



Casa Real House Rules & Regulations

1. Usage - Upper Ground and 2/F level of Casa Real is dedicated mainly for the following:
 - Venue for Parties, Events or other special occasions
 - Function Room for Seminars or Conferences
 2. Time & Schedule of Events:
 - 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.
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 2AM maximum and subject to additional fee. Early Ingress and extended egress will be subject to P200/Hr. as additional fee.
 4. Capacity : UG – 100 to 130 pax maximum, 2F – 70 to 90 pax maximum
 5. Guests must not exceed the said number indicated herein otherwise DMCI Leasing Services shall have the exclusive prerogative to remove, disallow or discontinue the use of the Function Room if the LESSEE does not comply with the house rules.
 6. Place of events & functions will be limited to the venue rented only.
 7. 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 2AM maximum and subject to additional fee.
 8. In occasions that there are Two (2) functions booked at the same time by different clients at UG & 2F the following will be there guest entrances:
 9. UG Event – Side entrance & Front Entrance
 10. 2F Event – Front Entrance Only
 11. No Loitering: 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.
 12. No smoking and bringing of food at the Tower Balcony. Any guest caught violating this section will be penalized for P300/guest.
 13. No Smoking inside function Rooms. Smoking areas are assigned only and with designated bins.
 14. No gambling is allowed at all areas of CASA REAL.
 15. 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.
 16. There will be three (3) Free Parking Slots for the suppliers and for the LESSEE on the date of event. Parking Stub will be given by our Leasing Officer upon signing of reservation agreement.
 17. The Party Host/LESSEE 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.
 18. The Party Host/LESSEE shall be responsible for the safety and security of his/her guest, their personal belongings and properties brought into the premises.

PRINTED NAME OF LESEE / PARTY HOST

19. The Party Host/LESSEE 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.
20. 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 vicinity.
21. Floor Manager will be available on the date of event to coordinate and supervise the entire activity.
22. There will be one assigned house keeper for the up keep of Washrooms and to assist floor manager.
23. 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.
24. Before the Event the LESSEE must comply with Payments, Deposits, Signed Reservation Agreement, and Proposed plan for Special arrangements if there are any.
25. Floor Manager will be requesting Party Host/LESSEE 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.
26. For Evening events, lights at rented area and common areas of Casa Real will be lighted only. If LESSEE will request for all lights to be open including other function room an additional of P1,000 will be charged for electricity for the entire duration of the event.
27. DMCI is not accountable with any agreement entered with our referred Lights & Sound System Operator. LESSEE has the option to acquire service of other Lights & Sounds Operator.
28. Additional Lights & Sounds acquired from outside suppliers will be subject to additional P1, 000 Fee for additional electricity consumption.
29. Party Host/LESSEE will be in charge for the food of the following staffs provided at CASA REAL:
30. Floor Manager 2. Sounds & Lights Technician 3. House keeper 4. Electrical Technician.
31. Pets are no allowed at CASA REAL.
32. This is to certify that I agree on the following terms & conditions of CASA REAL.

PRINTED NAME OF LESSEE / PARTY HOST