



HELICONIA FUNCTION ROOM
RESERVATION AGREEMENT

UNIT OWNER / LESSEE		BUILDING/ UNIT NO.	
SPONSOR		CONTACT NUMBER	
SIGNATURE OF UNIT OWNER		DATE & TIME OF EVENT	
VENUE	RENTAL AMOUNT	TYPE OF FUNCTION	EXPECTED NO. OF GUESTS
HELICONIA FUNCTION ROOM Php _____			
<p style="text-align: center;">OTHER TERMS AND CONDITIONS</p> <p>1. Upon signing of this Agreement the PARTY HOST agrees to pay a RESERVATION FEE of Php3,000.00, Payable to DMCI PDI.</p> <p>2. Rental Fee – Php6,000.00 - First 3 Hours. Php1,000.00 extension per hour.</p> <p>3. Maximum of 5 Hours per event, 1 Hour Ingres / 3 Hours Main Event / 1 Hour Egress</p> <p>4. Full payment and security deposit shall be made by the PARTY HOST Two (2) weeks before start of event. Additional charges, if any shall be deducted to the security deposit.</p> <p>5. 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.</p> <p>6. Security deposit is Php6,000.00 payable to DMCI Project Developers Inc., and must be lodged Two (2) weeks before the event. 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.</p> <p>7. For sponsored event a sponsor letter will be required with the copy of ID of the said sponsor.</p> <p>8. Function Room is exclusive for PARTIES / EVENTS purposes only with a capacity of 70 - 100 persons only.</p> <p>9. Pay parking is available for guests. Parking slots must be booked Two (2) weeks before the event. Guests will be subject to hourly parking at 5th Level of Iris Building to be billed by our Parking operator – Park n Go.</p> <p>10. The PARTY HOST 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.</p> <p>11. The PARTY HOST is not allowed to assign or transfer its right in this Agreement to another party without the approval of the DMCI Leasing Services.</p> <p>12. Rented Mobile is subject to additional electric fee of Php500.00.</p> <p>13. Cancellation of reservation shall be made One (1) month before the reserved date. Otherwise, the reservation fee shall be forfeited.</p> <p>14. The 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 policies, guidelines and house rules.</p> <p>15. By signing this Agreement, the PARTY HOST shall strictly comply with the house rules and regulations.</p>			

By: PARTY HOST

By: LEASING SERVICES

Signature over printed name
Date : _____

Signature over printed name
Date : _____