



APPLICATION FOR THE EXCLUSIVE USE OF THE GARDENS FACILITIES  
(For Small family party/gatherings)

FACILITY

- ( ) Ysmael V. Baysa Sports Center ( ) Mango Grove  
( ) Soccer Field ( ) Picnic Grove  
( ) Children's Playground

Applicant: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
Address : \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
Purpose/Event: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_  
Date of Reservation: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

TERMS AND CONDITIONS:

- A. Scheduled association activities will be given top priority. Accommodation of reservation is on a first-come first-served basis. The use of all facilities at the Gardens is open to all LGVHAI resident members only.
- 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 the required fees as stated below is required upon confirmation of the reservation.
- D. User's 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 should be in writing 30 days before the reserved date and subject to approval of the authorized LGVHAI Officer. Otherwise, the rental fee will be forfeited.
- F. Additional minimum assessment of P1,000 will be levied and collected for the use of any additional electrical equipment, such as spotlights and lasers, electric stove etc.
- G. A maximum of two (2) hours before the scheduled time of the reservation is allowed for the decorators, caterers to set-up. Additional P500 per hour will be charged for every succeeding hour.
- H. The association strictly prohibits the use of the LGV facilities for any illegal and immoral activity such as pot sessions, lewd shows, unauthorized recruitment, gambling and any other illegal activity.
- I. 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.
- J. LGVHAI and the Maintenance men in-charge will not be held liable for anything lost or left after and or during the activity. Renter to provide pack food for maintenance assign during the functions.
- K. Parties must end at strictly 9:00pm.
- L. Parties with band, loud music and the like is not allowed.
- M. No open parties for teenagers for parties more than 150 guests.
- N. 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.
- O. Loitering is strictly prohibited. Guests and crew must be confined in the rented area only.
- P. 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.
- Q. Users of the LGV facilities are expected to behave properly by avoiding the following:
  - Unnecessary noise
  - Violent behavior
  - Damage to the facility and adjacent property.
- R. Users of the above facilities should keep clean at all times and should throw their garbage into the garbage bins. Littering is strictly prohibited. The use of trash cans and receptacles are provided for within the premises.
- S. Double Parking, parking in front of the drive way is strictly prohibited. Vehicles can park only in areas specifically designated for parking.
- T. Any violation of the LGVHAI TERMS AND CONDITIONS for the use of The Gardens facilities 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.
- U. 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.
- V. For Sports related activities, rentals will be on an hourly basis. NO fractional minutes will be accepted, i.e. 15 minutes or 45 minutes will be considered as one (1) hour. Sports activities must end strictly at 9:00p.m. Time schedules will be strictly enforced. Players should wear proper playing attire/uniform (i.e. jersey, rubber shoes etc.)
- W. NO exclusive use of facilities during Friday, Saturday and Sunday. Small private parties during weekends will be accepted only once a month with prior approval of the LGVHAI authorized officers.

APPLICABLE RATES:

- A. YSMAEL V. BAYSA SPORTS CENTER Covered Basketball Court (Free for residents and family members but if rented exclusively for any activity the following rates will apply).
- For Resident Members:  
P5,000.00 for Parties for the first five (5) hours, P500.00 per hour thereafter in excess of five hours or fraction thereof. **Provided the activity ends on or before 9:00 P.M.** P2,500 User's Bond and P2,500 Supplier's Bond (Refundable).
- P500.00 (with lights) for playing basketball per hour.  
P200.00 (without lights) for playing basketball per hour.
- B. SOCCER FIELD (Free for residents and family members but if rented exclusively for any activity the following rates will apply).
- For Resident Members:  
P2,000.00 for Parties for the first five (5) hours, P400 per hour thereafter in excess of five hours or fraction thereof. **Provided the activity ends on or before 9:00 P.M.** P2,500 User's Bond and P2,500 Supplier's Bond (Refundable).
- P400.00 (with lights) for playing soccer per hour.  
P200.00 (without lights) for playing soccer per hour.
- 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. **Provided the activity ends on or before 9:00 P.M.**
- D. PICNIC GROVE / MANGO GROVE (Free for residents and family members but if rented exclusively for any activity the following rates will apply).
- For Resident Members:  
P1,500.00 for the first five (5) hours and P300.00 per hour or fraction thereof thereafter. **Provided the activity ends on or before 9:00 P.M.**
- E. CHAIRS & TABLES
- Chairs (200 pcs.) P12.00 each
  - Tables without table cloth:
    - Square Table ( 50 pcs.) 50.00 each
    - Round Table (Big) ( 16 pcs.) 70.00 each
    - Long Table ( 23 pcs.) 80.00 each
    - Cocktail Table (10 pcs.) 50.00 each

\_\_\_\_\_  
Name & Signature of Applicant

\_\_\_\_\_  
Approved by:

\_\_\_\_\_  
*LGVHAI Office Manager*

\_\_\_\_\_  
*President*

FEE(S) COLLECTED: \_\_\_\_\_

O.R. No. \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
LGVHAI Cashier