

Booking Details

CLIENT'S NAME: RESERVATION DATE:
NUMBER OF GUESTS:
CONTACT NO. TYPE OF EVENT:
EMAIL ADDRESS: EVENT DATE:

PAYMENT TERMS AND PROCESS

1.Reservation Fee and Securing the Event Date

A non-refundable 25,000 reservation fee is required to secure your event date and begin the planning process. This fee must be paid before scheduling appointment with different caterer's for food tasting. Upon payment of reservation fee, an exclusive group chat will be created with supplier for lights and sounds, coordinator, host, Delle Sorelle sales and staff and other chosen suppliers for any questions and needs.

2. After the Reservation process

Thirty (30) days from the reservation date, 50% of the venue rate shall be settled.

3.Payment Schedule after finalizing catering, theme, and motifs.

Once the catering choice is finalized, we will set up a tailored payment schedule based on your preferences.

There shall be zero (0)% interest in payment within 12 months.

- Monthly Payments** (due on the 16th or 1st of the month)
- Quarterly Payments** (due on the 16th or 1st of the month)
- Post-Dated Cheques** (for agreed-upon dates)

4.Final Payment

The remaining balance of the TCP and the Security Deposit must be fully paid 30 days before the event date.

EVENT VENUE RENTAL TERMS AND CONDITIONS

These Terms and conditions govern the use of the [event venue] at Delle Sorelle. By confirming a booking, the Client agrees to the terms outlined below.

BOOKING AND CONFIRMATION

- Reservation are confirmed only upon receipt of a signed agreement and deposit/payment.
- Pencil booking/ tentative holds without a deposit may be released without notice.
- Full payment is due by [30 Days] prior to the event date, unless otherwise agreed.

RENTAL PERIOD

- The rental period includes setup, event duration, and breakdown/ cleanup time.
- Additional charges apply for use of the venue beyond the agreed rental period.
- All events must end by latest 11:00PM, unless otherwise approved by the management, in compliance to local noise ordinance time.

DEPOSIT AND PAYMENT TERMS

- A non-refundable deposit ₱25,000 is required to secure the date.
- Remaining balance is due 30 days prior to the event.
- Late payments may result in cancellation without refund.

TERMS AND CONDITIONS

ALL-IN PACKAGE POLICY ON VILLA ACCOMMODATION AND PREPARATION AREAS

To ensure fairness and proper accommodation management for all clients, Delle Sorelle hereby adopts the following policy:

1. Use of Included Villas

The 1 Villa and Viranda Suite included in the Delle Sorelle All-In Package are exclusively available on the actual date of the booked event only. Access to the Villas shall commence based on the agreed event schedule and shall not automatically include occupancy on the day prior to the event.

2. Early Preparation Requirements

Clients who require a preparation area, early ingress, or overnight accommodation prior to their booked event date may avail of the available Suites, subject to availability and corresponding rental charges.

The booking of Suites for pre-event preparations shall be treated as a separate reservation and is not included in the All-In Package.

3. Priority of Existing Bookings

Delle Sorelle strictly adheres to a first-confirmed, first-booked policy. Any Villas, Suites, or accommodations already reserved by clients on dates preceding another event shall be given full priority and shall not be displaced or preempted by subsequent bookings.

4. Non-Breach of Contract

The inclusion of two (2) Villas under the All-In Package pertains solely to the booked event date itself and does not constitute a guarantee of advance occupancy or use of the Villas on dates prior to the event unless expressly stated in writing and confirmed by Delle Sorelle.

5. Special Arrangements

Requests for early access, additional accommodations, or special arrangements shall be accommodated whenever possible, subject to:

- Availability of accommodations;
- Existing confirmed reservations; and
- Applicable fees and written confirmation from Delle Sorelle Management.

Official Policy Statement

"The Delle Sorelle All-In Package guarantees the use of two (2) Villas on the actual date of the booked event. Accommodation requirements prior to the event date shall be subject to separate booking arrangements and the availability of Suites or other accommodations. Existing and previously confirmed bookings shall always be honored and given priority in accordance with Delle Sorelle's first-booked, first-served policy."

