



RESERVATION AGREEMENT

LESSEE		ADDRESS	
SPONSOR If any		CONTACT NUMBER	
SIGNATURE OF LESSEE.		DATE & TIME OF FUNCTION	
VENUE CASA REAL	RENTAL AMOUNT	TYPE OF FUNCTION	NO. OF GUESTS

TERMS AND CONDITIONS

- Rental Fee: _____. Other payment details pls. refer to our quotation.
- Upon signing of this Agreement the LESSEE agrees to pay a RESERVATION FEE of Php 10,000 Payable to DMCI PDI.
- 50% Downpayment shall be made by the LESSEE thirty (30) days after the reservation. 50% Full Payment must be paid 30 days before the event.
- For events booked less than 2 weeks before scheduled event, Full Payment & security deposit is required 3days before the said schedule and shall be paid on CASH basis only.
- Security deposit for DMCI Residents Php 15,000/ Security deposit for Non-DMCI Resident Php 18,000 must be lodged 30 days before the event. Security Deposit is returned less charges if there is any 15 days after the event.
- DMCI PDI 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
- Cancelled Reservations or for “No Show” – Reservation Fees or other payments made shall be forfeited.
- 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.
- 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.
- By signing this Agreement, the LESSEE shall strictly comply with the house rules and regulations of CASA REAL.

By: LESSEE

By: LEASING SERVICES

Signature over printed name

Signature over printed name

Date : _____

Date : _____