



Terms and Agreement

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

Reservation Confirmation

- **External Guests:** Your room reservation is only confirmed upon receipt of 75% advance payment or a valid payment method. The remaining 25% must be paid before the scheduled booking time. Any unpaid or incomplete reservations will be considered invalid.
- **FAST 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.

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 FAST 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.
- **FAST Employees:** The full cost of the room 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

☎ (+632) 8784-3278
FAST

📍 3/F FAPC Building, MC Briones Highway
Mandaue City 6014, Philippines

☎ (+6332) 343-7888

www.fast.com.ph



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

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.

Payment

- **External Guests:** A 75% advance payment is required once your reservation is approved. The remaining 25% must be paid before the scheduled booking time. You also 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.
- **FAST Employees:** The room cost will be billed to the respective business unit if the cancellation or no-show policy is violated.

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.
- **FAST Employees:** The respective business unit will be held financially responsible for damages or losses incurred during the reservation period.

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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.

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.

Cleanliness

All guests are requested to observe cleanliness and keep the room as clean as possible during their reservation. Please be mindful of maintaining a tidy environment for the benefit of all.

Meals

Meals are *not included* in the room reservation payment or as part of any room package. However, a canteen is available on the first floor where breakfast and snacks can be purchased.

Free Wi-Fi

Free Wi-Fi is included with your room reservation. Vouchers for Wi-Fi access can be collected on the first floor from the security guard. Please note that it is strictly *one internet voucher per person*.

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

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