DELLE SORELLE EVENTS PLACE PHOTOGRAPHY, VIDEOGRAPHY, AND MARKETING USE POLICY

1. PURPOSE

This policy is established to protect and promote the legitimate business interests of Delle Sorelle Events Place by documenting events held within the venue and showcasing the venue's facilities, services, ambiance, and event setups through various marketing and promotional platforms.

2. Ownership and Authorized Use of Event Images

All photographs, videos, drone footage, and other visual materials captured within the premises of Delle Sorelle Events Place, including but not limited to images of venue facilities, decorations, event setups, ceremonies, receptions, guests, and related activities, may be utilized by Delle Sorelle Events Place as part of its marketing and promotional assets.

By booking and conducting an event at Delle Sorelle Events Place, the Client, its guests, suppliers, coordinators, and attendees acknowledge and consent that such visual materials may be used by Delle Sorelle Events Place for legitimate business purposes, including but not limited to:

- Social media postings;
- Website content;
- Digital and print advertisements;
- Promotional videos and reels;
- Marketing brochures and presentations;
- Online and offline promotional campaigns;
- Facebook, Instagram, TikTok, YouTube, websites, and other current or future marketing platforms.

TERMS AND CONDITIONS

3. Limited Purpose of Use

Delle Sorelle Events Place shall use such photographs and videos solely for lawful promotional, marketing, advertising, portfolio, and business development purposes related to the venue and its services.

Delle Sorelle shall not knowingly use any visual content in a manner that is defamatory, misleading, or intended to cause harm to any individual.

4. Client Consent and Waiver

The Client represents and warrants that they have informed their guests, suppliers, and attendees that photographs and videos may be captured during the event and may subsequently be used by Delle Sorelle Events Place in accordance with this policy.

The Client, on behalf of themselves and their event attendees, hereby grants Delle Sorelle Events Place a perpetual, worldwide, royalty-free, and non-exclusive right to use, reproduce, publish, display, distribute, and promote such images and videos for the purposes stated herein.

5. Indemnification and Hold Harmless

The Client agrees to indemnify, defend, and hold harmless Delle Sorelle Events Place, its owners, officers, employees, representatives, and affiliates from and against any claims, demands, actions, liabilities, damages, losses, costs, or expenses, including reasonable attorney's fees, arising from or related to:

The use of photographs or videos captured during the event for the purposes authorized under this policy;

Claims by guests, attendees, suppliers, or third parties regarding the publication or promotional use of event images or videos; Any allegation that Delle Sorelle's authorized use of such materials violates privacy, publicity, or related rights, provided such use is consistent with this policy.

6. Data Privacy Compliance

Delle Sorelle Events Place shall endeavor to use event photographs and videos in a manner consistent with applicable privacy laws and regulations. Venue marketing materials shall focus primarily on the event, venue facilities, decorations, and overall celebration experience.

7. Incorporation into Booking Agreement

This Photography, Videography, and Marketing Use Policy forms an integral part of every booking agreement, reservation contract, package agreement, and event reservation made with Delle Sorelle Events Place. Acceptance of any booking or reservation shall constitute the Client's acknowledgment and agreement to the terms contained herein.

Policy Statement:

"By booking and holding an event at Delle Sorelle Events Place, the Client expressly authorizes Delle Sorelle to use photographs and videos taken within the venue as part of its marketing and promotional assets and agrees to indemnify and hold Delle Sorelle harmless from any claims arising from such authorized use."

TERMS AND CONDITIONS

FOR THE PURPOSE OF THE RENTAL AGREEMENT

Delle Sorelle shall mean the Venue, its owners, officers, directors, and employees. Customer shall mean guests, visitors of customers, their agents, contractor, and employees

In view of your transaction with Delle Sorelle Villa, Suites & Events Place, we have collected basic information including your name, residence, contact details, as well as those of your spouses and/ or dependents, and other sensitive personal information, such as your age, civil status, government registration details, financial information, credit history and tax return among others ("Personal Information").



