



**TIERRA NUEVA HOMEOWNERS ASSOCIATION INC.**

Telephone No: 775-3018

Cellphone No: 0939-626-8958

Email: [amistosabulletin@ymail.com](mailto:amistosabulletin@ymail.com)

Website: [amistosclubhouse.webs.com](http://amistosclubhouse.webs.com)

Office Hours: Monday –Friday; 9:00 am – 6:00 pm

*“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**

NAME:		ADDRESS:	
COMPANY: (Optional)		CONTACT NO:	
EMAIL AD:		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

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

RENTAL FEE:	<input type="text"/>	ADDITIONAL CHARGES:	<input type="text"/>
AMOUNT PAID:	<input type="text"/>	<input type="checkbox"/> DOWNPAYMENT	<input type="checkbox"/> FULL PAYMENT
<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK	Bank:	<input type="text"/>

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 APPLICANT:**

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME:**

PROCESSED BY:

APPROVED BY:

\_\_\_\_\_

**ALMA V. LAUREANO**  
\_\_\_\_\_

VILLAGE MANAGER

REFERENCE NO: 0480

## AMISTOSA RENTAL AGREEMENT

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

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 payment. To claim the refund present the letter of request and acknowledgement receipt.

### III. RULES & REGULATIONS:

#### A. HOURS

For caterers, Ingress will be (4) hours before the event & an Egress of (1) hour. 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 on designated area. Always place the Car Pass on the dashboard for security checking. (Please refer to parking lay-out.)

#### 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 the hall. Smoking is allowed at designated area near the restroom.

**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 12:00 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**

A Guest list is required for security purposes. Guest list must be submitted 1 week prior to the event. TNHA shall be not held liable for any incidents or accident which may occur during the use of the clubhouse facilities.

**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 \_\_\_\_\_2017 in Brgy. Cupang Muntinlupa City

CONFORME:

\_\_\_\_\_  
Signature over printed name:

PROCESSED BY:  
\_\_\_\_\_  
Staff

APPROVED BY:  
\_\_\_\_\_  
**ALMA V. LAUREANO**  
Village Manager

O/R No. \_\_\_\_\_

Amount: \_\_\_\_\_

**Original Copy: Customer**

Duplicate: File copy