



NAME _____
(contract signatory and official receipt name)

ADDRESS _____
(complete address)

CONTACT NUMBER _____
(landline and mobile)

EMAIL ADDRESS _____

EVENT DATE _____
(start of registration – end of program)

NUMBER OF GUESTS _____

VENUE _____

TYPE OF SET-UP _____

RESERVATION DATE _____

SPECIAL REQUIREMENTS _____

SIGNATURE _____
SIGNATURE OVER PRINTED NAME

For Hacienda Sta. Elena Use

RESERVATION FEE _____

DATE OF PAYMENT _____

O.R. NUMBER _____

F&B SERVICE PROVIDER _____

CONTACT DETAILS _____

EVENT PLANNER _____

CONTACT DETAILS _____



RATES & FEES:

	Community House	Open-Air Function Room	Air-conditioned Function Room	Pool Function Area
6 HOURS	100,000.00	50,000.00	12,500.00	15,000.00
10AM-10PM	200,000.00	100,000.00	25,000.00	30,000.00

NOTE: Add 12% VAT to the above amounts

INCLUSIVE:

Community House

- Use of venue - maximum of 150 guests
- Use of kitchenette for the caterer
- Use of in-house basic sound system
- Parking Facilities
- Security, Engineering and Maintenance staff support
- Exclusive use of Community House Pool free of charge
- Use of Gym is not included

Open-Air Function Area

- Use of open-air function area - maximum of 100 guests
- Use of kitchenette for the caterer
- Use of in-house basic sound system
- Parking Facilities
- Security, Engineering and Maintenance staff support

Air-conditioned Function Area

- Use of air-conditioned function area - maximum of 20 guests
- Use of kitchenette (if available)
- Use of in-house basic sound system (if available)
- Parking facilities
- Security, Engineering and Maintenance staff support

Pool Function Area

- Use of Pool Function area - maximum of 30 guests
- Use of kitchenette (if available)
- Use of in-house basic sound system (if available)
- Parking facilities
- Security, Engineering & Maintenance staff support
- Exclusive use of the Community House pool



OPTIONAL:

▪ Rate for Additional Hours:

Community House	Php 20,000.00/Hour
Open-air Function Area	Php 10,000.00/Hour
Air-conditioned Function Area	Php 2,100.00/Hour
Pool Area	Php 2,500.00/Hour

- Fee for Lights & Sound System Supplier Php 10,000.00
- Fee for Mobile Bar, Photo Booth, etc. Php 5,000.00 per booth

Note: Above rates are subject to confirmation with the Supplier at the time of finalization