



The Council of United Filipino Organizations of Tidewater, VA, Inc. (CUFOT)

Philippine Cultural Center of Virginia, 4857 Baxter Road, Virginia Beach, VA 23462
 ph: 757.490.7600 web: www.philippineculturalcenter.com email: pcc@cufot.hrcoxmail.com

Application for Use of Facility

A To be completed by the Applicant			
Name of Organization or Individual		Date of Request	
Address	Phone Number	Date of Event	
City, State, ZIP	Number of Attendees	Time of Event	
Type of Activity or Program at PCC		Set Up Time	

Special Instructions

All events must end by Midnight

Rooms	Equipment	Services	Miscellaneous
<input type="checkbox"/> Whole Ballroom	<input type="checkbox"/> Cake Table	<input type="checkbox"/> Bartender*	<input type="checkbox"/> Admission? () Yes () No
<input type="checkbox"/> Narra	<input type="checkbox"/> DJ Station	<input type="checkbox"/> Catering Services***	<input type="checkbox"/> Temporary Business License
<input type="checkbox"/> Sampaguita	<input type="checkbox"/> Gift Table	<input type="checkbox"/> Food Services*	<input type="checkbox"/> 501 (C)3 Organization? () Yes () No
<input type="checkbox"/> Conference A	<input type="checkbox"/> Piano*	<input type="checkbox"/> Armed Police Officer**	<input type="checkbox"/> ABC License (Use of Alcohol)
<input type="checkbox"/> Conference B	<input type="checkbox"/> Podium	<input type="checkbox"/> Unarmed Police Officer**	<input type="checkbox"/> Proof of Insurance
<input type="checkbox"/> Dressing Room A	<input type="checkbox"/> Stage Lights*	<input type="checkbox"/> Security Guard**	<input type="checkbox"/> Other
<input type="checkbox"/> Dressing Room B	<input type="checkbox"/> Spot Lights*	<input type="checkbox"/> Cleaning Person*	
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Projection Screen*	<input type="checkbox"/> Other	
<input type="checkbox"/> Stage Only	<input type="checkbox"/> TV Monitors*		
<input type="checkbox"/> Portable Stage*	<input type="checkbox"/> Convection Oven*		
<input type="checkbox"/> Front Parking Lot	<input type="checkbox"/> Bar*		
<input type="checkbox"/> Rear Parking Lot	<input type="checkbox"/> Other		
<input type="checkbox"/> Special Chairs*			
<input type="checkbox"/> Other*			

***Fees involved **Fees payable to Vendor ***Commission for catering payable to CUFOT/PCCVA - Check with manager for rates & Conditions**

References/Facility of Social Function within last 3 years (Name and Phone Number)

Additional Contract: _____

Phone #: _____

Address: _____

Mobile #: _____

Additional Contract: _____

Phone #: _____

Address: _____

Mobile #: _____

Last Function: _____

Date of Event: _____

Last Function: _____

Date of Event: _____

B See Terms of Contract, Conditions and Instructions on back of this form. Unsigned and noncompliance of Terms of Contract will invalidate this contract. **All rental payments are nonrefundable (Refer to 1e).**

C I have read and understand the regulations governing the use of the Philippine Cultural Center of VA and hereby assume full responsibility by complying with the Terms of Contract, Conditions and Instructions.

Print Name

Signature

Date

Witness

D To be completed by PCC Administrator (within 10 days of application)

1 Application is Approved or Denied

Signature

Date

2 Reason for Denial:

3 Charges:

Rental \$ _____

Additional \$ _____

Total \$: _____

Deposit \$ _____

Cash Receipt # _____

Total \$: _____

\$200 Security Deposit

Cash Receipt # _____

Total \$: _____

Due by: _____

4 Received by: _____

Copy of Driver's License/Picture ID

5 Comments: _____

Make check payable to CUFOT/PCCVA and mail to P.O. Box 62272, Virginia Beach, VA 23462

We accept all major credit cards, checks, or cashier's check. Returned check penalty is strictly enforced.

Rev. 2/10/2014