



TIERRA NUEVA HOMEOWNERS ASSOCIATION INC.

Telephone No: 775-3018 / 807-9838

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Email: amistosabulletin@ymail.com

Website: amistosaclubhouse.weebly.com

Office Hours: Monday to Friday; 8:00 am–5:00 pm; Saturday 8:00am-12:00pm

*“Nestled within the serene and green expanse of Tierra Nueva Community Park,
is the new events venue in Alabang.*

Modern Castilian design, a charming chapel, court and play area.

Amistosa is ideal for private and intimate gatherings up to large events.

RESERVATION FORM

APPLICANT NAME:		ADDRESS:	
COMPANY: (Optional)		CONTACT NO:	
EMAIL ADDRESS:		TYPE OF EVENT:	
DATE OF EVENT:	START TIME:	END TIME:	
EST.ATTENDANCE:	CATERER:	TIME OF SET UP:	
<input type="checkbox"/> Resident	<input type="checkbox"/> Non- Resident	<input type="checkbox"/> Whole Area	<input type="checkbox"/> 2/3 <input type="checkbox"/> 1/3
		<input type="checkbox"/> Board Room	<input type="checkbox"/> Al-Fresco

Payment Information (checks payable to “Tierra Nueva Homeowners Association”)

RENTAL FEE:	AMOUNT PAID:	ADDITIONAL CHARGES:	SECURITY DEPOSIT: _____
		<input type="checkbox"/> DOWNPAYMENT	OTHERS: _____
MODE OF PAYMENT:	<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK Bank: _____	<input type="checkbox"/> FULL PAYMENT
			<input type="checkbox"/> Online Deposit

Amistosa Clubhouse will officially reserve the facility upon receiving of down payment payable to Tierra Nueva Homeowners Association along with your signed rental agreement.

NAME OF APLICANT:

SIGNATURE OVER PRINTED NAME:

PROCESSED BY:

Naida Abad
Admin Staff

APPROVED BY:

Maria Cecilia Valdivia
Village Manager

REFERENCE NO:

Original Copy: Customer

Duplicate: File copy



VENUE RENTAL AGREEMENT

This, agreement is made effective as of _____, by and between **AMISTOSA** primarily address at **Community Center, Corregidor St. Tierra Nueva Village** and (CLIENT) _____ with address at _____.

The **CLIENT** represent that their desire to hold an event, in particular (TYPE OF EVENT) _____ on from to at **AMISTOSA**. (Date of event) _____.

Therefore, the parties agree as follows.

I. VENUE RENTAL FEE:

The **CLIENT** agrees to pay the amount of _____ (P. _____) as rental fee to **AMISTOSA**.

II. RESERVATION & PAYMENT PROCEDURE:

Reservation is on a first-come, first-served basis, depending on the availability of the clubhouse facilities. Reservation fee is required to book the date of the planned event. **The booking shall be considered confirmed upon payment of 50% down payment. The 50 % balance shall be fully paid at least (1) One week before the event.** Inform the office in advance if extension is required to ensure that there is no conflict with succeeding reservations.

In case of **cancellation of "confirmed" booking, an administrative fee of 30%** of the rental fee shall be deducted before giving the refund provided the cancellation is made not less than 30 days before the event. Payment is forfeited if cancellation is made 30 days before the event.

Refund of the SECURITY BOND can be claimed every FRIDAY at the Village Admin Office.

To claim the refund, kindly bring the ISSUED RECEIPT. Forfeiture of security bond if unclaimed within two (2) months after the event.

No Official Receipt no refund policy is applied.

III. CLIENT REQUIREMENT:

- Request of Early Ingress and Changes in the Event time must be finalize within **TWO (2) weeks** before the event.
- Client must submit their guest list and all suppliers list within Three (3) days prior the even and must be submitted to TNHA Admin Office.

A. HOURS

For caterers, Ingress will be (4) hours before the event and Egress of (2) hours. Curfew for the use of the Clubhouse facilities is set at 12:00 midnight only. Use of Clubhouse Facilities is set 4 hours and an additional fee of 3,000 for every excess hour.

B. PARKING

Parking is allowed only in the designated area. Maximum of **35 cars is free of charge**. In excess, guest must be paid **Php.60.00** pesos for parking fee for the whole event time. Pay parking is located near guard house. Always place the Car Pass on the dashboard for security checking. (Please refer to parking layout.)

C. DECORATIONS

No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures. All other decorations must be free standing.

D. CANDLES

All candles must be contained in a glass container taller than the top of the candle flame.

E. SMOKING

Smoking is prohibited inside Village.

F. CATERERS

Caterers are required to abide by all policies outlined in the Facility Rental Agreement. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises after the event. No catering equipment, décor or other items may be left behind or stored on the property after the event. It is the responsibility of the **CLIENT** to inform the caterer of this agreement.

G. MUSIC

Music is permitted within the hall and in intended spaces. All music must be toned down by 10:00 midnight. It is the responsibility of the **CLIENT** to inform the caterer of this agreement.

