



## FUNCTION ROOM RESERVATION AGREEMENT

<b>UNIT OWNER / LESSEE</b>	<b>BUILDING/ UNIT NO.</b>						
<b>SPONSOR</b>	<b>CONTACT NUMBER</b>						
<b>SIGNATURE OF UNIT OWNER.</b>	<b>DATE &amp; TIME OF FUNCTION</b>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>VENUE</b></td> <td style="width: 33%;"><b>RENTAL AMOUNT</b></td> <td style="width: 34%;"><b>TYPE OF FUNCTION</b></td> </tr> <tr> <td><b>HELICONIA FUNCTION ROOM</b></td> <td></td> <td><b>EXPECTED NO. OF GUESTS</b></td> </tr> </table>	<b>VENUE</b>	<b>RENTAL AMOUNT</b>	<b>TYPE OF FUNCTION</b>	<b>HELICONIA FUNCTION ROOM</b>		<b>EXPECTED NO. OF GUESTS</b>	
<b>VENUE</b>	<b>RENTAL AMOUNT</b>	<b>TYPE OF FUNCTION</b>					
<b>HELICONIA FUNCTION ROOM</b>		<b>EXPECTED NO. OF GUESTS</b>					

### OTHER TERMS AND CONDITIONS

1. Upon signing of this Agreement the LESSEE agrees to pay a RESERVATION FEE of \_\_\_\_\_.
2. Cancellation of reservation shall be made one (1) week before the reservation date. Otherwise, the reservation fee shall be forfeited.
3. Full payment shall be made by the LESSEE two (2) weeks before start of function. Additional charges, if any shall be paid by the LESSEE right after the function.
4. By signing this Agreement, the LESSEE shall strictly comply with the policies, guidelines and house rules and regulations.
5. Function Room is exclusive for PARTIES / EVENTS purposes only with a maximum of 75 - 100 persons only.
6. The DMCI Leasing Services shall have the exclusive prerogative to remove, disallow or discontinue the use of the Function Room if the LESSEE does not comply with the Function Room policies, guidelines and house rules.
7. The LESSEE shall be liable for damage he/she or his/her guests caused to the Function Room and its facilities including the furniture and accessories found therein, and for any injury to person/s or adjacent properties. Likewise, the LESSEE shall be responsible for the safety and security of his/her guest, their personal belongings and properties brought into the premises.
8. Pay parking is available for guests. Parking fee is Php50.00/slot for the entire event. Must be booked Two (2) weeks before the event.
9. The LESSEE is not allowed to assign or transfer its right in this Agreement to another party without the approval of the DMCI Leasing Services.
10. Smoking inside the Function Room is strictly prohibited.
11. No gambling is allowed in the Function Room.
12. The LESSEE should be responsible for the conduct of his/ her guest at all times. He/ She shall see to it that there will be no disturbing activities such as loud/ offensive music, boisterous action.
13. Maximum of 5 Hours per occasion, 9:00am – 10:00pm
14. Rental Fee – (6,000 (whole function room) 4,000 (half function with bar) 3,000 (half function near main door)– First 3 Hours) (1,000 (whole function room) 1,000 (half function room) – per Hour thereafter)
15. A 6,000 (whole function room) 4,000 (half function with bar) 3,000 (half function near main door) check security deposit shall be deposited to DMCI Leasing Services and payable to **DMCI Project Developers Inc.**, at least 1 week before the scheduled reserved date of use.
16. Caterers shall provide trash bins/bags at their own expense and garbage disposal must also provide upon.
17. No Invitation No Entry for the Visitors / Guest.
18. Rented Mobile is subject to additional electric fee of Php 500.
19. No wall posting (tarpaulin; posters)

**By: LESSEE**

**By: LEASING SERVICES**

\_\_\_\_\_  
Signature over printed name  
Date : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name  
Date : \_\_\_\_\_