



## RESERVATION AGREEMENT

LESSEE	ADDRESS
SPONSOR If any	CONTACT NUMBER
SIGNATURE OF PARTY HOST	DATE & TIME OF FUNCTION
VENUE CASA REAL <input type="checkbox"/> UGF <input type="checkbox"/> 2F    RENTAL AMOUNT Php _____	TYPE OF FUNCTION NO. OF GUESTS

### TERMS AND CONDITIONS

1. Rental Fee: \_\_\_\_\_. Other payment details pls. refer to our quotation.
2. Upon signing of this Agreement the PARTY HOST agrees to pay a **RESERVATION FEE** of Php10,000 Payable to DMCI PDI.
3. 50% Downpayment shall be made by the PARTY HOST Thirty (30) days after the reservation. 50% Full Payment must be paid 30 days before the event.
4. For events booked less than 2 weeks before scheduled event, full payment & security deposit is required 3 days before the said schedule and shall be paid on CASH basis only.
5. Security deposit for DMCI Residents Php15,000 and for Non-DMCI Resident Php18,000 must be lodged Two (2) weeks before the event. For sponsored event a sponsor letter will be required with the copy of ID of the said sponsor.
6. Security Deposit will be refunded less charges if there is any **Fifteen (15) working days** after the event. But for payments made less than Two (2) weeks before the event, the security deposit will be refunded after **Thirty (30) working days**.
7. Time Extensions such as early ingress, main event extension and late egress are subject to additional fees. These are applicable both for venue and for staffs assigned during the event. Kindly refer to quotation.
8. Cancelled Reservations or for "No Show" – Reservation Fees or other payments made shall be forfeited.
9. Rebooking of events is allowed depending on the availability of the venue place. However, rebooking is only valid 1 yr. from the said date of first booked event. Otherwise reservations fees or other payments made shall be forfeited.
10. DMCI Leasing Services shall have the exclusive prerogative to remove, disallow or discontinue the use of the Function Room if the LESSE does not comply with the Function Room house rules & regulations
11. By signing this Agreement, the PARTY HOST shall strictly comply with the house rules and regulations of CASA REAL.

By: PARTY HOST

By: LEASING SERVICES

\_\_\_\_\_  
Signature over printed name

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

\_\_\_\_\_  
Signature over printed name

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