

## DECORATIONS:

- A. Client or its Event Coordinator must first consult Amistosa personnel as to where decorations may be hung or attached to.
- B. The use of nails, staple wires, tacks, tapes, paints are not allowed on the walls, glass panels and building to avoid damage on Amistosa premises.
- C. Drapes, swags, and other hanging decorations of light materials may be allowed.
- D. No ceiling swags and other hanging decorations shall be hung/attached to the chandeliers.
- E. Only free standing decorations brought in by the client or the event organizer are allowed.
- F. All candles must be contained in a glass container taller than the top of the candle flame.
- G. Music is permitted within the hall and in intended spaces. All music must be toned down by 12:00 midnight.
- H. Smoking is prohibited inside the hall. Smoking is allowed at designated area near the restroom.

## SECURITY BOND: P 2,000.00

Security bond is required to cover charges for loss or damage to property. Amount of damages to Amistosa property that is more than the posted security bond must be settled first before the SECURITY CLEARANCE will be released to the client or event service providers. Security Bond is refundable in full if there are no loss, damage or violation.

**Note:** The Clubhouse Rules shall be provided to Events Coordinators, Caterers and Service Providers for their guidance before, during and after the event.

**I hereby understand, agree and bind to the foregoing Amistosa Clubhouse Rules and affixed my signature below.**

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**Client's Printed Name and Signature**



*Tierra Nueva Village  
Alabang, Muntinlupa City*



## CLUBHOUSE RULES

**RENTAL:**

Rental is applicable for the first FOUR (4) hours only and will begin at the reserved start time of the event.

**EXTENSION HOUR FEE:**

P 3,000.00 per hour will be charge in excess of the first four (4) hours. Thirty (30) minutes extension shall be considered one (1) hour extension.

Curfew for the use of the clubhouse facilities is set at 12:00 midnight only.

**INGRESS or SET UP TIME:**

- A. Our guards will only allow the entry of caterers and events service providers FOUR (4) hours before the event.
- B. An additional fee of P 1,000.00 per hour will be charged if the client requests to have their INGRESS to be done earlier than the allotted ingress hours.

**ELECTRICAL USAGE:**

- A. Electricity will be provided FOUR (4) hours before the event.
- B. Booths or Party Carts with equipment that uses electricity (e.g. deep fryer) will be charged an additional electricity fee of P 300.00 per booth or party cart.
- C. Electricity fee of P 1,000.00 will be charge for the use of inflatables.

**AIR CONDITIONING:**

Air conditioning for the clubhouse will be turned ON THIRTY (30) minutes before the event. Amistosa personnel and security will ensure and check from time to time that the entrance/exit doors are kept closed to maintain the cool temperature inside.

**PERSONNEL, TOOLS, & EQUIPMENT:**

These are to be provided by the client or event organizer on which these are to be used for the set-up or decorations for the event.

**CATERERS:**

- A. The hall, kitchen and restrooms are ensured clean upon endorsement of Amistosa personnel to the caterers/event organizer.
- B. Trash cans will be provided around Amistosa premises.
- C. Amistosa maintenance personnel will be provided only during and after the event to ensure that Amistosa premises is kept clean.
- D. Waste food, ice and beverages must not be dumped onto the soil or anywhere around Amistosa. Kitchen wastes must be properly placed in garbage bags and stored at the garbage container provided by Amistosa.
- E. Caterers must use the service kitchen and dirty kitchen properly and keep them clean.

**SECURITY:**

Client is requested to furnish with the names of their guests THREE (3) days before the event for their convenience and security purposes. Failure to submit a guest list will subject their guests to Tierra Nueva Village security routine.

Loss or damages which might arise as a result of the use of the clubhouse facilities will be charged to the customer before leaving the premises. The customer and his/her guests should not leave their belongings unattended.

TNHA takes no responsibility for lost or stolen item.

**EGRESS:**

Egress must be for TWO (2) hour only. P 1,000.00 per hour extension fee will be charged for the extended hours of egress. Caterers, decorators and other event service providers must not leave any of their equipment behind or stored at Amistosa after the event. Clients and its service providers will not hold Amistosa liable for any loss or damage to any equipment left behind after the event.