DATA PRIVACY / CONFIDENTIALITY

Delle Sorelle collects, uses, stores, protects, and share personal and sensitive guests data to ensure confidentiality and compliance with data protection laws.

This policy applies to:

- Guests information collected during bookings, Check-ins, and services
- Staff access to guest records and internal systems
- Third-party service providers handling guest data behalf of the Villas, Suites and Events Place

We may collect the following personal data:

- Full name, contact information (email, phone)
- Identification Documents (Passport, government ID)
- Payment Details (Bank Transfer receipt copies, billing address)
- Travel and Stay preferences
- Vehicle Registration (If applicable)
- Audio/ Video recording (only in monitored public areas for safety)

Purpose of Data Use

Guest data is collected and used for:

- Processing reservation and payments
- Check-in and Check-out operations
- Providing customized guests services
- Marketing (with guests consent)
- Legal, safety, and regulatory compliance

Data Confidentiality Commitments

- Guest data is never shared, sold, or disclosed to third parties without consent, unless required by law.
- Data access is restricted to authorized personnel only.
- Staff are trained on data privacy and are required to sign confidentiality agreements.

Data Retention

- Guests data is retained only as long as necessary for legal and operational seasons.
- After expiration of retention periods, data is securely deleted or anonymized.

Third-Party Access and Responsibility

- Vendors (e.g., booking engines, payment gateways) must comply with the same confidentiality standards.
- Data processing agreement are signed with all external partners who handle guest data.

TERMS AND CONDITIONS

ACCEPTANCE & CONFIRMATION

Contained in this agreement are the detailed commitments and arrangements of both parties for this event.

Any changes and additional arrangements / agreements of both parties in an Addendum contract. In reference to the Rental of the Venue described on the Rental Agreement, it is agreed as follow:

CONTRACT PRICE AND EXPENDITURE

Fees and prices will be as outlined in the confirmation agreement, Any subsequent requests for goods or services will be added to your final invoice, with full payment due no later than 7 days after the booking.

BOOKING CONFIRMATION

A booking shall only be considered confirmed once Delle Sorelle has formally informed the booking party in writing. A confirmation shall mean that Delle Sorelle has already received and signed the Venue Rental Agreement. Until such time the venue will be available for rent by third parties during the rental period (or part thereof). In the event, that a third party wishes to rent the venue during the hire period (or part thereof) before your booking has been confirmed, we will use reasonable endeavors to contact the interested client to request for the signed copy of Delle Sorelle Venue Rental Agreement.

FEES AND PAYMENT

All suppliers in All-In package require a 30,000 down payment of the contract price for the suppliers. Once Suppliers of choice is confirmed the 30,000 reservation will form part of the Down payment for the confirmed suppliers. However, if he client changed or cancelled supplier confirmed, the reservation of 30,000 for the confirmed suppliers shall be forfeited in favor of the supplier.

Delle Sorelle reserves the right to request a deposit and/or a refundable bond at our complete discretion. Full payment of the total venue and equipment hire charge is required at least thirty (30) days prior the event. We reserved the right to charge administration fee on all accounts which are not settled and require attention.



COMMUNICATION PROTOCOL AGREEMENT

Upon payment of reservation fee, an exclusive group chat will be created to ensure transparency, accountability, and efficient coordination, all the official communications between the Client and the Admin Staff of Delle Sorelle and other Suppliers shall be conducted exclusively through the designated group chats, All updates, inquiries, approvals, and discussions related to the project/event must be made within the official group chat. This group shall include all relevant parties involved in the coordination and execution of the service. Moreover Direct or private messages between individual representatives of either party are not permitted for official communication.

