



LEASE AGREEMENT

1. EVENT DETAILS

CLIENT NAME	
ADDRESS	
CONTACT NO.	
EMAIL ADDRESS	
DATE & TIME	
TYPE OF EVENT	
NO. OF GUEST	

2. RENTAL PAYMENT

VENUE : <input type="checkbox"/> Hall A <input type="checkbox"/> Hall B <input type="checkbox"/> Whole Tent	PHP
SECURITY DEPOSIT :	PHP 30,000.00
TOTAL VENUE RENTAL	PHP

2.1 Before the event, the Party Host must comply with Payments, Deposits, Signed Lease Agreement and Proposed Plans for Special Arrangements if there's any.

3. RESERVATION

- 3.1 Upon signing this Agreement, the Party Host agrees to pay a RESERVATION FEE of Php20,000.00 payable to DMCI PDI.
- 3.2 Fifty Percent (50%) shall be made by the Party Host Thirty (30) days after the Reservation which will be on _____.
- 3.3 Fifty Percent (50%) Balance must be settled Thirty (30) days before the event, which will be on _____.
- 3.4 For Events booked less than two (2) weeks before the scheduled event, full payment and Security Deposit is required Five (5) days before the event and shall be settled in CASH BASIS ONLY.
- 3.5 Reservation fees and all other payments made shall be forfeited for Cancelled Reservations and "No-Show" cases.
- 3.6 Rebooking of events is allowed depending on the availability of the venue place. However, rebooking is only valid for one (1) year from the first reservation made, otherwise, reservation fees and other payments made shall be forfeited.

4. SECURITY DEPOSIT

- 4.1 Security Deposit of Php30,000.00 must be lodged Thirty (30) days before the event.
- 4.2 Security Deposit will be refunded less charges, if there is any, Thirty (30) days after the event date. Photocopy of ID and Authorization Letter must be submitted before the event as main requirements for Security Deposit Refund.
- 4.3 Party Host must provide an Authorization Letter for MS. AZEL DEPADUA to pick up CHECK REFUND from DMCI HOMES Head Office with Photocopy of signatory's Identification Card.
- 4.4 Any Penalties or Incurred Fees will be deducted from the Security Deposit.
- 4.5 Damages / Penalties that will exceed the Security Deposit will be charged accordingly.

5. VENUE

HALL	CAPACITY
HALL A	300
HALL B	500

- 5.1 Party Host must have the venue checked by suppliers for guests more than the stated capacity.
- 5.2 Venue is dedicated mainly for Parties, Events or other Special Occasions, Function Room for Seminars or Conferences.
- 5.3 Place of events and Functions will be limited to the venue rented only.
- 5.4 Guests are not allowed to loiter at the other halls. No Smoking and bringing of food at the Tower Balcony. Violation of this section will be penalized for Php300.00 / guest.
- 5.5 No Smoking inside the tent. Smoking areas are assigned only at areas with designated bins.
- 5.6 Gambling is not allowed in all areas of The Tent
- 5.7 The Party Host shall be liable for damage he/she or his/her guests or suppliers has caused the Venue and its facilities including accessories found therein, and for any injury to the person/s or adjacent properties.
- 5.8 The Party Host shall be responsible for the safety and security of his/ her guests, their personal belongings and properties brought into the premise. The Tent Management will not be liable for any loss of personal belongings within the premises.
- 5.9 The Party Host shall be responsible for the conduct of his/her guests at all times. He/She shall see to it that there will be no disturbing activities such as loud / offensive music and boisterous actions.
- 5.10 No Wall and Ceiling Posting, may it be in Tarpaulin, posters or of any form. For decorations and other special arrangements, a proposal / plan must be submitted one (1) month before the event for The Tent Management's approval.

6. **SUPPLIERS**

- 6.1 Caterers shall provide trash bins/bags. Garbage disposal after event must be directed at Town Center Acacia Estates garbage disposal area and must not be left at any part of The Tent. Violation of this section will be charged Php2,000.00.
- 6.2 DMCI Leasing Services Department / The Tent Management is not liable with your contract / negotiation with Party Host's third party suppliers i.e., Caterers, Lights & Sounds, Photo booth, etc.
- 6.3 No vehicle is allowed to enter the promenade.

