



Events Contract 2022 (for reservations confirmed in 2022)

Client :
Event Date :
Event Type : Wedding
Venue Rental: Php226,000

Inclusions

- Whole day use of Pavilion, Upper and Lower Gardens for up to 200 people
- Overnight stay for 20 people on the night of the event (all 6 rooms), with breakfast
- Parking Areas for 90 cars - with guides to direct traffic
- Catering Kitchen, Powder Room (with aircon), Male & Female Bathrooms, PWD Bathroom (with cleaning staff)
- Cooling Package – 4 Iwata Evaporative Coolers and 3 Mist Fans
- Free use of Back up Generator
- No corkage fees on food or drinks

Terms

- Ingress is 7am onwards. Egress is by 12 Midnight – hours in excess will be charged at Php5,000/hour
- Egress is complete when all suppliers and non-overnight guests have left the property
- For events larger than 200 people, there is a charge of Php1,000 per guest. Maximum event size is 250 people
- For the rooms, check-in is 2pm and check out is 12noon. Extra room nights can be booked 4 months in advance
- Maximum occupancy for the rooms is strictly 23 people. Extra charge is Php2,000 per head in excess of 20 people
- Holiday Surcharge for regular and special non-working holidays is Php10,000 for events, Php6,500 for Extra Night
- Caterers must become accredited by signing our Caterer's Agreement
- No drilling, adhesives, duct tapes, electrical tapes, glue, rugby, nails, staples, or paint can be used in the set-up
- No open flames or sparklers indoors, no paper lanterns, no paper confetti, fireworks only before 9pm
- Sound limit (10pm onwards) – Pavilion 90 decibels. Garden 75 decibels. Electrical limit – 150 amperes.
- A complete list of suppliers, materials and equipment is required 14 days prior to the event
- Narra Hill takes no responsibility for loss, damage or injury of any kind
- The Client will be wholly responsible for any damages that occur during the event, ingress or egress
- The date of event cannot be changed, unless it is at least one year in advance
- Strict compliance with COVID Health & Safety Guidelines for Events (please see attachment)


Extras

- Extra Night–6 Rooms w/breakfast–Php65,000
- Lighting and Decorations Package – Php20,000
- Extra String Lights – Php5,000
- Chair/Table Rental – Php90/150 each
- Garden Tent Package – Php20,000
- Pavilion Tent Package – Php10,000

Payment

- A non-refundable down payment of Php50,000 is required upon confirmation of date and signing of this contract, in case of force majeure, the event can be moved to another available date, within one year
- Items due 14 days prior to event (late payment will be charged 1k/day):
 - 1.) Non-refundable remaining balance - Php176,000 (+extras if requested)
 - 2.) Security deposit of Php20,000 (to be returned within 2 weeks less any damages or late fees)

Please sign and date below to indicate your understanding and agreement to all above terms.


FRANCIS CALLAGIHAN

Narra Hill Representative

Client