GUEST COUNT AND FINALIZATION

- Final guest count and event details must be confirmed no later than [7 days] prior the event
- Any changes after this point may not be accommodated.
- Guest count beyond the final details submitted shall be subject to additional charges.

CANCELLATIONS BY DELLE SORELLE

Delle Sorelle may cancel the booking and thereby terminate this agreement at any time when incidents occur endangering the guests, the venue and or its employees including but not limited to. If you, your guests, or any other persons permitted entry into the venue by you or someone on your behalf do not comply with any of the condition, requirement or restrictions referred to in this contract. If you materially breach this agreement. Delle Sorelle shall be excused from performance of services as stipulated in the terms and conditions and or in the rental agreement between the parties, and any of its attachment, and shall not be liable for any delay in performance or non-performance, in whole or in part, caused by the occurrence of any event or contingency beyond the control of the parties including, but not limited to, work stoppage, fire, natural disasters, acts of God, public health emergency, and similar occurrence.

CANCELLATIONS BY CLIENT

If for any reason other than due to the default of Delle Sorelle, any expenses and fees incurred by us will be properly chargeable. Any payment made shall be forfeited in favor of Delle Sorelle.

CANCELLATIONS POLICIES

With Regard to Booked Accommodation Cancellation received within or less than 5 days prior to arrival date will incur 100% charge of the total amount. No Show- 100% charge

TERMS AND CONDITIONS

STRICTLY NON-REFUNDABLE POLICY WILL BE APPLIED FOR THE FOLLOWING DATES BELOW:

NEW YEAR'S DAY (JAN. 1, 2025), CHINES NEW YEAR (JAN. 29, 2025), ARAW NG KAGITINGAN (APR. 09, 2025), MAUNDY THURSDAY, GOOD FRIDAY, AND BLACK SATURDAY (APR. 17-19, 2025), EASTER SUNDAY (APR. 20, 2025), LABOR DAY (MAY 01, 2015), PHILIPPINE INDEPENDENCE DAY (JUNE 12, 2025), NINOY AQUINO DAY (AUG. 21, 2025), NATIONAL HEROES' DAY (AUG. 25, 2025), ALL SAINTS' DAY EVE (OCT. 31, 2025) ALL SAINTS' DAY (NOV. 1, 2025), BONIFACIO DAY (NOV. 30, 2025), FEAST OF THE IMMACULATE CONCEPTION OF MARY (DEC. 08, 2025), CHRISTMAS' EVE (DEC. 24, 2025), CHRISTMAS DAY (DEC. 25, 2025), RIZAL DAY (DEC. 30, 2025) NEW YEARS EVE (DEC. 31, 2025).

DISCOUNT APPLICATION

- Senior citizens and PWD discount are only applicable to our published rate and cannot be applied in conjunction with any other promotions.
- Senior Citizens and PWD discount shall only be applicable to the portion of the booking corresponding to the Senior Citizens or PWD , computed as follows:
 1. The total rental rate shall be divided by the maximum occupancy per type of accommodation (*Villa-11 pax, Deluxe Suite 2 pax, Family Suite 4 pax*) to determine the per occupant rate.
 2. The discount shall be applied to the calculated per occupant rate of all eligible senior citizens registered as official guests.
- Should Senior Citizens or PWD discount be applicable, the Senior Citizen must present his/her senior citizen identification card (ID) duly issued by an Office of the Senior Citizens Affair (OSCA) or any government-issued ID, that reflects the name , picture , and date of birth of the Senior Citizen.
- The Person with Disability must present the Person with Disability ID, duly issued by a Person with Disability Affairs Office (PDAO) or City/Municipal Social Welfare and Development Office (C/MSWDO), or the National Council on Disability Affairs (NCDA)

RESCHEDULING OF EVENT DATE

In the unfortunate circumstance that the client is compelled to reschedule their event booking, the rescheduled date shall be confirmed subject to availability. A non-refundable rescheduling fees of ₱10,000 will apply. Should the new booking date fall under peak rates or be subject to price increases, the client shall be liable to settle the price difference. Clients are allowed to reschedule their booking only once, and this is subject to the approval of the request to reschedule. The rescheduling will apply for a maximum of 1 year, excluding the month of December.



