FUNCTION RESERVATION AGREEMENT

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

2. RENTAL PAYMENT
   - VENUE
     - HELICONIA FUNCTION ROOM
     - IRIS OBSERVATORY
   - SECURITY DEPOSIT:
   - TOTAL VENUE RENTAL

3. RESERVATION
   3.1 Upon signing this agreement, the Party Host agrees to pay the VENUE RENTAL of Php8,000.00 (Heliconia Function Room) & Php8,000.00 (Iris Observatory) and Php10,000.00 (Heliconia Function Room/Iris Observatory) for the non-resident client payable to DMCI-PDI.
   3.2 For events booked less than two (2) weeks before the scheduled event, full payment and security deposit is required and shall be settled in through BDO Bills Payment.
   3.3 Reservation fees and all other payments made shall be forfeited for cancelled reservations and “No-Show” cases.
   3.4 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 is Php8,000.00.
   4.2 Must be lodged thirty (30) days before the event.
   4.3 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.
   4.4 Party Host must provide an authorization letter for MS. MANILYN ANORE to pick up check refund from DMCI HOMES Head Office with photocopy of signatory’s identification card.
   4.5 Any penalties or incurred fees will be deducted from the security deposit.
   4.6 Damages / penalties that will exceed the security deposit will be charged accordingly.

5. VENUE
   - HALL
   - CAPACITY
     - Heliconia Function Room: 70 to 100 pax maximum
     - Iris Observatory: 50 to 60 pax maximum

6. SUPPLIERS
   6.1 Caterers shall provide trash bins/bags. Garbage disposal after event must be directed at garbage disposal area. Violation of this section will be charged Php2,000.00.
   6.2 DMCI Leasing Services Department is not liable with your contract / negotiation with party host’s third party suppliers i.e., caterers, lights & sounds, photo booth, etc.

7. INGRESS / EGRESS and EXTENSIONS
   7.1 Ingress is two (2) hours before the main event.
   7.2 Egress is one (1) 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 at Php1,000.00/hr. payable to DMCI-PDI.
   7.4 Main Event extensions will only be up to 10PM maximum.

8. PARKING
   8.1 Pay parking is available at Park N’ Go.
   8.2 Special Arrangements must be directed to the parking operator.
   8.3 First come First serve Basis.
9. **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 shall have the exclusive prerogative to remove, disallow or discontinue the use of the venue if the lessee does not comply with the rules and regulations.

By signing this agreement, the Party Host shall strictly comply with the house rules and regulations.

By: **PARTY HOST**

By: **LEASING SERVICES**

__________________________    __________________________
Signature over printed name    Signature over printed name
Date: __________________________    Date: __________________________