H. PERSONAL PROPERTY

Loss or damages which might arise as a result of the use of the clubhouse facilities will be charge to the customer before leaving the premises. The customer and his/ her Guests should not leave their belongings unattended. Tierra Nueva Homeowners Association (TNHA) takes no responsibility for lost stolen item.

I. SECURITY & SAFETY

1. A Guest list is required for security purposes. TNHA shall be not held liable for any incidents or accident which may occur during the use of the clubhouse facilities.
2. Guests are required to use the designated **ENTRANCE & EXIT** doors upon entry and leaving the events place.
3. Guests must not wander around outside the Amistosa Clubhouse.

J. FORCE MAJEURE

AMISTOSA is not liable for cancellation of the event due to or as a result of Acts of God (including fire, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war declared), civil war, rebellion, revolution, insurrection, military or usurped powers or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or even failure of electricity. The **CLIENT** is not entitled to terminate this Agreement in such circumstances nor claim for any damages.

I have read and understood the above. I agree with all the terms and conditions stipulated. I will abide with the policies as signified by my signature found below. If I fail to sign this agreement, it means that I don't intend to enter into any binding contract with **AMISTOSA**, and that no services will be made despite any down payment I may have made.

Done this _____ day of _____ 202__ in Brgy. Cupang Muntinlupa City

CONFORME:

Signature over printed name:

PROCESSED BY:

APPROVED BY:

Naida Abad
Admin Staff

Maria Cecilia Valdivia
Village Manager

O/R No. _____

Amount: _____

AMISTOSA HOUSE RULES

1. For security purposes and the convenience of the client's guests, the client is requested to furnish Amistosa with their **GUEST LIST (120pax)**. Client's failure to submit a guest list will subject their guests to Tierra Nueva Village security routine.
2. **INGRESS OR SET UP TIME** for Amistosa will be **FOUR (4) HOURS** before the event, only then will our guards allow the entry of caterers and events service providers. Should the client require to have their ingress earlier than the allotted ingress hours, an additional fee of **P 1,000.00/HOUR** for additional ingress hours must be paid.
3. The client/event organizer must have its own **PERSONNEL**, **TOOLS** and **EQUIPMENT** to do the set-up or decorations for the event.
4. **ELECTRICITY** for Amistosa will only be provided **FOUR (4) HOURS** during the event, **VENUE COOLING TIME** for Amistosa will only be turned on **ONE HOUR (1hr)** before the event.
5. **ELECTRICITY BOOTHS OR PARTY CARTS** with equipment/s that uses electricity e.g. deep fryer will be charged with an additional electricity fee of **P300.00/BOOTHS**. Charge for use of inflatables with electric pump will depend on the wattage.
6. Caterers and other events service provider personnel must be confined only within the Amistosa premises and are not allowed to roam anywhere in the village.
7. Amistosa personnel will endorse the venue to the caterer and /or event organizer clean. Trash cans will provided around the Amistosa premises for caterers/event organizers' use during set-up. Amistosa maintenance personnel will be provided only during and after the event to ensure that Amistosa premises are kept clean. Waste food, ice and beverages must not be dumped onto the soil or landscaping surrounding Amistosa, caterers must use the service kitchen and dirty kitchen properly. Kitchen wastes must be properly placed in a garbage bag and stored at the garbage container provided by Amistosa.
8. No decorations or temporary fixtures maybe affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass panels or fixtures. Drapes, swags and other hanging decorations may be allowed but should be made of light material only, decorator must consult Amistosa personnel as to where hanging decorations may be hanged and attached to. No ceiling swags and other hanging decorations may be hanged / attached to the chandeliers. All other decorations must be free standing.
9. Amistosa personnel and security will time to time check and ensure that the entrance/exit doors are kept closed to keep cool temperature inside the Amistosa Hall even when events with spill-over guests at Amistosa hallway.
10. The **RENTAL OF AMISTOSA** is good for **FOUR (4) HOURS** only and will begin at the reserved start time of the event regardless when the event will start. In excess of four (4) hours, client will be charged **P 3,000.00 / HOUR EXTENSION FEE**. Thirty (30) minutes extension shall be considered an hour extension and an hour extension rate will apply.
11. **Egress** must be for **Two (2) hours only**, a **P1, 000.00/hour extension fee** will be charged for extended hours of egress. Caterers, decorators, and other events service providers must not leave any of their equipment behind or stored at Amistosa after event. Client and its service providers will not hold Amistosa liable for any loss or damage to any equipment left behind after event.
12. A **SECURITY BOND** of **P2, 000.00** is required of the client. For any violation of the foregoing house rules and of the rental agreement, the client understands bond shall be subject to fine and even forfeiture. Damages to Amistosa property that is more than the posted security bond must be settled before security clearance is given to the client and/ or events service providers.

With the clients signature affixed below, the client signifies that he/she understands the foregoing and binds himself/herself to the foregoing house rules.

Clients Printed Name and Signature

Date: _____