AIR CONDITIONING

Will be provided 1 hour-prior the event. Any extension of air conditioning will be charged accordingly. Only authorized personnel are allowed to turn on/off the air-condition units. Unauthorized use of air condition units will be charged accordingly.

*For Indoor Venue.



PREPARATION ROOM

The preparation room will be turned over to the Client, Organizer, or Exhibitor on the day of the event. The preparation room may be used for a total of 4 hours. The use of preparation room shall be scheduled for 4 straight hours and may be scheduled for used of at least 1 hour before the actual event time.

Use of the Designated preparation room beyond the consecutive 4-hour use will be charged at One Thousand Pesos (₱1,000.00) per hour, with any fraction of an hour considered as one (1) full hour.



An Additional preparation room may be booked subject to availability. The rate is Four Thousand Five Hundred Pesos (₱4,500.00) for Four (4) Hours with Air-condition. Beyond 4 hours of use shall be charge at One Thousand Pesos (₱1,000.00) per hour, with any fraction of an hour considered as one (1) full hour. A preparation room may only be booked as part of the rental of the main event venues of Delle Sorelle

ACCREDITED SUPPLIERS

Delle Sorelle has carefully handpicked partner suppliers - food and non-food, known for their craft in their respective fields. The list may be requested from the Guest Services Manager. If the client, organizer, or exhibitor wishes to avail of the services of any non-accredited supplier, the applicable fees shall be charged accordingly.

Food carts are subject to applicable fees as determined in the table of charges for use of electricity and facilities. This is applicable for sponsored and non-sponsored, and non-accredited food carts.



TERMS AND CONDITIONS



FOOD AND BEVERAGE SUPPLIERS

- Only Food and beverage provided by accredited suppliers are allowed, unless otherwise approved in writing.
- Food and Beverages suppliers are permitted only with written approval and may incur additional fees.
- Alcohol service must comply with local laws; staff shall coordinate with supplier servers to refuse services to intoxicated guests.



ALCOHOLIC BEVERAGES

Allowed to be served during the event proper and within the venue premises only.

Clients, Organizers, Exhibitors, or representative will be held liable for the serving and disposal of the drinks.

Management reserves the right to suspend the event at any time for any improper behavior arising within the function.



COOKING PROVISIONS

- Caterers must prepare their food items within the designated pantry of the venue.
- Liquefied Petroleum Gas (LPG) and any electrical cooking equipment may be allowed for food carts or stations, provided that necessary safety provisions care of the supplier are ready on-site, to void or manage any risks brought about by said equipment, and that such arrangements/requirement are specified in the contract with Delle Sorelle.



DELIVERIES

Delle Sorelle will not receive any deliveries on behalf of the Client, Organizers, Exhibitors or Suppliers. Management shall not be held Liable for any lost packages or deliveries due to the absence of proper recipient in the venue:

DELLE SORELLE RULES ON OUTSIDE DELIVERIES

- 1.) We maintain a specific ambiance and privacy for our guests.
- 2.) We have security measures in place so that outside deliveries are not allowed to enter the premises of Delle Sorelle.
- 3.) Guests with outside deliveries should pick up their deliveries at the gate.



HOUSEKEEPING PERSONNEL

During the event, the common comfort rooms and perimeter of the venue shall be taken care of by Delle Sorelle's maintenance staff. The cleanliness and orderliness of the event venues, suite and pantries are the responsibility of the Client, Organizer or Exhibitor.

The Client, Organizer or Exhibitor and their contracted caterer must be in arrangement on the cleanliness and orderliness of the pantry. The floors and surfaces must be kept dry at all times. The caterer must leave the pantry clean and dry. Caterers must practice segregation of solid waste and must haul out their own garbage.

