



ORR FUNCTION HALL RESERVATION AGREEMENT

1. EVENT DETAILS

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

2. RENTAL PAYMENT

VENUE <input type="checkbox"/> BONTOC HALL <input type="checkbox"/> BANAWA HALL <input type="checkbox"/> SAGADA HALL (MINI CONFERENCE)	PHP _____ PHP _____ PHP _____
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 Php5,000.00 payable to DMCI-PDI through BDO bills payment.
- 3.2 Venue Balance must be settled thirty (30) calendar days before the event, which will be on _____.
- 3.3 For event booked less than two (2) weeks before the scheduled event, full payment is required through BDO bills payment.
- 3.4 Reservation Fees and all other payments made shall be forfeited for Cancelled Reservations and "No-show" cases.
- 3.5 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 Php_____.
- 4.2 Must be lodged Thirty (30) days before the event through BDO bills payment.
- 4.3 Security Deposit will be refunded less charges, if there is any, withinThirty (30) days after the event date. Photocopy of ID and Authorization Letter must be submitted right after the event as main requirements for Security Deposit Refund.
- 4.4 Any Penalties or Incurred Fees will be deducted from the Security Deposit.
- 4.5 Damages / Penalties/Other fees that will exceed the Security Deposit will be charged accordingly.

5. VENUE

HALL	CAPACITY
BONTOC HALL	EVENT - 70 TO 80 PAX; SEMINAR – 60 PAX
BANAWA HALL	EVENT - 60 TO 70 PAX; SEMINAR – 60 PAX
SAGADA (MINI CONFERENCE)	20 PAX

- 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 No loitering: Visitors/Guests are not allowed to loiter not within the leased premises.
- 5.4 No Smoking in and out the vicinity of the function rooms.
- 5.5 Gambling is not allowed in all areas of function room.
- 5.6 The party host shall be liable for damage he/she or his/her guests or suppliers (accredited caterer is not included) has caused to the Function Room and its facilities including the furnitures and accessories found therein, and for any injury to person/s or adjacent properties.
- 5.7 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.
- 5.8 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 management's approval.

6. SUPPLIERS

- 6.1 List of accredited caterers will be provided by the leasing coordinator for the Party Host.

- 6.2 Allowed non-accredited caterer shall sign the separate agreement for supplier and must comply with the rules and regulations written on the signed agreement.
- 6.3 DMCI Leasing Services is not liable with your contract/negotiation with party hosts third party suppliers i.e., lights and sounds, photobooth etc.
- 6.4 Corkage fee will be charge by the accredited caterer for bringing of food and/or beverages.
- 6.5 Corkage fee for the venue is based on the given rate for clients with non-accredited caterer.

7. INGRESS/EGRESS AND EXTENSIONS

- 7.1 Extensions of actual event will be charge to client and will be documented through clearance issued by the coordinator/technician right after the event. Extension charge is based on the applicable rate.
- 7.2 Total use of the hall is eight (8) hours, inclusive of ingress and egress.
- 7.3 Main Event extensions will only be up to 10:00pm maximum. **Sounds must be minimal and until 10:00pm only. Penalty of Php3,000.00 will be charge for non-compliance.**

8. EVENTS ASSISTANCE

- 8.1 Technician/Coordinator will be available on the date of event to coordinate and supervise the entire activity and ensure that ORR House Rules are well implemented.
- 8.2 Coordinator/technician will be requesting Party host to sign Clearance Form after EGRESS.
- 8.3 Applicable rate for Coordinator/Technician will be charge to client on the day and in cash payment only.
- 8.4 Party Host will be in charged for the food of the following staffs provided at OUTLOOK RIDGE: (1) Coordinator, (1) Technician, (3) Maintenance.

9. EVENT CONTACT PERSON

Party host will provide the following Ten (10) 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 / Outlook Ridge Management shall have the exclusive prerogative to remove, disallow or discontinue the use of the Venue if the Lessee does not comply with venue’s rules and regulations.

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

By: PARTY HOST

By: LEASING SERVICES

Signature over printed name
Date: _____

Signature over printed name
Date: _____