



LEASE AGREEMENT

1. RESERVATION

- 1.1 Upon signing this agreement, the Party Host agrees to pay a reservation fee of Php20,000.00 payable to DMCI-PDI.
- 1.2 Fifty percent (50%) shall be made by the Party Host Thirty (30) days after the reservation.
- 1.3 Fifty percent (50%) balance must be settled Thirty (30) days before the event.
- 1.4 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.
- 1.5 Reservation fees and all other payments made shall be forfeited for cancelled reservations and "No-Show" cases.
- 1.6 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.

2. SECURITY DEPOSIT

- 2.1 Security deposit of Php30,000.00 must be lodged Thirty (30) days before the event.
- 2.2 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.
- 2.3 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.
- 2.4 Any penalties or incurred fees will be deducted from the security deposit.
- 2.5 Damages/penalties that will exceed the security deposit will be charged accordingly.

3. VENUE

- 3.1 Party Host must have the venue checked by suppliers for guests more than the stated capacity.
- 3.2 Venue is dedicated mainly for parties, events or other special occasions, function room for seminars or conferences.
- 3.3 Place of events and functions will be limited to the venue rented only.
- 3.4 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.
- 3.5 No smoking inside the tent. Smoking areas are assigned only at areas with designated bins.
- 3.6 Gambling is not allowed in all areas of The Tent
- 3.7 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.
- 3.8 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.
- 3.9 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.
- 3.10 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.

4. SUPPLIERS

- 4.1 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.
- 4.2 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.
- 4.3 No vehicle is allowed to enter the promenade.

5. INGRESS / EGRESS and EXTENSIONS

- 5.1 Ingress is Four (4) Hours before the main event.
- 5.2 Egress is Four (4) Hour after the main event.
- 5.3 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/hour, Hall A and Hall B is Php6,000/hour
- 5.4 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.

6. PARKING

- 6.1 Pay parking is available at Town Center Acacia Estates.
- 6.2 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.
- 6.3 Special arrangements must be directed to the parking operator.

7. EVENTS ASSISTANCE

- 7.1 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.

7.2 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.

7.3 There will be assigned housekeepers for the up keep of washrooms and to assist Floor Manager.

7.4 Party Host will be in charged for the food of the following staffs provided at The Tent:

(1) Leasing Coordinators, (1) Electrician, (3) Housekeepers.

8. 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.

I hereby declare and acknowledge this document as legally binding and set my electronic signature on my own freewill. (by checking the tickbox in this online application form).