



Events Contract 2017 (for reservations made in 2017)

Client :
Event Date :
Event Type : Wedding
Venue Rental: Php170,000

Inclusions

- Whole day use of Pavilion, Upper and Lower Gardens for up to 200 people
- Overnight stay for 13 people on the night of the event (all 4 rooms), with breakfast
- Parking Areas for 90 cars - with guides to direct traffic
- Catering Kitchen, Bridal Room (with aircon), Male & Female Bathrooms, PWD Bathroom (with cleaning staff)
- Cooling Package – 2 Iwata Evaporative Coolers and 2 Mist Fans
- Free use of Back up Generator
- No corkage fees on food or drinks
- In case of force majeure, your event can be moved to a nearby date subject to availability

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 15 people. Extra charge is Php2000 per head
- Caterer's fee is Php20,000, this includes free tables and chairs for the reception/pavilion for up to 200 people
- 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 – 95 decibels
- 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

Extras

- Extra Night – 4 Rooms – Php29,000 (with breakfast)
- Lighting and Decorations Package – Php20,000
- 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
- Items due 14 days prior to event:
 - 1.) Remaining balance - Php120,000 (+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.

Narra Hill Representative

Client