



EXECUTIVE LOUNGE @ THE OBSERVATORY

RESERVATION AGREEMENT

UNIT OWNER / LESSEE		BUILDING/ UNIT NO.	
SPONSOR		CONTACT NUMBER	
SIGNATURE OF UNIT OWNER.		DATE & TIME OF FUNCTION	
VENUE	RENTAL AMOUNT	TYPE OF FUNCTION	EXPECTED NO. OF GUESTS
Executive Lounge			
<u>OTHER TERMS AND CONDITIONS</u>			
<ol style="list-style-type: none"> 1. Upon signing of this Agreement the LESSEE agrees to pay a RESERVATION FEE of Php 5,000.00 Payable to DMCI PDI. 2. Cancellation of reservation shall be made one (1) month before the event 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 before 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 50 to 60 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 & suppliers 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, suppliers & their personal belongings and properties brought into the premises. 8. Pay parking is available for guests. Parking fee is Php50.00/slot valid for the entire event. Parking slots must be booked Two (2) weeks before the event. No advance booking of parking slots, guests will be subject to hourly parking at 5Level of Iris Bldg. to be billed by our Parking operator – Park n Go. 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 3 Hours per main event and additional 1hr for Ingress and 1 hr. for egress. 14. Rental Fee: _____ 7,000 Executive Lounge / _____ 10,000 Executive Lounge & Spillover of Observatory good for additional 30 pax setting only. Additional 100/pax in excess of 30pax. 15. Security deposit 7,000/ 10,000 payable to DMCI Project Developers Inc., at least 2 weeks before the scheduled reserved date of use. Security Deposit is refundable 15 days from date of event and upon clearance. 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 1,000. 19. No pasting, nailing or posting of tarpaulin; posters or any party accessories directly to walls of the premise. 			

By: LESSEE

By: LEASING SERVICES

Signature over printed name

Date : _____

Signature over printed name

Date : _____