



40 Solar Street, Bel-Air Village, Makati City  
 Tel, No. (02) 8 523-8215, (02) 8 897-1856 Fax 8 895-9412

**VS FORM 008**

**FACILITIES RESERVATION FORM**

**INSTRUCTION: Print all information in CAPITAL LETTERS. Put N/A for information that is not applicable.**

DATE:                   (MM/DD/YYYY)		REFERENCE NO.         -			
CLIENT INFORMATION					
NAME (Last Name)		(First Name)		(Middle Name)	(Name Extension)
ADDRESS (House No.)		(Street)		(Barangay)	(City)
MOBILE NO.         -		EMAIL ADDRESS		BAVA PROPERTY NO.           -	PHASE 
CLASSIFICATION <input type="checkbox"/> Resident Owner <input type="checkbox"/> Tenant/Lessee <input type="checkbox"/> Non-Resident Owner			BAVA ID NO.   -	PHILIPPINE NATIONAL ID NO.	
BAVA FACILITIES			EVENT DETAILS		
BAVA COURTYARD <input type="checkbox"/>			DATE OF EVENT		
PHOENIX-GEMINI FUNCTION ROOM <input type="checkbox"/>			TIME AND DURATION OF EVENT		
PHOENIX FUNCTION ROOM <input type="checkbox"/>			TYPE OF EVENT		
GEMINI FUNCTION ROOM <input type="checkbox"/>			NUMBER OF GUESTS		
PHASE III PARK GROUNDS <input type="checkbox"/>					
PHASE II BASKETBALL COURT <input type="checkbox"/>					
FACILITIES EQUIPMENT (provided by Client)					
<input type="checkbox"/> Mobile Sound System <input type="checkbox"/> Mobile Lights System <input type="checkbox"/> Function Hall Sound System					
EVENT ORGANIZER DETAILS					
NAME (Last Name)		(First Name)		(Middle Name)	(Name Extension)
MOBILE NO.         -		TELEPHONE NO.             	EMAIL ADDRESS		
CATERER DETAILS					
NAME (Last Name)		(First Name)		(Middle Name)	(Name Extension)
ADDRESS (House No.)		(Street)		(Barangay)	(City)
MOBILE NO.         -		TELEPHONE NO.             	EMAIL ADDRESS		

All information contained in this form will be treated with confidentiality in compliance with the Data Privacy Act.

**RENTAL RATES**

FUNCTION HALL		Residents/ Members	Sponsored by a Resident/Member
FULL SPACE	First four (4) hours	Php 12,000.00	Php 20,000.00
(300 pax capacity)	Succeeding hours	Php 2,000.00	Php 2,000.00
	Refundable cash bond	Php 10,000.00	Php 10,000.00
	Overtime charge	Php1,200.00	Php1,200.00
NORTH/SOUTH	First four (4) hours	Php 6,000.00	NA
(120-150 pax capacity)	Succeeding hours	Php 2,000.00	NA
	Refundable cash bond	Php 7,000.00	NA
	Overtime charge	Php1,200.00	NA
COURTYARD			
First four (4) hours		Php 3,000.00	Php 5,000.00
Succeeding hours		Php 1,000.00	Php 1,000.00
Refundable cash bond		Php 10,000.00	Php 10,000.00
Overtime charge (Php100/hour/person)			
PARK 3 GROUNDS			
First two (2) hours		Php 500.00	Php 500.00
Succeeding hours		Php 100.00	Php 100.00
PHASE 2 BASKETBALL COURT		<b>Resident</b>	
Day Rate (8:00 am – 5:00 pm)		Php 500.00/hour	N/A
Night Rate (5:00 pm – 8:00 pm)		Php 800.00/hour	N/A
RENTAL FEE ASSESSMENT			
RENTAL FEES:	AMOUNT	O.R. NO.	DATE
50% RESERVATION			
50% BALANCE:			
REFUNDABLE CASH BOND:			
OTHER APPLICABLE FEES:			
<b>TOTAL:</b>			

## Reservation and Payment

1. The party/organizer (CLIENT) shall be required to pay a deposit equivalent to 50% of the rental contract upon signing of the reservation agreement. The balance of fifty percent (50%) shall become payable on or before the date of the function. The rental amount covers the use of the premises with lights and air conditioning only. All other equipment aside from those previously mentioned to be used during the function shall be provided by the party/organizer.  
He/she may not transfer the privilege to any and all third parties, be they relatives and/or friends/acquaintances.  
Any breach or violation of this understanding shall cause the immediate cancellation of the reservation agreement entered into by the affected resident with the Association.
2. Should the CLIENT wish to cancel his/her reservation, written notice shall be served to BAVA at least seven (7) working days before the scheduled function. Except for fortuitous events, upon failure on the part of the CLIENT to cancel the reservation within the foregoing specified period, the 50% deposit shall be forfeited.  
In case a reservation is accepted three days or less before the event, any subsequent cancellation shall result in the forfeiture of the 50% deposit.
3. Only BAVA residents in good standing may sponsor a function or event. He/She shall, also, be jointly and severally responsible with the CLIENT for the payment of all charges and shall be likewise responsible for the conduct of the guests during the said event. The sponsoring member understands that the failure of the CLIENT to comply with the terms and conditions stated above may result in sanctions being imposed on the sponsoring resident in accordance with the existing rules and regulations of BAVA.
4. It is mutually agreed that BAVA shall not be liable for failure to provide the leased premise in the event of any fortuitous event or other causes beyond its control.
5. BAVA reserves the right to cancel any reservation in the event any of its rules and regulations are not complied with by the CLIENT.

## Use of Facilities

1. The use of the function hall and courtyard is up to 12:00 midnight only.
2. CLIENT shall not hold any illegal or immoral acts in the leased premises such as but not limited to gambling, showing of pornographic films or live shows, drug taking or distribution. In the event it is found that any such aforementioned illegal and immoral acts are being held, exhibited or performed, BAVA shall have the right at all times to resort to whatever legal means it deems proper to cause the immediate stoppage of such acts and to cancel and bring the assemblage to an end.
3. BAVA, at its discretion, reserves the right to reduce the volume of loudspeakers and other audio equipment if such is found excessive, it being understood and agreed by the CLIENT that the premises being rented are within a residential area. The use of heavy duty amplifiers, speakers and subwoofers is prohibited.
4. No posters or other materials may be affixed on the walls of the function hall and courtyard; likewise, nothing should be hung from the ceiling. Streamers may be displayed only in areas designated by BAVA. The use of nails, screws and tacks is strictly prohibited.
5. The basketball court in Park III is not part of the leased premises.
6. No onsite cooking is allowed. Washing of tableware is not allowed in the pantry.
7. CLIENT and his/her guests shall not dig holes, pick flowers, rearrange or alter the landscaping in the Park III grounds.
8. In case of damage to the BAVA premises/facilities, BAVA shall assess the cost of such damages and shall deduct the same from the bond. If the cash bond deposit is not sufficient, the balance will be collected from the CLIENT.
9. CLIENT assumes responsibility for any damage to items brought into the premises, injury to guests and to BAVA authorized maintenance crew that may occur during the function.
10. The CLIENT shall indemnify and hold BAVA, its Board of Governors, officers, employees, and agents free and harmless from any liability for any damage or injury to persons present and on the properties the CLIENT brought into the premises.
11. CLIENT shall likewise be responsible for the cleaning of the leased premises. The CLIENT shall see to it that, during the event, all litter is thrown into the containers provided by BAVA.

Processed by:

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Client Signature over Printed Name

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Village Services Officer