



Casa Real House Rules & Regulations

1. Usage - Upper Ground and 2nd Floor of Casa Real is dedicated mainly for the following:

- Venue for Parties, Events or other special occasions
- Function Room for Seminars or Conferences

2. Before the Event the PARTY HOST must comply with Payments, Deposits, Signed Reservation Agreement, and Proposed plan for Special arrangements if there are any.

3. Time & Schedule of Events:

Schedule:

AM Schedule:

Ingress: 7AM to 10AM (3Hrs.)
Main Event: 10AM to 2PM (4Hrs.)
Egress: 2PM to 3PM (1Hr.)

PM Schedule:

Ingress: 4PM to 7PM (3Hrs.)
Main Event: 7PM to 11PM (4Hrs.)
Egress: 11PM to 12PM (1Hr.)

NOTE:

Event Extension subject to availability of Function Room.

4. Time of Ingress, Egress and main event must be strictly followed. Morning events or functions can only extend if there are no other booked events on the same day. Evening events extension will only be up to 2:00am maximum and subject to additional fee.

5. **CAPACITY:** Upper Ground Floor – 100 to 130 pax maximum, 2nd Floor – 70 to 80 pax maximum

NOTE: Guests must not exceed the said capacity. For those who will request to exceed the capacity of the function rooms an additional 3,000 shall be deducted to the security deposit.

6. Place of events & functions will be limited to the venue rented only.

7. In occasions that there are Two (2) functions booked at the same time by different clients at Upper Ground Floor & 2nd Floor the following will be there guest entrances:

- Upper Ground Floor Event – Side entrance & Front Entrance
- 2nd Floor Event – Front Entrance Only

8. Visitors/Guests are not allowed to loiter at other function areas. Casa Real Tower and upper balcony is open for view deck purposes only if there is no booked function on the said areas.

9. No smoking and bringing of food at the Tower Balcony. Any guest caught violating this section will be penalized for P300/guest.

10. No Smoking inside function rooms. Smoking areas are assigned only at the balcony outside the function rooms and with designated bins.

11. Gambling is not allowed in all areas of CASA REAL.

SIGNATURE / PRINTED NAME OF PARTY HOST

12. Pay Parking is available at Town Center Acacia Estates. There will be no parking on side streets of Acacia Estates. Violators will be fined at P500 per vehicle.

13. The PARTY HOST shall be liable for damage he/she or his/her guests or suppliers has 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.

14. The PARTY HOST shall be responsible for the safety and security of his/her guest, their personal belongings and properties brought into the premises. Casa Real management will not be liable for any loss of personal belonging within the premises.

15. The PARTY HOST 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.

16. Caterers shall provide trash bins/bags at their own expense and garbage disposal for after event must be directed at TCAE's garbage disposal area and must not be left at the said premises.

17. Floor Manager will be available on the date of event to coordinate and supervise the entire activity.

18. There will be one assigned house keeper for the up keep of washrooms and to assist floor manager.

19. No wall posting (tarpaulin; posters). For Decorations and other special arrangements on ceilings and walls a proposal and plan must be submitted 1 month before the event for approval.

20. Floor Manager will be requesting PARTY HOST to sign clearance form after EGRESS. This will be used as reference for the refund of security deposit. Any penalties or incurred fees will be deducted on your security deposit.

21. For Evening events, lights at rented area and common areas of Casa Real will be lighted only. If PARTY HOST will request for all lights to be open including other function room an additional of P1,000 will be charged for electricity.

22. DMCI Leasing Services is not liable with your contract with our accredited Lights & Sound System operator. PARTY HOST has the option to acquire their own Lights & Sounds Operator. If the party host will use the built-in sound system of the 2nd Floor Function Room an additional 3,000 will be charged.

23. Additional Lights & Sounds acquired from outside suppliers will be subject to additional P1,000 Fee for electricity consumption.

24. PARTY HOST will be in charge for the food of the following staffs provided at CASA REAL:

1. Floor Manager 2. Sounds & Lights Technician 3. House keeper 4. Electrical Technician.

This is to certify that I agree on the following terms & conditions of CASA REAL.

SIGNATURE / PRINTED NAME OF PARTY HOST