

PHILIPPINE ARMY OFFICERS' CLUBHOUSE

Fort Andres Bonifacio, Metro Manila

8459555 loc 4114

REQUEST FORM

(Date)

Requesting Party: _____

- | | | | | | |
|--|---|-----|-----|-----|-----|
| <input type="checkbox"/> Ricarte Hall | <input type="checkbox"/> Function Rooms | (1) | (2) | (3) | (4) |
| <input type="checkbox"/> Duque Hall | <input type="checkbox"/> Jalandoni Hall | | | | |
| <input type="checkbox"/> Patio & Garden | <input type="checkbox"/> Luna Hall | | | | |
| <input type="checkbox"/> Others (Please Specify) _____ | | | | | |

Purpose/Function: _____
 Date and Time of Use: _____
 Nr of Guests: _____
 Office Address: _____
 Tel. No: _____
 Home Address: _____
 Home/Mobile No: _____
 Catering Service: _____

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Function Hall	Active PA Personnel & Dependents	Retired PA & Active Offs of other Br of Svc	Ret Offr of Other Br of Svc & Civilian	Addt'l per hour Charge in excess	Payment Details: (Venue)
Ricarte Hall w/o Function Rooms	12,000.00	18,000.00	24,000.00	15% every	D/ Payment: P _____ F/ Payment: P _____ OR Num: _____ OR Num: _____ Check No: _____ Check No: _____ Date Paid: _____ Date Paid: _____
With Function Rooms	1000	1000	1000	succeed ing hour	
Terrace/Veranda	5,500.00	6,500.00	7,500.00	-do-	Payment Details: (Additional Charges) Lights and Sounds: _____ LCD/Projector _____ Combo/Band _____ Video Coverage _____ Magic Sing/Karaoke _____ Photo Booth _____ Smoke Machine _____ Bubble Machine _____ Others: _____
Duque	6,000.00	8,000.00	12,000.00	-do-	
Jalandoni	3,500.00	4,500.00	5,500.00	-do-	
Patio & Garden	11,500.00	14,500.00	19,500.00	-do-	
Luna Hall	9,000.00	12,000.00	15,500.00	-do-	
Additional Charges: Lights and Sounds: P 1,000 Photo booth P 700 Combo/Band 1,000 Water Falls 700 LCD/Projector 700 Fountain 700 Video Coverage 700 Smoke Machine 700 Magic Sing/Karaoke 700 Bubble Machine / 700					Total _____ ----- Cash Bond: P 5,000 Less: _____ _____ _____ Cash Bond Refund: P _____ Received by: _____ Date: _____
* Cash Bond of Php 5,000 is refundable 7 days after the event)					

TERMS AND CONDITIONS

A. RESERVATIONS

1. Reservation – Requesting party may request for pencil booking Six Months prior to the scheduled activity. However, reservation will only be confirmed upon approval of management and payment of at least 50% of the full amount. No reservation shall be confirmed earlier than 6 months.
2. Payment – Upon approval of the request, 50% Down payment should be paid at PAOC Office within ten (10) working days together with the Contract/Agreement of their chosen catering service.
3. Active Army rate is only applied to Active Army's personal events and his/her direct dependents. Said privilege is neither applicable nor transferable to requesting parties endorsed by an Active Army Officer.
4. Maintenance fee indicated applies for the use facilities for 4 hours or less effective 01 February 2011.
5. 15% shall be charged for every hour in excess of the 4 hours use.
6. Cancellation – Should the requesting party withdraw the reservation, the following amount shall be charged depending on the number of days before the activity:

1 to 10 days	50 % of the Down Payment
11 to 20 days	30 % of the Down Payment
21 to 30 days	20 % of the Down Payment
Beyond 30 days	10% of the Down Payment

7. Reservation made within one (1) month prior to the activity should be settled in full.
8. Members of Philippine Navy, Philippine Air Force, Philippine National Police, non-active PA personnel, and civilians **intending to avail of any of the facilities** should be sponsored by an active Army officer who shall be accountable to the Command.
9. Only accredited caterers are allowed to cater at PAOC.

B. STIPULATION ON APPROVED REQUEST

The **Philippine Army reserves the right to revoke reservation and/or cancel approved requests** for the use of the Function Rooms, Halls and all facilities of PAOC, **any time to give way to Command Activities** and shall not be held liable for any corollary damages caused by the cancellation of such reservation. Should this happen, payments will be reimbursed in full amount to the requesting party.

C. RESPONSIBILITIES OF REQUESTING PARTY AND OF THE ENDORSING PA ACTIVE OFFICER

1. Requesting party will be held fully liable for the conduct and behavior of their guests. Damages to properties arising from the improper use of the facility will be charged against the requesting party.
2. The Endorsing officer/ sponsor shall be accountable to the command should any untoward eventualities happened during the activity.
3. The use of band and other musical instruments should be cleared with the Office of the Secretary Army General Staff. The requesting party is likewise required to furnish the following information: Name; Contact number; and, Present address of members.

D. AGREEMENT

THIS IS TO CERTIFY THAT I understood and will abide to the terms and conditions stated herein and that any false declaration that I will make in connection with my request shall be a basis for the cancellation of my reservation or disqualification for my future requests related thereto.

I hereby affix my signature:

Name and Signature of requesting party

E. ENDORSEMENT

I respectfully endorse to your office this request to use the facility of PAOC. I understood and accept my responsibility as endorser and certify that we will abide by the terms and Conditions stated herein.

I hereby affix my signature:

Name and Signature of Endorser
(Active PA Officer)

Serial No: _____
Designation: _____
Office Address: _____
Contact Number(s): _____