

The Chapters, MDSF Social Hall

Terms and Conditions

TERMS AND CONDITIONS:

1. When a CLIENT books a particular venue or venues in The Chapters premises, he/she has access to these venues **only**. Other venues may be available for CLIENT use only upon prior arrangement and at its corresponding cost, if any.

2. CLIENT is required to pay a **non-refundable reservation fee** in the amount of **Php 25,000** upon booking a definitive date of event. This amount is deductible from the total venue rental cost. This payment serves to hold the venue for the specified date of event and is payable at the time of contract signature.

Any balance due shall be paid **seven (7) days before the Event**. Failure to do so will result in forfeiture of any deposit made and cancelation of the event. All payments are payable to **"MDSF Holding Company INC."**

3. In case of postponement of function dates, The Chapters shall not guarantee the availability of the client's preferred date and the same contract price as stated, should there be price increase implemented by the company.

4. *The Chapters* requires **fifteen (15) calendar days** notice in case of postponement of function date in order for the venue manager to process the necessary changes in schedule of rental.

5. The duration of the party shall be limited to **4 hours** from the starting time of the program as indicated in the contract. Additional charge of **Php 4,000** will be charged per hour of extension of venue use. The event shall not go beyond **12mn.**

6. CLIENT shall declare the FULL PROGRAM of the Event such as:

Cocktail Hour
Lunch/Dinner
Program
Photo Session

And shall declare start and end time of each activity.

7. CLIENT will discuss the set-up time required for their service suppliers and shall submit a list of these suppliers and their contact persons.

8. CLIENT or an authorized representative (Event Coordinator) will ensure that the following rules and regulations for set up are respected:

Submission of ingress list for equipment to include names of personnel at least **two (2) days** before set-up date. The Chapters will control entry of supplier personnel and reserves the right to refuse entry for names that were not submitted prior to set up date.

Suppliers are not allowed to use The Chapters chairs/tables/plants to be a part of their design without prior notice and approval. Suppliers staff are not allowed to loiter or wait in the The Chapters premises during the event.

Baggages/backpack/equipment boxes needed after the event can be stored in the back storage area.

9. CLIENT and SUPPLIERS have **eight (8) hours of ingress time** from the starting time provided by the CLIENT. To ensure the safety and security of the premises, all suppliers are required to wear CREW ID to

be issued by The Chapters upon entry to the premises and must be surrendered after the event.

10. CLIENT is responsible to let the Suppliers know that **NO LIVE COOKING** is allowed inside The Chapters. Furthermore, suppliers must properly dispose food waste in waste bags or containers that they will be bringing with them to the venue. Suppliers must take these waste bags or containers with them as they leave the Chapters after pack-up.

11. CLIENT shall be responsible for the safety and security of all the guests and their personal property. *The Chapters* shall not be responsible for any damage or loss of any merchandise, equipment, clothing, cell phone, gifts, and other valuables left prior, during or after the function. The Chapters is likewise free from any and all liabilities resulting to any loss or damage or injury that may be suffered by any guest, third person or property prior to, during and after the function.

12. CLIENT shall pay for the cost of broken, damaged or lost equipment, furniture, fixtures, glassware and utensils whether damaged by the guests or the CLIENT themselves based on the current market price. Stage and venue design/ styling must freestanding and self-supporting. The client may choose to install design elements in the provided ceiling battens only. Event suppliers are strictly prohibited from installing permanent fixtures in any area of the events hall (eg. Adhesives, duct tapes, electrical tapes, glue, rugby, nails, staples/ paint, drilling/ any form of carpentry) In this eventuality, a **Cash Bond in the amount of Php 10,000 shall be payable in addition to the total cost** which is **refundable** not later than **seven (7) working days** after the event should there be no reported damage incident. Should the damages cost more than this amount, the CLIENT is expected to render additional payment equal to the calculated cost of the damages.