



Forbes Park Association, Inc.  
Pandan Road, Forbes Park  
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**FACILITIES RESERVATION AGREEMENT**

FORBES PARK PAVILION

W. CAMERON FORBES HALL

Full Space  North Side  South Side

Date Filed: \_\_\_\_\_

**1. REQUESTING PARTY:**

Property Owner (  Resident,  Non-Resident)  Tenant/Lessee  Immediate Family Member

Member/Resident: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**For Sponsored Events (Endorsed by a resident):**  
Name of Sponsored Non-Resident: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. DETAILS OF THE EVENT:**

Type of Function:  Birthday  Baptismal  Wedding  Anniversary  Reunion  
 Other Functions: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Time: \_\_\_\_\_

Expected No. of Guests: \_\_\_\_\_

**FORBES PARK IS A RESIDENTIAL AREA.  
ALL FUNCTIONS MUST CEASE BY 12:00 AM.  
STRICTLY NO EXTENSION.**

**3. OTHER INFORMATION:**

Caterer: \_\_\_\_\_  On-site Cooking  
\*Garbage due to onsite cooking shall be brought out by the caterer; cleaning of the pantry is included in the scope.  
Florist/ Decorator: \_\_\_\_\_ Photographer: \_\_\_\_\_  
Mobile/ Band: \_\_\_\_\_ Lights & Sounds: \_\_\_\_\_  
 Needs 1-50 Ampere Power Connection  Needs 2-50 Ampere Power Connection

**4. PAYMENT:**

Usage Fee:  
50% Reservation: Php \_\_\_\_\_ OR No.: \_\_\_\_\_ Date: \_\_\_\_\_  
50% Balance: Php \_\_\_\_\_ OR No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Refundable Cash Bond: Php \_\_\_\_\_ OR No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Other Applicable Fees: Php \_\_\_\_\_ OR No.: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, the requesting party warrants that they have read and fully understand the guidelines, terms, and conditions printed herein, which govern the use of the facility, and they agree to comply with and be bound by them.

Member/Resident: \_\_\_\_\_  
Signature over Printed Name

Sponsored Non-Resident  
\_\_\_\_\_  
Signature over Printed Name

\*\*\*\*\* FPA Authorized Signatories Only \*\*\*\*\*

Recommending Approval: \_\_\_\_\_  
**JONA M. MEDRANA**  
Village Manager

Approved By: \_\_\_\_\_  
**SHEILA I. RAMOS**  
Chairperson – Administration Committee

**GUIDELINES ON THE USE OF FACILITIES**

Available Facility & Applicable Fees	FORBES PARK PAVILION 120 Pax capacity		RESIDENTS / MEMBERS	SPONSORED BY A RESIDENT / MEMBER
			NEW RATE	NEW RATE
	First 4 Hours			
	* Weekdays (Monday - Thursday)		P15,000.00	P30,000.00
	* Weekends (Friday-Sunday)		P17,000.00	Not Allowed
	Succeeding hours (Strictly up to 12MN only)		P3,000.00/hr	P5,000.00/hr
	Cash Bond (refundable)		P15,000.00	P30,000.00
	On-site cooking/reheating of food using an LPG tank		P5,000.00	P5,000.00
	Food cart (Maximum of 2 electric food carts allowed. Excess requires LPG/butane, charged as on-site cooking.)		P2,500.00 per cart	P2,500.00 per cart
Additional Power Supply (for sound/lights/arcade games, maximum of two 50 amperes only)		P2,000.00 per 50AMP	P2,000.00/per 50AMP	
Overtime charges (Sundays & Holidays)		P2,000.00	N/A	

Available Facility & Applicable Fees	FORBES PARK W. CAMERON HALL		RESIDENTS / MEMBERS	SPONSORED BY A RESIDENT/MEMBER
			NEW RATE	NEW RATE
	Full Space (120 pax capacity)	First four (4) hours	P7,000.00	P10,000.00
		Succeeding hours	P1,000.00/hr	P2,000.00/hr
	North Side (50 pax capacity)	First four (4) hours	P4,000.00	P6,000.00
		Succeeding hours	P500.00/hr	P900.00/hr
	South Side (70 pax capacity)	First four (4) hours	P5,000.00	P8,000.00
		Succeeding hours	P600.00/hr	P1,100/hr
	Cash Bond (refundable)		P7,000.00	P10,000.00
On-site cooking		P2,500.00	P2,500.00	
Overtime Charges (Sundays and Holidays)		P1,500.00	P1,600.00	
Other applicable fees, refer to the above table				

WHO are eligible to use	* Resident owners, non-resident owners, or tenants/lessees whose membership status in the Association is in good standing, as well as their immediate family members, are eligible. (For company-owned properties: Only the Chairman, President, or the company-designated occupant of the property shall be eligible to use.)
	* Non-residents sponsored by a resident (only for private social family-related parties) should provide a written letter from the resident indicating sponsorship for facility use. (NOTE: A resident is entitled to first priority reservation once per month. Second priority will be given to subsequent reservations from any resident who already has a prior approved reservation in the same month.)

ALLOWED PURPOSE of use	* Private, social, and family-related parties, such as birthdays, baptisms, weddings, anniversaries, family reunions, and death anniversaries, including 9-day novenas.
	* National Day Celebrations for residents who are members of the Diplomatic Corps or the Consular Corps.
	* Functions of companies where the resident holds a position as a corporate officer or director. (These include anniversary celebrations and other company gatherings that are not of a commercial nature.)
	* Functions of duly registered organizations in which a resident holds a current position as an officer or director (such as organization anniversaries or officer inductions). (NOTE: For events hosted by a company/organization, a notarized secretary's certificate must be submitted, certifying that the sponsoring resident is a director or a key corporate officer of the company/organization hosting the event).

Terms of payment	* First-come, first-served basis; preferably one month before the function.
	* 50% advance payment of the usage fee is required upon confirmation of the reservation.
	* 50% balance, along with the bond and other applicable fees, must be settled seven (7) days prior to the function.
	* To be eligible for a full refund, the cancellation of a confirmed reservation must be submitted in writing at least 15 days prior to the function. Otherwise, the 50% advance payment will be forfeited.
	* Refund of the bond must be requested in writing by the resident/ sponsoring resident.

Other terms and conditions	* Those approved to use the facility undertake to hold FPA, its Board of Governors, officers, employees, and agents free and harmless from any and all liability for damages, including consequential damages arising from any injury to a person or property due to the use or misuse of the facility. Consequently, all claims for such damages are hereby forever waived, abandoned, and/or otherwise extinguished.
	* Playing band music or operating amplified stereos, loudspeakers, or any other instruments and appliances must adhere to a minimum sound level that does not disturb adjacent residences; otherwise, their use shall be ordered to stop.
	* Any or all damages incurred by the facility or its appurtenances during a function shall be shouldered by the using party. The cost of damages shall be deducted from the bond.
	* Gathering in the Pavilion and/ or W. Cameron Forbes Hall must cease by 12:00 midnight.
	* We highly prioritize residents' privacy. Professional photography and videography are exclusively permitted inside the rented facilities only.

**Submit the following requirements to confirm your reservation**

1. **Cover letter** stating that you are confirming your reservation with details such as the purpose of the event, no. of expected guests, date and time of the event, and the suppliers. **Endorsement Letter** for Sponsored non-residents.
2. **Signed Facilities Reservation Form (this form)** **Acknowledged By:** \_\_\_\_\_
3. **50% down payment of the reservation fee** Printed Name and Signature of Requesting Party