



## EXECUTIVE LOUNGE @ THE OBSERVATORY

### RESERVATION AGREEMENT

<b>UNIT OWNER / LESSEE</b>		<b>BUILDING/ UNIT NO.</b>	
<b>SPONSOR</b>		<b>CONTACT NUMBER</b>	
<b>SIGNATURE OF PARTY HOST</b>		<b>DATE &amp; TIME OF FUNCTION</b>	
<b>VENUE</b> Executive Lounge	<b>RENTAL AMOUNT</b> Php _____	<b>TYPE OF FUNCTION</b>	<b>EXPECTED NO. OF GUESTS</b>
<p style="text-align: center;"><b><u>OTHER TERMS AND CONDITIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Upon signing of this Agreement the LESSEE agrees to pay a RESERVATION FEE of <b>Php5,000.00</b>, Payable to DMCI PDI.</li> <li>2. Rental Fee: <b>Php8,000.00 - Executive Lounge / Php11,000.00 - Executive Lounge &amp; Spillover of Observatory</b> good for additional 30 pax setting only. Additional 100/pax in excess of 30pax. – First 3 Hours. Php1,000.00 extension per hour.</li> <li>3. Maximum of 5 Hours per event, 1 Hour Ingres / 3 Hours Main Event / 1 Hour Egress.</li> <li>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.</li> <li>5. For events booked less than 2 weeks before scheduled event, full payment &amp; security deposit is required 3 days before the said schedule and shall be paid on CASH basis only.</li> <li>6. Security deposit <b>Php5,000.00</b> payable to <b>DMCI Project Developers Inc.</b>, at least 2 weeks before the scheduled reserved date of use. Security Deposit is refundable 15 days from date of event and upon clearance. For sponsored event a sponsor letter will be required with the copy of ID of the said sponsor.</li> <li>7. Security Deposit will be refunded less charges if there is any <b>Fifteen (15) working days</b> after the event. But for payments made less than Two (2) weeks before the event, the security deposit will be refunded after <b>Thirty (30) working days</b>.</li> <li>8. Function Room is exclusive for PARTIES / EVENTS purposes only with a maximum of <b>50 to 60 persons only</b>.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>12. Rented Mobile is subject to additional electric fee of Php 1,000.</li> <li>13. Cancellation of reservation shall be made one (1) month before the event date. Otherwise, the reservation fee shall be forfeited.</li> <li>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.</li> <li>15. By signing this Agreement, the LESSEE shall strictly comply with the policies, guidelines and house rules and regulations.</li> </ol>			

**By: PARTY HOST**

**By: LEASING SERVICES**

\_\_\_\_\_  
Signature over printed name  
Date : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name  
Date : \_\_\_\_\_