



APPLICATION FOR USE OF THE COMMUNITY CENTER FACILITIES

FACILITY

- Community Center (Air-conditioned)
- Community Center (Electric Fans)
- Basketball Court (up to 5 p.m. only)
- Basketball Court (beyond 5 p.m. lighted)
- Playground

Applicant: _____ Date Filed: _____
 Address : _____ Tel. No. : _____
 Purpose/Event: _____ Cell Phone No.: _____
 Date of Reservation: _____ Time: _____ to _____
 If Applicant is NON-RESIDENT:
 Sponsored by (LGV Resident) _____ Tel./Cell No. _____
 (Signature of member over printed name)

Address: _____

TERMS AND CONDITIONS:

- A. Scheduled association activities will be given top priority. Resident members will have priority over non-resident members and non-members, also on a first-come first-served basis. Both non-resident members and non-members will have to be sponsored by a resident member.
- B. Any Eucharistic celebration (Mass) during the affair will require the prior written approval of the parish priest of Sta. Maria Della Estrada Parish.
- C. Payment of P5,000 Renter's Bond, Rental Fee and P10,000 Supplier's Bond is required upon reservation.
- D. Cash bond will be refunded only if no damage or loss is uncovered within five (5) days after a written request for refund is received. Please attach the original copy of the LGVHAI official receipt to the request for refund.
- E. Cancellation of paid reservation:

Days before Reserved Date Cancellation is Made	% of Paid Reservation Forfeited
30	10
15	50
7	70

- F. Additional minimum assessment of P2,500 will be levied and collected for the use of any electrical equipment, such as spotlights, lasers and musical instruments.
- G. Cost of repair or replacement of any damaged association property or equipment will be paid for by the applicant and automatically deducted from the cash bond. All repairs or replacements are subject to prior approval of the association.
- H. A maximum of two (2) hours before the scheduled time of the reservation is allowed for the decorators, caterers and or MPC set-up. Additional P500 per hour will be charged for every succeeding hour.
- I. Only masking tape may be used for posting of decorations and signs. The use of adhesive packaging tapes, double adhesives, staplers, nails and scotch tape is strictly prohibited. No hanging decors will be allowed attached to the chandeliers and lights. In the absence of a double-draw switch the use of a generator will not, in the meantime, be allowed. All hanging decors should be hung only on the rings provided, no hanging decors on the air-condition bars.
- J. The association strictly prohibits the use of the Community Center for any illegal and immoral activity such as pot sessions, lewd shows, unauthorized recruitment, gambling and any other illegal activity.
- K. To expedite entry of guests and to prevent traffic build-up at the gates, a list of the applicant's guests should be submitted two (2) days prior to the affair to the LGVHAI office and Security Outpost.
- L. LGVHAI and the Maintenance men in-charge will not be held liable for anything lost or left after and or during the activity.
- M. All Community Center activities must end by 12:00 midnight.
- N. Parties with band, loud music and the like will only be allowed up to 11:30 p.m. only.
- O. Food Stalls that require Heating, Frying and Cooking are strictly prohibited inside the MPC Hall.
- P. Inflatable playing stuffs for kids are not allowed inside the MPC Hall.
- Q. Any kind of animal pet shows are not allowed inside the MPC Hall.
- R. No open parties for teenagers for parties more than 150 guests.
- S. The surrounding premises must be cleared of all waste materials and all decorations must be removed prior to departure, as verified and supervised by the Maintenance in-charge.
- T. Loitering is strictly prohibited. Guests and crew must be confined in the rented area only.
- U. Unacceptable behavior of all suppliers and any of its crew will be sufficient ground for the temporary banning or permanent prohibition of the suppliers from engaging in any future activity in the subdivision and forfeiture of the bond.
- V. Double Parking, parking in front of the drive way is strictly prohibited. Vehicles can park only in areas specifically designated for parking.

- W. Curtains must be closed at all times during the entire duration of the event/affair. Any violation of this shall be forfeiture of the bond.
- X. Any violation of the LGVHAI rules committed by the renters, guests, suppliers and any of its crew as documented by the Maintenance and Security in-charge shall mean forfeiture of the bond.

APPLICABLE RATES:

A. Community Center

- **For Resident Members:**

- **(Friday, Saturday & Sunday)**

- Air-conditioned P10,000.00 for the first five (5) hours and P1,500.00 per hour or fraction thereof thereafter.
 - Electric Fans 7,000.00 for the first five (5) hours and P600.00 per hour or fraction thereof thereafter.

- **(Monday to Thursday)**

- Air-conditioned P7,000.00 for the first five (5) hours and P1,000.00 per hour or fraction thereof thereafter.
 - Electric Fans 6,000.00 for the first five (5) hours and P600.00 per hour or fraction thereof thereafter.

- **For Non-Residents:**

- **(Monday to Sunday)**

- Air-conditioned P12,500.00 for the first five (5) hours and P2,500.00 per hour or fraction thereof thereafter.
 - Electric Fans 7,500.00 for the first five (5) hours and P1,000.00 per hour or fraction thereof thereafter.

- **For Resident/Commercial activities:**

- **(Wedding & Graduation Ceremonies, Recital, Company & Civic Organizations and the likes)**

- Air-conditioned P20,000.00 for the first five (5) hours and P2,000.00 per hour thereafter.
 - Electric Fans 15,000.00 for the first five (5) hours and P1,000.00 per hour thereafter.

- **For Non-Resident/Commercial activities:**

- **(Wedding & Graduation Ceremonies, Recital, Company & Civic Organizations and the likes)**

- Air-conditioned P25,000.00 for the first five (5) hours and P2,500.00 per hour thereafter.
 - Electric Fans 20,000.00 for the first five (5) hours and P1,500.00 per hour thereafter.

B. Basketball Court (Free for residents and family members but if rented exclusively for any activity the following rates will apply).

- **For Resident Members:**

- P3,000.00 for Parties for the first five (5) hours, P500.00 per hour thereafter in excess of five hours or fraction thereof.

- P2,500.00 for playing basketball for the first five (5) hours, P500.00 per hour thereafter in excess of five hours or fraction thereof.

- **For Non-Residents:**

- **P4,000.00 for Parties** for the first five (5) hours, P700.00 per hour thereafter in excess of five hours or fraction thereof.

- P3,500.00 for playing basketball for the first five (5) hours, P600.00 per hour thereafter in excess of five hours or fraction thereof.

Note: After 5:00 P.M. cost of electricity at P500 per hour will be collected (for residents only)

NO PRIVATE RENTALS FROM FRIDAY TO SUNDAY.

C. Playground (Free for residents and family members but if rented exclusively for any activity the following rates will apply).

- **For Resident Members:**

- (i) P1,500.00 for the first five (5) hours and P300.00 per hour or fraction thereof thereafter.

- **For Non-Residents:**

- (ii) P2,500.00 for the first five (5) hours and P500.00 per hour or fraction thereof thereafter.

D. Sound System P2,500.00 for the duration of the activity

E. Chairs & Tables

- Chairs (500 pcs.) P12.00 each
- Tables without table cloth:
 - Square Table (17 pcs.) 50.00 each
 - Round Table (Big) (24 pcs.) 70.00 each
 - Long Table (16 pcs.) 80.00 each

Name & Signature of Applicant

Approved by:

LGVHAI Office Manager

President

FEE(S) COLLECTED: _____

O.R. No. _____ Date: _____

LGVHAI Cashier