

BOARD ROOM RESERVATION AND AGREEMENT FORM

Name: _____ Date of Application: _____

Unit No.: _____ Date Needed: _____

Occasion: _____ Number of people: _____

Manner of Payment:

- ☐ Check – Pay to the order of **SOLSTICE TOWERS CONDOMINIUM CORP** Contact Person: _____
- ☐ Bank – BPI Biller, Fund transfer via PESOnet Contact Number: _____
 - Biller Name: SOLSTICE TOWERS CONDO CORP
 - Account Number: 3031-0001-18

Remarks: _____
_____**Booking Procedures and Agreement:**

1. Request for Function Room shall be made through the Administration Office and will be entertained on a **first come, first served basis**. Booking shall be made at least five (5) days in advance. For security reason, a **guest list** shall be submitted with this form.
2. A deposit bond of ₱3,000.00 in check is required. The bond will be deposited to STCC account, process of refund of deposit bond will take 30 to 60 days.
3. Corresponding rates are:
 - Board Room – ₱3,000.00 for the first four (4) hours
– ₱500.00 for excess usage per hour

Note: No internet provided inside the board room

(Maximum capacity of 15 people)

4. These are for the exclusive use and enjoyment of the residents and guests. Pets are not allowed in the Board room.
5. Operating hours of the Board Room is strictly from 6AM to 10PM.
6. Set up and clearing of the venue is included in the total reservation hours.
Note: Any excess from the 4hrs should be paid and settled on the next working day.
7. Users shall keep the Board Room reasonably clean after use.
8. The Resident reserving the Board Room should be responsible for the conduct of his/her guest at all times. He/she shall see to it that there will be no disturbing activity/ies such as loud/offensive music, or boisterous actions.
9. No gambling and drinking are allowed in the Board Room.
10. Strictly no drilling, putting of banners/accessories/decor in the Board Room.
11. Smoking inside the Board Room is strictly prohibited.
12. Absolutely no food is allowed in the board room.
13. Due care shall be exercised in the use of the facilities and properties of the Condominium Corporation. Damaged caused to persons and property shall be paid for by the concerned resident.
14. In case of booking cancellation, a prior notice of at least three (3) days should be made. Otherwise, a late cancellation fee of ₱1,000.00 will be charged.

SOLSTICE TOWERS CONDOMINIUM

The Administration Office, Solstice Towers Circuit Makati, Brgy. Carmona, Makati City | (02) 8808-7220

15. Please make a check payment payable to **SOLSTICE TOWERS CONDOMINIUM CORPORATION.**
16. For further information/queries, you may go to the Admin Office during work hours/days.

Acknowledged by:

Approved/Noted by:

SOLSTICE TOWERS CONDOMINIUM

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