



## LEASING SERVICES

### Heliconia Function House Rules & Regulations

1. **USAGE** - Heliconia Function Room 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 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 10:00 PM maximum and subject to additional fee. Early Ingress and extended egress will be subject to Php500/Hr. as additional fee.
4. **EXTENSION:** Time Extensions such as early ingress, main event extension and late egress are subject to additional fees.
5. **CAPACITY** : 70 to 100 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 1,000 shall be deducted to the security deposit.
6. Place of events & functions will be limited to the venue rented only.
7. No Invitation No Entry for the Visitors / Guest.
8. No Loitering: Visitors/Guests are not allowed to loiter not within the leased premises.
9. No Smoking inside function room.
10. No gambling is allowed at all areas of function room.
11. 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.
12. 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.
13. 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.
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. The management will not be liable for any loss of personal belonging within the premises.
15. Caterers shall provide trash bins/bags at their own expense and garbage disposal for after event must be directed at garbage disposal area and must not be left at the said vicinity.
16. 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.
17. DMCI Leasing Services is not accountable with any agreement entered Lights & Sound System Operator or Catering Services.
18. Additional Lights & Sounds acquired from outside suppliers will be subject to additional Php500 Fee for additional electricity consumption.
19. DMCI Leasing Services shall have the exclusive prerogative to remove, disallow or discontinue the use of the function room if the PARTY HOST does not comply with the house rules.

This is to certify that I agree on the following terms & conditions of HELICONIA FUNCTION ROOM.

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PRINTED NAME OF PARTY HOST