

THE STELLAR
(Gintong Bulwagan ng Karmelo)

SERVICE AGREEMENT

Client's Name	
Address	
Telephone #	
Mobile #	
Email address	
Date of Event	
Time	
Event/s	
Set-up time	Three (3) hours before the event
Function proper	Three (3) hours
Package	
Additional Facilities	
Total Contract Price	
Name of Catering	
Caterer's contact#	

TERMS AND CONDITIONS

1. Mode of Payment

- 50% reservation fee or PhP 5,000 upon signing the contract and non-refundable
- full payment of remaining balance two weeks before the event.

2. Rates

- **Stellar A** - PhP 15,000 200-250 capacity
- **Stellar B** - PhP 10,000 100-150 capacity
- **Stellar C** - PhP 5,000 50-80 capacity
- **Flos Carmeli Hall** - PhP 5,000 70-100 capacity
(2nd floor)

Additional PhP 1,000/hour or a fraction of it will be charged.

3. In the event of cancellation of the reservation by the Client for any reason, the Client forfeits the amount of the non-refundable reservation fee. Any other electricity device is not allowed (except for the lights needed to illuminate the stage or a prominent object or spot, which must not exceed, however a total of 1,000 watts).

The use of such electricity consuming gadgets may be allowed only with the prior approval and corresponding fees to be determined by the Stellar Gintong Bulwagan ng Karmelo administrator.

4.	The Client has the responsibility of monitoring his/her guests. The Stellar Hall administrator(s) will assist in dealing with unwanted gatecrashers.
5.	The Client and their guests are to mind their own belongings at all time during the function. The Stellar Hall administrator(s) shall be free from any liability arising from unforeseen events such as theft, robbery, freak accident, or any other natural or man-made calamities that may cause harm to the Client, their guests, and their belongings before, during and after the function.
6.	The Client may bring the caterer of their choice, whether accredited by The Stellar Hall or not provided the caterer abides with the regulations and policies of The Stellar Hall. And is required to pay corkage fee.
7.	The Stellar Hall shall be free from any legal suit and liability with regard to the services rendered by the caterer, including issues like food poisoning and sanitation.
10.	Please bear in mind that your caterer has been pre-accredited by The Stellar Hall. As such, they have an accreditation agreement with The Stellar containing terms and conditions for the proper use of the Hall.
9.	Use of nails, thumbtacks, masking tapes, kerosene or gas torch are not allowed inside The Stellar Hall.
10.	Please bear in mind that your caterer has been pre-accredited by The Stellar Hall. As such, they have an accreditation agreement with The Stellar containing terms and conditions for the proper use of the Hall.
11.	The Client or any guests will be accountable to any damage to The Stellar Hall caused by them.
12.	The Client's event coordinator shall respect all the rules of The Stellar Hall. They shall inform the personnel of the hall before the event of any special requirements, which they want to implement. Any such requirement may be declined without necessity of explanation.
13. Rentals	<ul style="list-style-type: none"> • Mono-block chair: P10.00/pc w/o cover; P50.00/pc with cover • Table: P50.00/pc w/o cover; P100/pc with cover • Sound System – P3,000.00 • Platform (1 set) – P500.00
14. Corkage fee	<ul style="list-style-type: none"> • Catering - P1,500.00 • Photo Booth - P500.00

COMMITMENT: We have read and fully understood the above conditions and hereby agree to be governed by their stipulated terms and policies. To indicate our commitment, we hereby affix our full approval and signature

Conforme: Printed Name and Signature
Date: _____

Attested: (Building Administrator)
Date: _____

Reservation fee: _____

Full payment: _____

PPC OR#: _____
Date: _____

PPC OR#: _____
Date: _____