VENUE STYLING AND DECOR INSTALLATION

Helium and oxygen filled balloons shall not be sold, distributed, or used as decorations within enclosed spaces. Only compressed air-filled balloons will be allowed inside the venue. Open and unshielded flame (candles, incense, etc.) is prohibited. Use of candles shall only be allowed if individual candles are in enclosed and fireproof holders.



Carpentry, painting, and welding are prohibited in any area of the venue. Stapling, screwing, tacking, nailing, and taping on the exterior and interior walls and ceilings of the function halls, suite rooms, and pantries, metal columns and soundproof dividers are strictly prohibited. Any damage on the tiles, tent, fabric, and other venue property shall be charged to the Client, Organizer or Exhibitor accordingly, or deducted from the Bond.



LOST AND FOUND

Guests shall be solely responsible for their personal belongings or items exhibited. Delle Sorelle shall not be held liable for any damage or loss of guests' personal belongings.

If found by any venue personnel, lost, and left behind items and/or equipment will be kept in the Delle Sorelle Office up to a maximum of five (5) days depending on the size. Management is not held liable for any damages on the items and reserves the right to dispose of the items it may deem fit.



TERMS AND CONDITIONS

Delle Sorelle reserves the right to forbid entry of Guests or Suppliers who carry prohibited goods, materials, and substances such as but not limited to firearms and explosives, gunpowder and ammunitions, illegal drugs, unlicensed and counterfeit goods, substandard equipment and furniture, and other materials that can hinder standard operations of the venue. No unlawful activities may be conducted within the Delle Sorelle premises.



DUE DILIGENCE AND LIABILITY

Delle Sorelle assumes no liability for any loss, injury, damage, accident, delays, irregularity, or disturbance suffered by the client (whether personally or in respect to the venue premises or any content therein), or by any of his/ her/its employees, client, or any other person whosoever, what may occur, during events such as tours, team building, meetings, conference, or any gathering. The client assumes full responsibility over the supplier and services he/she/they employs/employ for the function, and hereby frees Delle Sorelle from any liability - whatsoever, including any suit, legal obligation, regarding their services and employees' performance, including claims for damages.

Customer shall take all necessary precautions regarding the use of the rented venue, its amenities and equipment, and protect all persons and property from injury or damage. Customer agrees to hold Delle Sorelle harmless from and against all liability, claims, judgments, attorney' fees and costs of every kind and nature, including, but not limited to, injuries or death to persons and damage of property, arising from the use of Delle Sorelle's function halls and holding facilities, despite cause. In case of loss or damage of property, Delle Sorelle must be advised as soon as the fact is discovered, we will charge you for any repair costs and other incidental charges. If the rental agreement is not signed by the venue management and the client, receipt of deposit/ down payment from the client, as supported by the official receipt and / or acknowledgement receipt issued by Delle Sorelle constitute full understanding and acceptance of all provisions stipulated in the terms and conditions.

EVENT HOURS

Guests are restricted to the function areas only and are not allowed to loiter around other areas.



Events run for four (4) hours or what is stated in the Agreement. Any extension outside of the agreed hours shall be charged accordingly. For safety reasons, dismantling of displays and other material during event time is prohibited as ingress and egress hours are separate from the agreed event hours.

NOISE CONTROL

In accordance with LGU ordinances, noise level shall be lowered down by 10PM in both indoor and outdoor venues. This shall apply in the event venue specifically in the the garden, suites as well as villas. Beyond 12:00 AM. Charge of Six Thousand Pesos (6,000) per hour, maximum extension up to 2:00 AM



VENUE TURNOVER

The Client, Organizer, Exhibitor or their authorized representative, Caterer, together with Delle Sorelle's Property Management Lead/ Guest Services Manager will conduct a complete physical inspection of the venue, suite room and pantry prior to ingress. The Client, Organizer, Exhibitor or their authorized representative and Caterers will then sign the Venue Turnover Clearance provided by Delle Sorelle. The Client, Organizer, Exhibitor or their authorized representative and Caterers shall be fully responsible of the venue premises, facilities, and utilities upon turnover.

