



PARAGON PLAZA
Condominium Corporation

15th Flr., Administration Office, Reliance St., corner EDSA, Mandaluyong City Tel. No.: 636-4933 Telefax: 636-4958



RESERVATION REQUEST SLIP

- () MULTI-FUNCTION ROOM () 15TH FLOOR GARDEN DECK
 () MINI CONFERENCE ROOM () 37TH FLOOR ORION DECK
 () SWIMMING POOL

DATE:		CONTROL NO.:	
UNIT OWNER/TENANT:		UNIT NO.	
DATE OF FUNCTION:		TIME: FROM:	TO:
OCCASION:		EXPECTED NO. OF GUEST	

FEES: (A 50% deposit is required upon submission of Reservation Slip)

FIRST THREE (3) HOURS

AMENITIES	DISCOUNT TO OWNER/TENANT	SPONSORED RESERVATION	SUCCEEDING HOUR OR FRACTION THEREOF	NO. OF ATTENDEES	SCHEDULE
FUNCTION ROOM	P 3,500.00	P 4,000.00	P 1,000.00	50	9AM-10PM
CONFERENCE ROOM	1,500.00	2,000.00	500.00	20	9AM-10PM
15/F GARDEN DECK	3,500.00	4,000.00	1,000.00	150	9AM-10PM
37/F ORION DECK	3,500.00	4,000.00	1,000.00	30	9AM-10PM
SWIMMING POOL	2,500.00	3,000.00	800.00	20	9AM-10PM

RENTALS:

Monobloc Chair w/ armrest: P 7.00 /each
 Monobloc Chair w/o armrest: P 5.00/each

Monobloc Table (round for 6): P 25.00/each
 Monobloc Table (square for 4) 20.00/each

TERMS AND CONDITIONS:

1. Use of facilities is for unit owners and tenant and their sponsored relatives/friends only.
2. Reservation is strictly on a first come-first served basis. The user shall coordinate with the Administration office at least three (3) days before the function.
3. Reservation can be considered confirmed only when the reservation form is signed by qualified owner/tenant, paid the 50% deposit and approved by the Administration Office.
4. Cancellation of reservation must be done and communicated with the Administration Office at least one (1) day before the scheduled activity. Failure to do so shall mean forfeiture of deposit.

I _____ fully understand and bind myself and all my guests to observe and abide by the House Rules and Limitations duly adopted by Paragon Plaza Condominium Corp., including all legitimate orders of its officers and representatives, and recognize their authority to impose disciplinary measures, including but not limited to penalties or fines appropriate to violation of limitations stated herein.

SIGNATURE OF UNIT OWNER/TENANT

DOWNPAYMENT: _____ OR #: _____ DATE: _____
 FULLPAYMENT: _____ OR #: _____ DATE: _____
 PROCESSED BY: _____ APPROVED BY: _____
 (Administration Staff) (Property Manager)



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LIMITATIONS ON THE USE OF PPCC FACILITIES/AMENITIES:

1. The requesting unit owner/tenant shall not have any delinquent accounts with PARAGON PLAZA CONDOMINIUM CORP.
2. The function should be conducted in a peaceful and a reasonably quiet manner. Loud and boisterous activities that will disturb the peace and quiet of the surrounding areas are strictly prohibited. The user is solely responsible for the behavior/conduct of his/her guest.
3. Management reserves the right to remove unruly or obnoxious persons/elements when necessary.
4. Sound system should be at reasonable level and should be turned off at 10:00PM. Management reserves the right to have such device/s immediately switched off should there be complaints from residents.
5. Deadly weapons, firearms, explosives, highly flammable items and prohibited drugs are strictly not allowed within the premises.
6. Cooking is not allowed within the premises.
7. Deliveries of equipments/paraphernalia and catering service requirements have to be coordinated with the Administration Office.
8. Visitor's pay parking is available at basement 2.
9. The Association/Management shall not be responsible/liable for injuries, damages, losses or any untoward incident resulting from the use of the facilities and amenities.

10. The user shall be liable for damages within the premises resulting from the use of the facilities and amenities.

11. Management reserves the right to refuse future bookings should there be any reasonable and valid cause for complaints by other residents or due to non-compliance to the above terms/conditions and limitations.