

## RESERVATION FORM

Date Filed: \_\_\_\_\_

Name of Amenity: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Payments Made:

Unit Number: \_\_\_\_\_

☐

50% DP

Php \_\_\_\_\_

Contact Number: \_\_\_\_\_

☐

100% DP

Php \_\_\_\_\_

Type of Activity:

\_\_\_\_\_

If sponsored, unit owner's name:

\_\_\_\_\_

Relation to member/resident:

\_\_\_\_\_

Date of Usage:

\_\_\_\_\_

Time (From – To):

\_\_\_\_\_

\_\_\_\_\_ and the Management shall not be held liable for any accident, loss of  
(Condominium/Subdivision)

life, or loss or damages of property of members or harm inflicted on users of the \_\_\_\_\_

(Name of Amenity)

I, \_\_\_\_\_ hereby acknowledged that I have read and understood the guidelines

(Owner)

set forth of the said amenity.

**CONFORME:**

**APPROVED BY:**

\_\_\_\_\_

\_\_\_\_\_

**Requestor**

(Signature over Printed Name)

**Property Management**

(Signature over Printed Name)

*Note: For your convenience, please accomplish guest list and submit to Admin Office 24hours prior to event.*

**IMPORTANT:**

**USE OF COMMON FACILITIES AND AMENITIES**

**Use of Function Hall/Clubhouse/Swimming Pool**

1. The function hall/clubhouse/swimming pool is available for exclusive use of unit owners and lessees for conferences, meeting and/or parties by prior arrangement with Administrative Office.
2. Renter **MUST** be a homeowner in good standing with the association.
3. Reservation can be arranged at least 2 weeks before the event on first-come, first-served basis.
4. Use is allowed from 8:00am to 10:00pm.
5. Rental rate is applied.
6. Soft music during the party is permissible provided the volume is controlled and does not bother other residents. Electrical musical instruments of any type or use of amplifiers and loud speakers are not permitted.
7. For any reserved area especially for a function or party, the owner or tenant who sponsored the party is responsible for the conduct of their guests during their stay at Royal Okeancrest Condominium premises.
8. Unit owners/tenants shall be responsible and will be charged accordingly for any loss or damage caused by themselves, their guests or caterers hired.
9. For any security purposes, forward to Administrative Office the name of the caterer and the complete list of guests for easy identification.
10. Ensure to cleanup after the event. **CLEAN AS YOU GO.**

ROYAL OCEANCREST Condominium Corporation and Property Management Office shall not be held liable for any accident, loss of life, or loss or damages of property of members or harm inflicted on users of the Function Hall, Clubhouse and Swimming Pool.

## GUEST LIST

COMPLETE NAME OF GUEST

1.	<hr/>	21.	<hr/>
2.	<hr/>	22.	<hr/>
3.	<hr/>	23.	<hr/>
4.	<hr/>	24.	<hr/>
5.	<hr/>	25.	<hr/>
6.	<hr/>	26.	<hr/>
7.	<hr/>	27.	<hr/>
8.	<hr/>	28.	<hr/>
9.	<hr/>	29.	<hr/>
10.	<hr/>	30.	<hr/>
11.	<hr/>	31.	<hr/>
12.	<hr/>	32.	<hr/>
13.	<hr/>	33.	<hr/>
14.	<hr/>	34.	<hr/>
15.	<hr/>	35.	<hr/>
16.	<hr/>	36.	<hr/>
17.	<hr/>	37.	<hr/>
18.	<hr/>	38.	<hr/>
19.	<hr/>	39.	<hr/>
20.	<hr/>	40.	<hr/>

*Note: Use separate page if necessary.*