



DVA PAVILION RESERVATION AGREEMENT

Date Filed: _____

___ Property owner

___ Resident owner

___ Tenant

Property Owner/Resident: _____

Name of Resident Celebrating the Event: _____

Address: _____ Contact No.: _____

Date of Function: _____ Time of Function: _____

List of Electrical requirements (List any specific Equipment or Appliances)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Type of function: **Strictly for private social family-related parties:**

(Please specify)

Amount: Rental Fee ₱ _____ O.R. # _____ Date _____
 Refundable Cash Bond ₱ _____ O.R.# _____ Date _____

By signing below, the resident warrants that he/she has read and fully understands the rules and regulations governing the use of the pavilion or multi-purpose hall, a copy of which is appended to this Reservation Agreement, and agrees to comply with and be bound by the same. DVA reserves the right to cancel any reservation in the event that any of its rules and regulations is not complied with by the resident.

Property Owner/Resident:

Signature Over Printed Name

Approved by:

DVA Authorized Signatory

Date Approved



RULES AND REGULATIONS GOVERNING THE USE OF THE PAVILION & MULTI-PURPOSE HALL

1. Who is Eligible to Use:

Only bona fide Dasmariñas resident-owners, tenants, property owners, and their immediate family members may rent the hall for private social family-related functions. (For company-owned properties: A secretary's certificate must be submitted certifying that he/she is the chairman/president of the company of the designated occupant of the property.)

2. Available Facility:

Fully air-conditioned, maximum of 100 persons only. Use of the hall beyond **Midnight** is not permitted.

3. Purposes of Use:

Private social family-related functions such as birthdays, wedding day/wedding anniversaries, baptisms, family reunions, death anniversaries/9th-day novena. *The event should not be for revenue purposes where participants are required to pay a sum of money or in kind.*

4. Rates:

Monday to Thursday = ₱ 10,000.00; Friday & Sunday = ₱ 12,000.00 for 1st 4 hours plus ₱ 2,000.00/hour excess and ₱12,000.00 refundable cash bond.

(The above rates cover the use of the Pavilion premises, lights, electric fans, and air conditioning. Any electrical equipment shall be charged separately for electricity consumption.

5. Terms of Payment:

The full amount shall be paid upon the signing of the reservation agreement.

6. Reservation Period:

First-come-first-served basis; Reservation may be made (2) months in advance at the DVA office. No reservations will be made on SATURDAYS to give way for the preparation and celebration of the Saturday Mass.

7. Cancellation & Refund:

Cancellation shall be confirmed in writing at least seven (7) days before the function, otherwise, the advance payment shall be forfeited.

8. Other Terms & Conditions:

- a. Nothing shall be hung on the ceiling. No posters or other materials shall be posted on the walls/columns of the Pavilion/Multi-Purpose Hall. Use of nails, screws, tracks, or masking/scotch tapes is strictly prohibited.
- b. In case of damage to DVA premises, DVA shall charge the cost of such damages and deduct the same from the cash bond. If the cost of the damage is more than the cash bond, the resident shall pay for any excess.
- c. Cooking in the area is strictly prohibited. Use of food warmers, and water heaters/dispensers is subject to DVA approval.
- d. Loud music is strictly prohibited. DVA reserves the right to reduce the volume of sound equipment if such is deemed excessive, it is being understood and agreed by the resident that the venue hall is within a residential area. Only soft music/sound will be allowed after 11:00 P.M.
- e. The resident assumes responsibility for any items brought into the venue hall for the function and injury to guests that may occur during the function. The resident shall hold DVA free and harmless from any liability for any damage or injury to persons present in and on the properties that the resident or his representative brings into the venue hall.
- f. Washing of plates, cups, sauces, spoons, forks & other utensils, before and after the function is strictly not allowed in any place within the premises of DVA.
- g. The resident shall see to it that all waste and litter are removed and hauled out of the Village immediately after the function, and the hall should be cleaned after the party, otherwise DVA shall deduct the amount of ₱ 1,000.00 from the cash bond as payment for cleaning of the venue.
- h. It is mutually agreed that DVA shall not be liable for its failure to provide the rented premises for causes beyond its control.
- i. DVA reserves the right to cancel any reservations if any of its rules & regulations are not complied with accordingly.

Conforme: _____

Signature over printed name
(Property Owner/Resident)

Noted by: _____