

## RESERVATION AGREEMENT

This event Reservation Agreement (hereinafter referred to as the “**Agreement**”) is entered into on **February 07, 2024** (the “**Effective Date**”), by and between **JONAH BENARES** (referred to as the “**Client**”), and **Base Function Hall** (hereinafter referred to as the “**Vendor**”) (collectively referred to as the “**Parties**”).

Hereby, the “**Vendor**” agrees to provide the services enlisted below only after “**Client**” settles his/her full payment and final Contract Agreement has been made (hereinafter referred to as “**Services**”)

### SERVICES INCLUSION:

- Function use for 4 hours
- Tables (with table cloth) and regular chairs (with seat cover)
- Waiter service
- Basic sound system & microphone w/ operator
- *Upon request:*
- Whiteboard
- Stage & podium
- Simple centerpiece

### BOOKING DETAILS:

Date of event: **APRIL 20, 2024**

Time of event: **2:00PM – 6:00PM**

Type of event: **BIRTHDAY**

Hall: **MARIE HALL**

Food Package:

**Add-ons:**

All in one Package:

Grazing Table Package: \_\_\_\_\_

LED Wall Package: \_\_\_\_\_

Color Motiff/Theme:

## CONTACT INFORMATION:

Client's Contact number:

Client's Email Address:

Other necessary & relevant person & contact number:

## RENTAL, UPGRADES & OTHERS

a) Additional charge/hour:	PHP 1,500.00 / hour (Marie Hall)
b) Additional charge/hour:	PHP 1,000.00 / hour (AVR, Henri's & Therese Hall)
c) Additional charge/hour:	PHP 2,000/ hour (Mezzanine Hall)
d) Operator:	PHP 100.00/hour
e) Waiter Service per head:	PHP 100.00 /hour
f) Projector Rental:	PHP 1,500.00 x 4 hours
g) LED/ Par Light:	PHP 250.00 / pc
h) Tiffany Chairs:	PHP 20.00/pc

## CORKAGE FEES

a) Lechon per piece	PHP 850.00 / Pc
b) Case/Keg of Beer	PHP 300.00 / Case
c) Hard Liquor & Wine per bottle	PHP 300.00 / Bottle
d) Food Cart	PHP 300.00 / Cart
e) Grazing Table	PHP 3,000.00
f) Mobile bar	PHP 3,000.00

## ELECTRICAL CHARGES

a) LED WALL: PHP 200.00 /Panel	
<b>***other electrical charges will be charged specifically (depending on wattage) ***</b>	
a) FULL BAND: PHP 1,500.00	
b) ACOUSTIC BAND: Php 500.00	
c) Photobooth	PHP 300.00/booth
d) With DJ	PHP 500.00
e) Projector c/o client	PHP 500.00
f) Projector screen	PHP 500.00
g) Led/Par light/String lights	PHP 150.00/pc
h) Haze Machine	PHP 150.00/machine
i) Follow/Spotlight	PHP 300.00/Light
j) Fire Blaster/Sparkulars	PHP 200.00/pc
k) Sharpie light	PHP 250.00/light
l) Moving Laser Lights	PHP 500.00/pc
m) Moving Heads	PHP 250.00/Head



FUNCTION HALL

n) Fog/Smoke Machine	PHP 200.00/pc
o) Low lying	PHP 200.00/pc
p) Beam Light	PHP 300.00/pc
q) Confetti Blaster	PHP 500.00/pc

**TERMS & CONDITIONS:**

- ***Strictly NO outside caterer/food allowed.***
- Your booking will ONLY be considered final after full payment and receipt of conformed.
- Full payment SHOULD be settled 7 days before the event. If payment has not yet been made, the reservation may be cancelled automatically.
- Check payment is not accepted. We only accept CASH, DEBIT/CREDIT (straight payment) & ONLINE TRANSFERS.
- We accept below minimum number of pax, as well as increase in number of pax however, with additional charges.
- Reservation Fee amounting to P5,000 (***NONREFUNDABLE & NONTRANSFERRABLE***) and Refundable Security Deposit of P5,000 are required upon confirmation of booking date. Client may opt to pay more.
- Cancellations & Refund: Clients understands that upon entering into this Contract, Base Function Hall is committing its resources and time. Thus, cancellation would result to loss of business opportunities in an amount that cannot be calculated. Therefore, all payments made are nonrefundable and nontransferable in the event of cancellation.
- 50% down payment is required for food and Venue packages or All-in-one Packages bookings.
- For Food Tasting request, event date must be 2-3 weeks away from date of booking and 50% down payment is required.
- After event, decorator shall remove all their personal property and dispose their own trash properly. Use of double-sided tapes, scotch/packing tapes, push pins are not allowed.
- Corkage's, Excess, damaged and other incidental charge shall automatically be deducted from security deposit.
- Bringing of beer bottle (filled or empty) outside the building is prohibited (if ordered inhouse).
- After event, all empty bottles will be accounted for per case. In case of missing/broken bottles, P15.00/bottle will be charged.
- Schedule of Decor Ingress: 4 hours before event/same day of event – 9:00 am to 5:00 pm or day before depending on the availability of the hall
- The conduct of all participants while on the Base Function Hall property shall be the responsibility of the renter. The renter also accepts all responsibility for any injury to person(s) or property, or loss or damage to property or theft of personal property on Base Function Hall's premises during the rental period. Failure by any individual or group to follow all applicable rules and regulations will be cause for immediate eviction. Base Function Hall retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.
- **Rates subject to change without prior notice.**



## CANCELLATION & REFUND

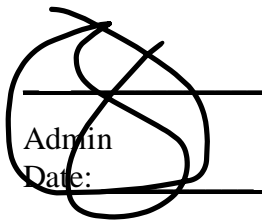
Clients understand that upon entering into this Contract, Base Function Hall is committing its resources and time. Thus, the cancellation would result in a loss of business opportunities for an amount that cannot be calculated.

Therefore, all payments made are nonrefundable and nontransferable in the event of cancellation.

Should you need further assistance, please do not hesitate to contact us at 034.4327092 or 0969.051.0000/0969.407.6814.

Looking forward to the opportunity of serving you with our best attention.

In witness whereof, parties have executed this Contract Agreement on the date indicated below by their signatures.

A stylized signature, possibly reading "S", is written over two horizontal lines. The top line is labeled "Admin" and the bottom line is labeled "Date:".

A stylized signature is written over the printed name "Jonah Faye Benares".

Client's signature over printed name  
Date: \_\_\_\_\_