

## AMENITY RESERVATION AND AGREEMENT FORM

EVENT INFORMATION	
Date of Application:	Building and Unit No.:
Event Host (Unit Owner):	Contact No./s:
Event Organizer:	Date of Event:
Occasion:	Time of Event:
Caterer:	No. of Guests:

AMENITIES RENTAL DETAILS			
Amenities	Rental Rates (Php)		Remarks
	Unit Owner	Non-Unit Owner	
			_ Hours
			_ Hours
			_ Hours

PAYMENT DETAILS		
Date of Reservation Fee Payment	Amount	Official Receipt No.
Date of Full Payment	Amount	Official Receipt No.
Date of Security Deposit	Amount	Acknowledgement Receipt No.

### GENERAL GUIDELINES IN THE USE OF AMENITIES

1. A reservation fee equivalent to 50% of the rental rate shall be made by the event host upon reservation.
2. Security Deposit for use of Function Room equivalent to 50% of the rental rate must be paid in advance and/or upon full payment.
3. The fees shall be paid / deposited in the Condominium Corporation account.
4. Full payment and any change of date shall be made fifteen (15) days before the actual date of event/s to keep the reservation valid.
5. Cancellation should be submitted in writing at least three (3) days before the reserved date of event. Otherwise, a late cancellation charge of One Thousand Pesos (Php1, 000.00) shall be collected.
6. The host will be responsible for set up of the facilities. Installation of banners, tarpaulins, and any other materials at the walls and ceilings should be properly coordinated with the Property Management Office (PMO). Any equipment, machine, and/or tool, which will be requiring electrical power, shall be approved by the PMO.
7. The event host or caterers should bring proper disposable garbage bags. Cooking and washing of kitchen utensils are NOT allowed.
8. Activity areas are limited only to the reserved amenity area. Lobby, hallways, poolside, gazebo, and other common areas are not allowed to be used as part of the event.
9. Due care shall be exercised in the use of the common recreational facilities and the properties of the Condominium Corporation. Damages caused shall be charged against the security deposit. In the event that the cost of the repair exceeds the security deposit, the excess amount shall be billed to the event host and/or shall be paid within 30 days.
10. The guests, caterers, and other suppliers must observe the existing policies implemented by the Condominium Corporation.
11. After use, the host unit owner, tenant, and/or resident shall leave the Function Room clean and in the same order as when the area was turned over to them. The host unit owner, tenant, and/or resident shall be responsible for the cleaning of the facility, garbage segregation and disposal. Failure to comply will result to a deduction of One Thousand Five Hundred Pesos (Php 1,500.00) from the security deposit to cover for the general cleaning of the facility.
12. An allowance of two (2) hours set up time shall be given before the event and one (1) hour dedicated for cleaning, provided that utilities (water and electricity) will not be used.
13. Extension of charges or damages that might be incurred during the activity shall be deducted from the security deposit. If the security deposit is not enough to cover for the above, the unit owner / tenant will be responsible for the additional payments to the Condominium Corporation. If no damage or extension of use is incurred, the security bond shall be refunded in full.
14. The Condominium Corporation, PMO, and Developer will not be held liable for any loss or accident that may happen on such event.
15. Any violation of the above terms and conditions may result to refusal of future applications and the imposition of penalties without prejudice to other terms and conditions of this reservation and to the exercise of any other rights or remedies available based on Philippines Laws and Regulations by the Developer and Condominium Corporation and to any injured or offended party.
16. Abbreviated core rules for the facilities will be displayed within the individual facilities to serve constant reminders. A breach of these rules shall be deemed to be a breach of the House Rules and Regulations of the Condominium Corporation.

**I hereby read, understood and agree to faithfully comply with the Condominium Corporation's House Rules and any other existing policies implemented by the Condominium Corporation/PMO.**

Conforme:

Approved By:

\_\_\_\_\_  
Signature Over Printed Name  
Unit Owner / Tenant

\_\_\_\_\_  
Signature Over Printed Name  
Property Manager