



# FUNCTION BOOKING FORM

CONCIERGE DEPARTMENT

Name : \_\_\_\_\_ Unit No. : \_\_\_\_\_  
 Purpose : \_\_\_\_\_  
 Date of Function : \_\_\_\_\_  
 Time : \_\_\_\_\_ Until : \_\_\_\_\_  
 No. of Guests : \_\_\_\_\_  
 Name of Caterer : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ Contact No. : \_\_\_\_\_

## VENUE:

- Lawton Multi Purpose Hall (maximum of 50pax)
- Cameron Multi Purpose Hall (maximum of 80pax)
- Outdoor Pool (maximum of 70pax)  
\*\*\*swimming pool is not exclusive
- Board Room Cameron Tower (maximum of 20pax)

## RATE:

Php 4,500.00 for 5 hours (succeeding Php 900.00)  
 Php 6,500.00 for 5 hours (succeeding Php 1,300.00)  
 Php 6,500.00 for 5 hours (succeeding Php 1,300.00)  
 Php 2,500.00 for 5 hours (succeeding Php 500.00)

\*\*inclusive of standby monitoring security during the function and are allowed until 10:45pm only\*\*

### I. Terms and Conditions

1. All affairs are governed by the provisions of the Essensa East Forbes Condominium Corporation's House Rules.
2. Approval of party reservation is on a first come first serve basis.
3. The Concierge allows 3 days tentative booking, after which the slot will be given to another interested party.
4. Party booking form that is completely signed by the resident should be submitted to the Concierge Desk at least one week before the date of function.
5. Full payment is required upon confirmation.
6. EEFC will accept no responsibility whatsoever for any injury, loss or damage sustained by residents and guests or other persons while they or their property are in EEF premises.
7. **Host/owner/ resident shall inspect the function room venue and acknowledge the current condition of the venue prior & subsequent to the party. Damage or destruction that may occur to the facilities of EEF during the course of function caused by the host's personnel, agent or third person shall be for the account of the unit owner/ resident/ host..**

4. **Use of any kind of tapes to fasten decors or balloons is prohibited. Only the railings and existing hidden nail heads/ hooks on the ledges can be used for this purpose.**
5. Chairs and tables shall be for the account and provided by the requesting party.
6. No cooking allowed.
7. All equipment, chairs, tables etc. should be placed on cemented paths only.
8. Set up time should start 3 hours before the time of function.
9. Food and drinks should be taken directly to the tables.
10. Swimming party is allowed but only the first 10 persons are considered free of charge, the succeeding guests will have to pay Php 200.00/ head.
11. **Catering service should finish the necessary clean up at exactly 11:30pm; otherwise they will have to pull out their equipment the next morning.**

### II. Guidelines

1. Loud music or singing is prohibited at the outdoor pool but mood music is allowed.
2. Guest list, lay-out, name of caterer and crew should be submitted at least 3 days before the event for security purposes.
3. **Very loud music and bands are prohibited in the enclosed function rooms.**

### III. Cancellation

1. Cancellation should be made at least 3 days before the date of function.
2. A fine of 50% of the cost will be charged for last minute cancellation.

### IV. Penalty

1. **A fine of Php 2,500.00 shall be charged to the unit owner/ tenant as penalty for any violation of EEFC's House Rules and Regulations.**
2. **Actual cost of damage to the function and facilities of EEF caused by the host's personnel, agent or guest shall be charged to the account of the resident/host.**

*This is to certify that I have fully read and understood the above stated policies with regard to the use of the function rooms.*

\_\_\_\_\_  
*Signature over Printed Name*

For Concierge Department Use Only

Cleared by : \_\_\_\_\_

Confirmed by : \_\_\_\_\_

Approved by : \_\_\_\_\_