

PLANTATION — HILLS —

Brookside St., Plantation Hills Clubhouse
Brgy. Amsic, Angeles City, Pampanga, Philippines
0945 442 3662

AF-03
June 7, 2023

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										BLOCK NO.					LOT NO.				
CLASSIFICATION <input type="checkbox"/> Resident Owner <input type="checkbox"/> Tenant/Lessee <input type="checkbox"/> Non-Resident Owner										GOVERNMENT ID					GOVERNMENT ID NO.									
PHVA FACILITIES										EVENT DETAILS														
<div>EVENTS PLACE <input type="checkbox"/></div> <div>SWIMMING POOL <input type="checkbox"/></div> <div>_____</div> <div>_____</div>										DATE OF EVENT														
										TIME AND DURATION OF EVENT														
										TYPE OF EVENT														
										NUMBER OF GUESTS														
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 with be treated with confidentiality in compliance with the Data Privacy Act.

RENTAL RATES			
EVENT'S PLACE		Residents/ Members	Sponsored by a Resident/Member
FULL SPACE	First six (6) hours	Php 15,000	Php 20,000
(200 pax capacity)	Succeeding hours	Php 2,000	Php 2,500
	Refundable cash bond	Php 10,000	Php 15,000
	Overtime charge	Php 3,000	Php 3,500
SWIMMING POOL			
First six (6) hours		Php 5,000	Php 10,000
Succeeding hours		Php 1,000	Php 1,500
Refundable cash bond		Php 3,000	Php 5,000
Overtime charge (Php200/hour/person)			
RENTAL FEE ASSESSMENT			
RENTAL FEES:	AMOUNT	O.R. NO.	DATE
50% RESERVATION			
50% BALANCE:			
REFUNDABLE CASH BOND:			
OTHER APPLICABLE FEES:			
TOTAL:			

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 PHVA 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 PHVA 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 PHVA.
- 4. It is mutually agreed that PHVA 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. PHVA 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 events place is up to 8pm 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, PHVA 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. PHVA, 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 PHVA. The use of nails, screws and tacks is strictly prohibited.
- 5. No onsite cooking is allowed. Washing of tableware is not allowed in the pantry.
- 6. CLIENT and his/her guests shall not dig holes, pick flowers, rearrange or alter the landscaping in the grounds.
- 7. In case of damage to the PHVA premises/facilities, PHVA 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.
- 8. CLIENT assumes responsibility for any damage to items brought into the premises, injury to guests and to PHVA authorized maintenance crew that may occur during the function.
- 9. The CLIENT shall indemnify and hold PHVA, its Board, 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.
- 10. 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 PHVA.

Processed by:

Client Signature over Printed Name

Village Manager

Plantation Hills Village – Swimming Pool Waiver and Release of Liability Form

Release of Liability, Waiver of Claims, Assumption of Risk, and Indemnity Agreement

PLEASE READ CAREFULLY. BY SIGNING THIS DOCUMENT, YOU CHOOSE TO WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.

To: Plantation Hills Village (Owner of Property, Releasees)

I wish to swim at the clubhouse pool facility during the length of our event. By swimming in the vacation home pool, I recognize and fully understand certain things, including:

- At no time is there a lifeguard on duty, you (the renter) are responsible for the safe operation of the pool and are responsible for all persons using the pool during your stay.
- My use of the pool facilities during my stay involves certain risks, including but not limited to:
 1. The risk of injury resulting from possible malfunction of the pool equipment;
 2. The risk of injuries resulting from tripping or falling over obstacles in the pool area;
 3. The risk of injuries resulting from unsupervised divers and swimmers colliding;
 4. The risk of other injuries resulting from participating in any action in the pool.
- I recognize and fully understand that the above list is not a complete or exhaustive list of all possible risks; the list only provides examples of types of risks that I am assuming.

In exchange for the Owner allowing me to utilize the pool and area during my stay, I hereby agree to the conditions below. I fully intend and choose to give up the legal rights, as stated below:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may have in the future against the Owner, its directors, officers, employees, agents, or representatives (hereinafter referred to as the “Releasees”) relating to my use of the pool and pool area;
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury, expense, or other cost that I may suffer or that my next of kin may suffer in connection with my use of the Releasees pool or pool area to any cause whatsoever, INCLUDING NEGLIGENCE ON THE PART OF THE RELEASEES;
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability to property, or personal injury to, any third party, resulting from the use of the pool or pool area
4. That I am over the age of 18 and that I am responsible and will adhere to all the rules of the property;
5. That this Waiver, Release, and Agreement is fully effective and shall be effective and binding upon me, and my heirs, next of kin, executors, administrators, and assigns, or anyone else authorized to act on my behalf or on behalf of my estate.

I have read and understood this document. I am aware that by signing this document, I am waiving certain legal rights that I may have against the Releasees, and I fully agree to do so.

Processed by:

Client Signature over Printed Name and Date

Village Manager Signature over Printed Name and Date