

DATE: \_\_\_\_\_

Form No. F/R-PX2000-22

**CLUBHOUSE / FUNCTION HALL RESERVATION FORM**

<b>Name</b>	<b>Building &amp; Unit No. / Village, Phase, Block &amp; Lot No.</b>
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<b>Date of Event/Activity</b>	<b>Time of Event/Activity</b> From: _____ To: _____	<b>Purpose</b>	<b>No. of Guests</b>
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**OPERATING HOURS AND SCHEDULE OF FEES**

Amenity to be reserved	Operating Hours	Maximum Capacity	Rental Fee for the first ___ hours	Fee in excess of ___ hours
□	___ to ___	___ persons	Php _____	Php _____/hour
□	___ to ___	___ persons	Php _____	Php _____/hour
□	___ to ___	___ persons	Php _____	Php _____/hour

I have read and understood, and agree to abide by the Rules and Guidelines on the use of the amenities. I acknowledge and agree that \_\_\_\_\_ and the Property Management Office are not liable for any losses, damage or injury associated with the use of the amenity.

\_\_\_\_\_  
Signature over printed name of  
Unit Owner/Tenant

Request received by:	_____ Signature over printed name	_____ Date	<b>To be filled-out by the PMO</b>		
			Reservation/ Security Deposit		
Approved by:	_____ Signature over printed name	_____ Date	Rental Fee		
			<b>Total payable amount</b>		
<b>To be filled-out by the Guard-on-duty</b>			<b>Date Paid</b>		<b>A.R / O.R. No.</b>
Actual Time Started			<b>Accountabilities / Refundable amount, if with deposit</b>		
Pack-up Time			Excess hours		
Total No. of Hours Spent	_____ hours _____ minutes		Damages		
Comments/Findings (use separate sheet if necessary):			<b>Total chargeable amount</b>		
			<b>Total Amount of Refund/(Balance) net of Security Deposit</b>		
_____ Signature over printed name of Guard-on-Duty			Date Paid (Balance)		
			A.R / O.R. No.		

### REMINDERS ON THE USE OF THE CLUBHOUSE/ FUNCTION HALL

- ✓ Request for the use of the amenity shall be made through the Property Management Office (PMO) on a "first come, first served" basis by members with good standing.
- ✓ Set-up and preparation time shall be included in the reserved time period.
- ✓ The use of the amenity shall not exceed the allowed operating hours. Any event that exceeds the operating hours despite reminders from the PMO shall be charged with a penalty of **Php** \_\_\_\_\_/hr.
- ✓ The number of guests in any given event is limited to the actual capacity of the rented area.
- ✓ The use of reserved amenities shall be restricted to private events hosted by unit owners or tenants. In no event shall it be used for political functions.
- ✓ No loud music shall be allowed in the clubhouse/function hall. The PMO has the authority to intervene and stop the event once complaints from adjacent residents are received.
- ✓ Guests are not allowed to loiter in the premises and shall confine themselves within the clubhouse / rented area only.
- ✓ The host shall be held responsible for the acts and behaviour of their guest/s and preparation/service crew. \_\_\_\_\_, its officers, employees and authorized representatives shall not be held liable for any damages or injuries that may result from such use of building amenities.
- ✓ In general, liquor and other intoxicating beverages are prohibited, except in some instances wherein it can be controlled and with prior approval from the PMO.
- ✓ This permit is applicable only for the date and time stated. The host shall provide the PMO a list of names of expected guests at least \_\_\_\_\_ days before the scheduled event. Security shall refuse entry of those who are not in the given list unless otherwise confirmed by the requesting unit owner/tenant.
- ✓ Only available guest parking slots for clubhouse area shall be available for use during the event.
- Reservation fee in the amount equivalent to the rental fee for the first \_\_\_\_\_ hours shall be paid at least \_\_\_\_\_ **days before the scheduled event,**
- ✓ together with the **security deposit amounting to Php** \_\_\_\_\_. The reservation will be cancelled if no reservation fee and security deposit are received on the said deadline.
- ✓ Should there be any cancellation, paid reservation fee shall be refunded as follows:
  - \_\_\_\_\_ % of the reservation fee will be refunded if cancellation is made at least \_\_\_\_\_ days prior to the event
  - If cancellation is made \_\_\_\_\_ to \_\_\_\_\_ days before the event: \_\_\_\_\_% of the reservation fee
  - No refund will be given if cancellation is made \_\_\_\_\_ days prior to the event.
- ✓ The security deposit is refundable after \_\_\_\_\_ days, less damages (if any).