



West Visayas State University

(Formerly Iloilo Normal School)

HIMAMAYLAN CITY CAMPUS

Brgy. Caradio-an, Himamaylan City, Negros Occidental, 6108

* Tel. No. (034)-388-3300

* Official Page: <https://www.facebook.com/westhimamaylan/>

* Email Address: himamaylan@wvsu.edu.ph



Specifications for the Venue and Accommodation

1. The venue must be within the 50 km radius from the station only;
2. The venue must have a session hall that can accommodate the 40 participants, with fully air conditioning units, table and chair set-up;
3. The venue must include the food accommodation (AM snacks, Lunch, and PM snacks)
4. The venue must provide the technical facilities (sound, microphone, LCD Projector, White Board for projector)
5. The venue must have parking space for vehicles or accessible to all commuters.
6. The venue/hotel must include the accommodation of the speaker with dinner and breakfast.
7. The following are the breakdown of the lease of venue food and accommodation:

40 pax x 100.00 x 2 days for AM snacks-----	8,000.00
40pax x 300.00 x 2 days for lunch-----	24,000.00
40 pax x 100.00 x 2 days for PM snacks-----	8,000.00
Venue with set-up (2 days)-----	10,400.00
Accommodation of Speaker-----	1,500.00
Meals of Speaker (dinner and breakfast)-----	500.00
TOTAL-----	52,400.00

Prepared by:

Cabat
ROTHSEL T. CABATAC, M.A.Ed.

End User