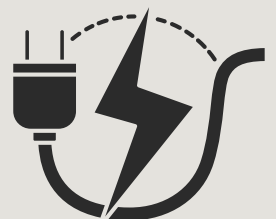
The Client, Organizer, Exhibitor or their authorized representative and Caterers must turn over the venue, suite, and pantry clean and to its condition before ingress. Should the Client fail to clean up the area, Management shall take the responsibility in cleaning up and sanitizing and charge the cost to the Client or Caterer and or corresponding event supplier accordingly.



STANDARD ELECTRICAL CAPACITY

The Client, Organizer, Exhibitor, or their Representative must provide Delle Sorelle Management with a list of suppliers and their equipment, including permit issued by the Delle Sorelle Guest Relations Manager, if applicable. This list must include the corresponding wattages or electrical input requirements and must be submitted at least seven (7) working days before the event for review.

Any electrical wirings, equipment, or system, brought inside Delle Sorelle by any Contractor or member will be subjected to a mandatory safety check by the Delle Sorelle technicians. Any sub-standard wiring, sockets, plugs, jacks, connections, or other pieces of equipment, which is deemed unsafe, faulty, or too worn to be used, must be replaced by the contractor before use or replaced by the technician and cost of the replacement shall be charged against the account of the member/s. Additional charges will apply if the total equipment exceed the standard electrical output allowance of 40 amperes. An additional fee of Six Thousand Pesos (₱6,000) will be charged for every extra 20 amperes required.



TERMS AND CONDITIONS

STANDARD ALLOWANCE

The standard duration for any event booking is 4 hours per Venue. The use of the Arched Garden and the Courtyard may or may not be simultaneous. In the event, the Garden shall be used for ceremonies preceding the reception at the Courtyard, two (2) hours shall be allocated for the preparation of the parties (on top of the ingress) and the ceremony itself. The remaining two (2) hours may be used for transition and use for the area for cocktails food carts, while waiting for the main event at the Courtyard.

Client(s) paying the full rate for the venue is entitled to free use of one (1) preparation room during the duration of the event or function. Use of the designated preparation room outside of the event or function hours are charged at One Thousand Pesos (₱1,000.00) per hour, with a fraction of an hour considered as one (1) hour.

EXTENSION RATES

- Additional guest at ₱800 per head.
- Kids 2 years old and below are excluded in the guest head count.
- Pavilion - ₱3,000 per hour
- Arched garden - ₱2,000 per hour
- Courtyard - ₱10,000 per hour, maximum of 2 hours and considering latest allowable use of venue 11:30PM
- Courtyard - ₱20,000 per hour, beyond the latest allowable use of venue.

The stated charges and extension fee will be applicable to all clients, both new and existing, who require an extension of the venue rental time. This covers increased electrical and operation costs, please notify us promptly of any extension needs.

Example: Event 6PM-10PM
Extension Per Hour: (Courtyard)
11:00PM - ₱10,000
12:00MN - ₱10,000
1:00AM - ₱20,000
2:00AM - ₱20,000

Day Event:

12PM-4PM
Extension Per Hour: (Courtyard)
4:00PM - 5:00PM = ₱10,000.00
5:00PM - 6:00PM = ₱10,000.00

Beyond the maximum allowed of two(2) hours, the next hour shall be charged at ₱20,000.00 per hour.
Not exceeding two(2) hours beyond allowed maximum number of hours

Use of the venue beyond the allowable extension shall be billed/charged as a new venue rental based on the published rate per venue

CONTRACT DURATION OR COVERAGE

The Standard duration for any event booking is 4 hours per event venue. The use of the Arched Garden and the Courtyard may or may not be simultaneous depending on the contracted agreement.

