



## AMENITIES BOOKING SLIP

Thank you for considering our Amenities as a venue for your special occasion. **Reservations are made on a first-come, first-served basis. Confirmation can only be given if the fees are paid, otherwise the reservation will remain a pencil booking.** Also, please furnish the Property Management Office with accomplished Worker's Permit and Gate Pass with list of equipment and list of expected guests and catering & service crew.

### TERMS AND CONDITIONS

1. Should there be any cancellations of booking; the pre-paid fees shall be reimbursed as follows:
  - 7-10 days before: 70% of fees
  - 4-6 days before: 50% of fees
  - 1-3 days before: no reimbursement

2. Rental charges and capacity: Pls. check the box

	AREA	CAPACITY	DURATION	RATE	ADDITIONAL RATE PER HOUR	SECURITY BOND (Refundable)
<input type="checkbox"/>	Pool Bar & Lounges	15 - 20	4 hours	P 3,000	P 1,000	P 5,000
<input type="checkbox"/>	Function Room	40 – 45	4 hours	P 5,000	P 1,000	P 5,000
<input type="checkbox"/>	Sky Garden	15 - 20	4 hours	P 3,000	P 1,000	P 5,000
<input type="checkbox"/>	Barbecue Grill		½ hour	P 300	P 500	P 2,000
<b>EQUIPMENT</b>						
<input type="checkbox"/>	Projector		session	P 1,000		P 2,000
<input type="checkbox"/>	Screen Projector		session	P 500		
<input type="checkbox"/>	Speakers		Session	P 2,000		P 2,000

- As a courtesy to other residents, users who rent the pool bar area and the lounges shall only use one side of the area. The other half shall be available to be used by other residents.
- Only chips and snacks may be allowed in the Pool Area. It is strictly no heavy meals shall be consumed or placed on the pool bar especially on the bar counter.
- The Management is not responsible for personal items lost at the said areas.
- Parties at the said areas shall not at any given time, extend after 12:00 midnight.
- The number of guests in any given party is limited to the actual capacity of the said areas. The unit owner or tenant/lessee concerned shall see to it that **no disturbing activities** such as boisterous or excessively loud music will be allowed during the party.
- It is the responsibility of the unit owner, tenant/lessee to clean up the venue after its use. In the event that it is not properly cleaned, the Condominium Corporation will impose additional charges for the general cleaning of the area.
- For check payment, please make it payable to **The Address at Wack Wack Condominium Corporation.**

**NOTE:**

- Only 10 guest parking are available then exceeded slot will be charge P 100.00 for the whole event.
- Smoking inside the function room and in the common areas is prohibited.
- Purely private social parties, no religious, political and civic meetings.
- Putting decorations on the wall and doorjambes are also NOT allowed.

3. **The Property Management Office shall have the authority to advice, control, and stop the usage of such facility, which it finds to be nuisance and/or interrupts the peace and order of all residents of the building.**

**I HAVE BEEN GIVEN A COPY OF THE FUNCTION ROOM GUIDELINES. I AM AWARE AND WILL FOLLOW THE PROVISION OF FUNCTION WITHIN THESE GUIDELINES.**

*Conforme:*

\_\_\_\_\_  
Signature over Printed Name  
Owner/Tenant

<b>NAME &amp; UNIT NUMBER</b>	<b>MOBILE NUMBER</b>
<b>EVENT DATE</b>	<b>TYPE OF EVENT</b>
<b>TIME OF EVENT</b>	<b>EMAIL ADDRESS</b>