



Terms and Agreement

By making a room reservation at FAST Learning and Development Center, you agree to the following terms and conditions:

1. Reservation Confirmation

- **External Guests:** Your room reservation is only confirmed upon receipt of full payment or a valid payment method. Any unpaid or incomplete reservations will be considered invalid.
- **Company Employees:** For employees of the company, a confirmation email will be sent upon successful booking. No payment is required at the time of reservation, as the payment will be charged to the respective business unit. However, the employee must adhere to the cancellation policy outlined below.

2. Cancellation Policy

- Cancellations made **48 hours or more** before the scheduled booking time are eligible for a full refund (for external guests) or cancellation without penalty (for company employees).
- **Cancellations made within 48 hours** of the scheduled booking time:
 - **External Guests:** Are **non-refundable**, and the full cost of the room will be charged.
 - **Company Employees:** The full cost of the room will be charged to the respective business unit.

3. No-Show Policy

If you do not arrive at the scheduled booking time and fail to cancel 48 hours prior:

- **External Guests:** You will be charged the full room reservation cost.
- **Company Employees:** The reservation will be marked as a no-show, and the room cost will be charged to the respective business unit.

FAST Logistics Learning and Development Corporation

📍 FMW Building, 235 Alabang-Zapote Road
Alabang, Muntinlupa City 1781 Philippines

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4. **Modifications**

Any changes to the reservation, such as date or time adjustments, must be made at least 48 hours before the booking. Modifications within the 48-hour window will not be accepted.

5. **Payment**

- **External Guests:** You authorize FAST Learning and Development Center to charge the full room cost in the event of a late cancellation or no-show. Payment details provided at the time of booking will be used for this purpose.
- **Company Employees:** The room cost will be billed to the respective business unit if the cancellation or no-show policy is violated.

6. **Property Damage and Loss**

Any **damage to property**, or **loss of furniture or fixtures** during the reservation period, will be charged to:

- **External Guests:** The individual or organization responsible for the booking.
- **Company Employees:** The respective business unit will be held financially responsible for damages or losses incurred during the reservation period.

7. **Missing or Lost Personal Items**

FAST Learning and Development Center is **not accountable** for any **missing or lost personal items** during the reservation period. It is the responsibility of the individual or business unit to safeguard their belongings.

8. **Liability**

FAST Learning and Development Center is not responsible for any personal or business losses incurred as a result of cancellation charges, changes to the booking, property damage, loss of furniture or fixtures, or missing personal items. The individual or business unit responsible for the reservation will be held liable for any damages.

By proceeding with your booking, you acknowledge and agree to these terms.

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