**UNIVERSITY SUPPORT**

**REQUEST FOR EVENT SET-UP AND SET DOWN**

Note: University support is for the free utilization of the hotel foodservice properties and its manpower. As the University supports all university related activities. THIS IS FOR TSU OFFICES USE ONLY NO FOR PERSONAL USE

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Activity | |  | | | Date of Activity | |  | | |
| Purpose of the activity | |  | | | Time duration | |  | | |
| **REQUEST DETAILS** | | | | | | | | | |
| Check | Particular Services | | Qty | Unit Cost  On Premise | Unit Cost Off Premise | Issued | | Returned | Cost | |
|  | Table Set -up with linens (Round) | |  | 80.00 | 150.00 |  | |  |  | |
|  | Chairs with Chair Covers | |  | 10.00 | 25.00 |  | |  |  | |
|  | Chair Cover only | |  | 5.00 | 20.00 |  | |  |  | |
|  | Skirting of Presidential Table of 4 for  (Table not provided) | |  | 400.00 | 600.00 |  | |  |  | |
|  | Skirting of Presidential Table of 4  (Table Provided) | |  | 800.00 | 1,000.00 |  | |  |  | |
|  | Skirting of Buffet Table 5 dishes for  (Table not provided) | |  | 1,000.00 | 2,000.00 |  | |  |  | |
|  | Skirting of Buffet Table 5 dishes for  (Table provided) | |  | 1,500.00 | 2,500.00 |  | |  |  | |
|  | Rostrum | |  | 1,000.00 | 2,000.00 |  | |  |  | |
|  | Projector and Projector Screen | |  | 3,000.00 | 5,000.00 |  | |  |  | |
|  | Extension Cord | |  | 500.00 | 800.00 |  | |  |  | |
|  | Industrial Fan | |  |  |  |  | |  |  | |
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|  | Others: | |  |  |  |  | |  |  | |
| TOTAL | | | | | |  | |  |  | |

Note: (Please Read)

1. If the items are not included on the list stated above the requestor needs to write a request letter addressed to the University President for the approval.
2. The safekeeping of items are the responsibilities of the borrowers/requestor since all of the borrowed items are listed on the accountabilities of the hotel. Lost or damage of properties shall mean replacement of the same item or accountability transfer thru TSU Supply Office.
3. Please submit this accomplished form 3 days before the event for the on-premises event and 5 days before the event for off-premise event to give ample of time to adjust necessary manpower needed for the event.
4. This service is free of charge upon approval. No alterations will be entertained after the approval unless with the approval of the university president. On- Premises shall mean within the hotel properties and off premises shall mean outside the hotel properties

Requested by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acknowledge by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/Dean/ Unit Head/ Hotel Staff Hotel General Manager

Funds Available: (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Recommending Approval

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Director- Accounting Office Immediate Vice President Vice President – Admin and Finance

APPROVED BY:

**DR. ARNOLD E. VELASCO**

University President