7. **INGRESS / EGRESS and EXTENSIONS**

- 7.1 Ingress is Four (4) Hours before the main event.
- 7.2 Egress is Four (4) Hour after the main event.
- 7.3 Time extensions such as early ingress, main event extensions and late egress are subject to additional fee for the venue payable to DMCI-PDI. Whole Tent is Php10,000/hr, Hall A and Hall B is Php6,000/hr.
- 7.4 Main Event extensions will only be up to 2am maximum. Sounds must be lowered down by 12mn or by which is allowed by the Law.

8. **PARKING**

- 8.1 Pay Parking is available at Town Center Acacia Estates.
- 8.2 No parking on the side streets of Acacia Estates and sides of Town Center. Violation of this section will be fined at Php500.00 per vehicle.
- 8.3 Special Arrangements must be directed to the parking operator.

9. **EVENTS ASSISTANCE**

- 9.1 Leasing Coordinator will be available on the date of event to coordinate and supervise the entire activity and ensure that The Tent House Rules are well implemented.
- 9.2 Leasing Coordinator will be requesting Party host to sign The Tent Clearance Form after EGRESS. This will be used as reference for the refund of Security Deposit. The Tent Management will inform Party Host of Venue Damages and Suppliers' and Guests' violations, Twenty Four (24) hours after the event.
- 9.3 There will be assigned housekeepers for the up keep of washrooms and to assist Floor Manager.
- 9.4 Party Host will be in charged for the food of the following staffs provided at THE TENT:
(1) Leasing Coordinators, (1) Electrician, (3) Housekeepers.

10. **EVENT CONTACT PERSON**

Party host will provide the following Five (5) days before the said event:

- Name and contact number of event organizer
- Name and contact number of caterer.
- Name and contact number of supplier of sound system.

DMCI Leasing Services Department / The Tent Management shall have the exclusive prerogative to remove, disallow or discontinue the use of the Venue if the Lessee does not comply with THE TENT's rules and regulations.

By signing this Agreement, the Party Host shall strictly comply with the House Rules and Regulations of **THE TENT**.

By: PARTY HOST

By: LEASING SERVICES

Signature over printed name

Signature over printed name

Date: _____

Date: _____

DATE: _____
TO: _____
EVENT DATE: _____
VENUE: THE TENT ☐ UGF ☐ 2F

We are pleased to submit our quotation for your event on _____ for CASA REAL.

DETAILS	AMOUNT
Venue Rental – <input type="checkbox"/> Upper Ground <input type="checkbox"/> 2 nd Floor	Php _____
Security Deposit	_____
Addtl. Fee for Electricity for Mobile System	1,000.00
Built-in Sound System – 2nd Floor	_____
TOTAL:	_____ - Payable to DMCI-PDI

OTHER ADDITIONAL CHARGES:	
On The Day Floor Manager	Php 1,000.00
On The Day Technician	1,000.00
TOTAL:	2,000.00 - Cash Basis Only

EVENT EXTENSION CHARGES	
Venue	Php 2,000.00 / Hr.
On The Day Floor Manager	200.00 / Hr.
On The Day Technician	200.00 / Hr.

Any incurred additional fees during the event will be charged on the security deposit. Should you have any clarifications please contact me at the Telephone numbers listed below. If you find our quotation acceptable kindly sign your confirmation below.

Thank you.

Sincerely, _____ Conformed by: _____

LEASING SERVICES

PARTY HOST



CLEARANCE

EVENT DATE : _____
VENUE : CASA REAL ☐ UGF ☐ 2F
OCCASION : _____
NUMBER OF GUEST: _____

This is to confirm that we have availed the use of CASA REAL under the following schedules:

INGRESS: _____
MAIN EVENT: _____ EXTENSION if any: _____
EGRESS: _____
OTHER REMARKS:

CONFORME:

PARTY HOST PRINTED NAME & SIGNATURE

ON THE DAY FLOOR MANAGER

AUTHORIZATION

DATE: _____

This is to authorize _____ to receive my security deposit refund on my behalf from DMCI Homes Head Office which will be lately transmitted to Town Center at Acacia Estates, DMCI Information Office.

PARTY HOST

Signature over printed name
Date: _____