- In the event that the Arched Garden shall be used for the matrimonial ceremony or cocktails preceding the reception at the Courtyard, the duration with corresponding schedule (start and end time) shall be coordinated with the property venue. Otherwise, the use of the said venue shall coincide with the standard 4-hour rental period for the event venue.
- The use of Arched Garden outside of he booked time for the Courtyard shall coincide with booking of the courtyard. Unless stipulated in the package/agreement, the use of the Arched Garden or any other venue / room in the property shall be considered and booked as a separate requirement

STANDARD INCLUSIONS FOR RENTAL OF THE COURTYARD

Client(s) paying the full rate for the Courtyard is entitled to free use of 1 preparation room during the duration of the event or function. Use of the designated preparation room outside of the event or function hours are charged at One Thousand Pesos (₱1,000) per hour, with fraction of an hour considered as one (1) hour

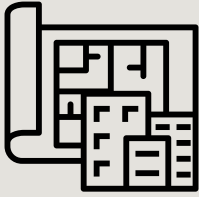
PAYMENT AND BILLING POLICY

Total Contract Price shall be settled through Cash or Bank Transfer upon signing of Contract. All other incidental charges duly acknowledge by authorized signatory shall be settled thru cash or bank transfer right after the event.

BILLING ACCOUNT

1.
Account Name : BON AVENIR REALTY DEVELOPMENT CORPORATION
Account Number : 006 318 021 765
Bank : BDO
2.
Account Name : VIDA FELIZ REALTY CORPORATION
Account Number : 02 233 000 1652
Bank : PSBank
3.
Account Name : MARITES L.
Account Number : 0917-136-9435
E Wallet : GCASH

TERMS AND CONDITIONS



FLOOR PLAN SUBMISSION

- The clients must submit a detailed floor plan of the event setup at least [7-14 days] prior to the event date.
- Floor plans must include:
 - a. Tables and chairs arrangements
 - b. Stages, podiums, and dance floors
 - c. Buffet or food service stations
 - d. Audio - Visual equipment placement
 - e. Emergency exits and pathways
- All floor plans are subject to events place review and approval to ensure compliance with:
 - a. Fire safety codes
 - b. Electrical / wiring guidelines
 - c. Capacity limits
 - d. Guest flow and accessibility

INGRESS

Clients, Organizers or Exhibitors are given complimentary of four (4) hours ingress prior to the event time for the set up with no use of electricity.

Clients, Organizers or Exhibitors must inform their Guest Services Manager at least one (1) week before the event date for any ingress extension (charges apply).

All goods and equipment shall be inspected upon entry. Any item/equipment not stated in the inventory list provided will not be allowed to be brought inside the premises.

Clients, Organizers or Exhibitors must also advice suppliers on the ingress decorum:

1. Suppliers must be in proper work clothes.
2. All supplies, materials and equipment should pass through the designated area
3. Delivery vehicles must be parked properly at the respected parking areas.

EGRESS

A complimentary of two (2) hours egress is given to clients, Organizers or Exhibitors for dismantling and transporting supplies, materials, and equipment out of the venue, suite room and party. Should there be a need of time extension, your Guest Services Manager must be informed at least 48hour prior the event date (charges apply).

A thorough post-event inspection will be made by the Client, Organizers, Exhibitors or their authorized representative, and Guest Services Manager. Noted damages shall be charged to the client, Organizers or Exhibitors accordingly, or deducted from the Bond. All items and equipment for egress shall be checked against the ingress list. Any item or equipment not in the ingress list must undergo a verification process. Management reserves the right to confiscate or dispose of any material left behind by Clients, Organizers, Exhibitors and Suppliers.

This Agreement is entered into a made effective as of the date signed below by the duly authorized representatives of the parties:

DELLE SORELLE

Name: _____
Title: _____
Signature: _____
Date: _____

CLIENT / EXHIBITOR

Name: _____
Title: _____
Signature: _____
Date: _____

NOTE: All rates are quoted in Philippine peso bill and are based on the original requirements discussed, should your requirements change, rates quoted shall be subject to review and may change accordingly