



VENUE RENTAL GUIDELINES



RESERVATION:

1. Reservation can be made anytime as long as the venue is available. However, you are encouraged to reserve earlier to avoid any inconvenience.
2. Reservations are accepted on a first-come-first-served basis. Phone bookings are tentative only; these will be confirmed upon payment of the reservation fee.

DEPOSITS and PAYMENTS:

1. A 50% downpayment from the venue cost is required to be paid on the time of reservation.
2. The remaining balance must be paid in full before the event.
3. Reservation cannot be closed without payment.
4. Check payments will not be accepted.

PARTY SCHEDULE:

1. Caterers and Party Organizers are allowed to set up at least 2 hours before the event and will have to vacate the venue at least an hour after the event.

2. On the day of the event, the individual(s) who have scheduled the event are requested to arrive 15-20 minutes prior to the scheduled time. Please come with your copy of this contract and receipt.

3. The venue room is only accessible at the scheduled time. In your best interest, and the interest of other events, it is important that you arrive and vacate the party room as scheduled.

4. Museo Pambata shall not be liable for events cancelled due to fortuitious event. The user has been informed that Museo Pambata has no back-up generator and shall not be liable for any power failure.

CANCELLATIONS and REFUNDS:

1. Events cancelled due to inclement weather can be rescheduled for no additional charge.

Museo Pambata Foundation Inc.

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RESERVATION FORM

NAME OF CLIENT: _____ NAME OF EVENT: _____

DATE OF EVENT: _____ TIME OF EVENT: _____ CONTACT NUMBER/S: _____

ADDRESS: _____ EMAIL ADDRESS: _____

Package A Package B Package C Package D Package E CATERER: _____

PARTY FAVORS AND UPGRADES:

- Additional guest ___ pax
- Additional gift bag ___ pcs
- Corkage fee (Fast food: _____)
- Corkage fee (Other caterer: _____)
- Electricity
- Succeeding hour
- Clown host
- Balloons on sticks
- Balloon twisting
- Face painting
- Storytelling (2 stories)
- Arts and Crafts (for 30 kids)

I have read, understood, and agreed to the above terms.

CLIENT'S SIGNATURE OVER PRINTED NAME

DATE

Museo Pambata Representative:

SIGNATURE OVER PRINTED NAME

DATE

TOTAL PACKAGE:

DOWNPAYMENT:

DATE: