cancellation and Refunds**

- A. Cancellations made after signing the agreement will result in the forfeiture of all payments/deposits made for the use of the venue. If the security deposit has been made, it will be returned to the Client.
- B. Areté has the authority to cancel any event should the Client fail to accomplish and/or submit all requirements stated in this policy document.

## **VII. Theater-related Concerns**

### **A. Theater Oculars**

- a. Schedule an ocular at least a week before the desired ocular date. No walk-ins for oculars.
- b. Oculars are only on Tuesdays to Fridays from 2:00 pm to 5:00 pm.

### **B. Theater Technical Alignment Meeting**

- a. A coordination/technical meeting will only proceed for confirmed bookings between the Theater and Events Officer, Resident Technical Director, and Client not later than a week before the event day or three (3) weeks for multiple shows. This meeting will discuss matters related to the actual production such as technical requirements, stage design assembly, ingress, and egress plan.

### **C. Egress Clearance**

- a. Egress Clearance is a document signifying that the Client is given permission to egress all the items and equipment brought in for the event.
- b. The Resident Technical Director and Technical Operations Division will issue the Egress Clearance if the venue incurred no damage(s)/loss(es) and no house rules were violated. (See **Theater House Rules and Regulations**)
- c. If any house rules were violated, an appropriate fine will be charged. The amount will be determined by the Resident Technical Director and Office of the Executive Director.

### **D. Food**

- a. The Client should coordinate with the Theater and Events Officer regarding any food carts, beverage counters, and food machines as well as any catering arrangements.

- b. The Client must include all electrical equipment to be used on the Venue Booking Form along with the corresponding wattage of each equipment at least a week before the event to ensure that the power consumption falls within the allowed power load of the venue.

Thank you very much. We look forward to a safe, orderly, and successful event.

**Acknowledged by:**

**Received by:**

\_\_\_\_\_  
(Signature over Printed Name)

Client

Date:

\_\_\_\_\_  
Ma. Erika Bautista

Secretary

Date: