

## FUNCTION 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:

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### 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, caterer's, and service's information lists** shall be submitted with this form.
2. A deposit bond of ₱10,000.00 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:
  - Function Room – ₱10,000.00 for the first four (4) hours  
– ₱2,000.00 for excess usage per hour  
  
(Maximum capacity of 100 people)
  - Tables and Chairs
    - ₱50.00 for 1 **round table** (6pcs round table available)
    - ₱50.00 for 1 **rectangular table** (4pcs rectangular table available)
    - ₱30.00 for 1 **chair** (100pcs monobloc chair available)
 (Tables and chairs have no covers included)
4. These are for the exclusive use and enjoyment of the residents and guests. Pets are not allowed in the Function room and pantry.
5. Operating hours of the Function Room is strictly from 6AM to 10PM.
6. Set up and clearing of the venue is included in the total reservation hours.
  - Ingress – One (1) hour and a half
  - Event proper – Four (4) hours
  - Egress – One (1) hour and half
 Note: Any excess from the 7hrs should be paid and settled on the next working day.
7. Users shall keep the Function Room and Pantry tidy and reasonably clean after use.
8. The Resident reserving the Function 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.

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

9. No gambling and drinking are allowed in the Function Room.
10. Strictly no drilling, putting of banners/accessories/decors that can damage the walls and ceiling.
11. Smoking inside the Function Room is strictly prohibited.
12. Absolutely no cooking/barbecuing is allowed in the function room or in any part of the common areas.
13. Should users require additional help from the maintenance to set-up the Function Room and demobilize after the event, a corresponding work order shall be filled out and be charged accordingly.
14. 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.
15. 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.
16. Please make a check payment payable to **SOLSTICE TOWERS CONDOMINIUM CORPORATION**.
17. For further information/queries, you may go to the Admin Office during work hours/days.

Acknowledged by:

Approved/Noted by:

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