**PORO POINT BAYWALK AND EVENTS CENTER**

**RESERVATION FORM**

**Please check applicable box(es) below:**

**Events Center and Stage Baywalk (Bicycle Lane) Baywalk (Pavered Lane)**

**Other Area(s) Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Please see attached Site Plan and Layout)***

**Date of Reservation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Reserving Party/Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Inclusive Date(s), Time and Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Activity/Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Attendees (estimate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Vehicles (estimate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Caterer (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Entertainer(s) (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Submit together with this form the following documents:**

1. Letter of Intent with details and purpose of the event/activity
2. Business Registration Papers (Securities and Exchange Commission Papers - SEC Certificate of Registration, Articles of Incorporation and By-Laws and General Information Sheet; License to transact Business in the Philippines; DTI Registration; Cooperative Registration), if applicable
3. Two (2) valid IDs/Proof of Identity of the Authorized Representative – government issued IDs

**Reservations shall be made at least fifteen (15) days before the date of the event.**

**Poro Point Baywalk and Events Center Rental Inclusion**

1. **Events Center Facilities**

1. Events Center

1. Stage – 460 square meters
2. Events Area – 10,550 square meters
3. Tower Lights – 13
4. Events Center Park with Picnic Area – 1,720 square meters
* Tower Lights – 7
* Globe Lights – 8
* Tables – 7 sets
1. Children’s Playground with Picnic Area – 1,740 square meters
* Tower Lights – 5
* Globe Lights – 8
* Tables – 7 sets
* Seesaw – 3 sets
* Swing – 3 sets
* Monkey Bar – 1 set
* Slide – 1 set
* Merry-go-round – 1 set
1. Restrooms
* Women/Ladies – 7 cubicles
* Men/Gentlemen – 2 cubicles and 7 urinals
1. **Baywalk (Bicycle Lane)** – 1,300 m x 3.76 m
2. **Baywalk (Pavered Lane)** – 665 m x 5.5 m
3. Baywalk Gazebos with built-in lights – 44 sets
4. Globe Lights – 44 pieces

**List of Equipment with specifications during ingress/egress (please use separate sheet if necessary):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Description** | **Quantity** | **Wattage/Voltage** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.**  |  |  |  |
| **6.**  |  |  |  |
| **7.** |  |  |  |
| **8.** |  |  |  |

**TERMS AND CONDITIONS:**

1. The Reserving Party/Client shall conduct inspection together with PPMC representatives prior to usage of the area and upon turn-over after the event/function.
2. Reserving Party/Client shall assure that guests/participants will strictly comply with all the pertinent rules and regulations promulgated by PPMC.
3. PPMC shall rent out the venue only (Baywalk with Event Center Facilities) on an “As-Is-Where Is” basis. The Reserving Party/Client shall be responsible for any equipment, facilities and amenities not available in the area or beyond what the area can provide such as but not limited to tables, chairs, tents, sound system, generator set and portalets, to include set-up and removal. Installation of additional equipment requiring electrical consumption (i.e. special lightings, mobile, band equipment, etc.) and other hazardous supplies (i.e. fireworks, bonfire, etc.) shall be subject to the approval of PPMC in conformity with existing Safety Rules and Regulations and this shall likewise be charged separately.

The Reserving Party/Client shall be responsible for coordinating with PPMC for electricity and water requirements. All expenses, direct and incidentals for electricity, water and other utilities shall be for the account of the Reserving Party/Client.

1. The Reserving Party/Client shall be responsible for assigning, allocating and detailing emergency response team/medics and security marshals in coordination with PPMC Security Office in order to maintain safety and crowd control during the event.
2. The Reserving Party/Client shall be responsible for maintaining order and cleanliness of the premises throughout the event and turning-over the facilities in original condition after the event. The Reserving Party/Client agrees to deposit a Bond in the amount of Three Thousand Pesos (PhP3,000.00) to ensure Cleanliness of the Venue. The Bond will be released to the Reserving Party/Client five (5) working days after the event, provided the venue was verified clean by PPMC. Bonds not claimed within thirty (30) days will be forfeited.

Should there be contracted caterer and/or trade and food fair participants, the caterer/fair participants and the Reserving Party/Client shall be jointly and severally responsible for the removal of trash, garbage and other waste matter from the venue. Washing of dishes and other utensils is strictly prohibited.

1. The Client agrees to secure from PPMC the necessary Gate Pass for all their equipment which will be brought in and brought out of the Poro Point Freeport Zone. This shall be secured three (3) days prior to the contracted date.
2. Selling of goods, food, souvenir items and other merchandise shall be subject to the approval of PPMC.
3. The venue shall be subject to spot checks/ocular inspection by PPMC representatives before, during and after the function to monitor compliance with these Terms and Conditions, to ensure that all requirements are provided, and to determine additional charges, if any.
4. Events or activities that are contrary to law, public order, public policy, morals, or good customs are strictly prohibited in the Poro Point Freeport Zone.
5. In the event of suit arising out of or in connection with this agreement, the parties hereto agree to bring their causes of action exclusively in the proper court of City of San Fernando, La Union.
6. Installation of parachute tents or any type of shade that will need tying as well as display/installation of promotional collaterals (i.e. banners, tarpaulins, etc.) is subject to PPMC’s approval.
7. Full payment is required including the Cleanliness Bond upon submission of the completed reservation form in order to confirm the booking. Re-scheduling of bookings will be subject to availability. Payment shall be made in cash, managers or cashier’s check acceptable to PPMC.
8. Booking cancellations should be made in writing and must be received at least ten (10) days prior to event date to avoid penalty. The following cancellation policies shall apply:

|  |  |
| --- | --- |
| Cancellation received less than ten (10) days prior to event booking | 50% of the payment will be forfeited |
| Cancellation made 24 hours or less prior to event booking  | No refund |

1. PPMC reserves the right to change prices without prior notice.
2. The Reserving Party/Client shall be responsible for the cost of replacement of losses and repair of damage suffered or incurred during the duration of the event and those arising from the negligent or intentional act of its staff or employee or third person in the conduct of the said event. The Reserving Party/Client shall be responsible for any misconduct or misdeed by any of its personnel or guests. Any loss, damage, or injury to the Poro Point Baywalk Facilities or PPMC personnel attributed to acts or omissions of the Reserving Party/Client and/or their guests during the function shall be for the account of and/or liability or responsibility of the Reserving Party/Client.
3. The Reserving Party/Client will hold PPMC, its President, members of the Board, officers and any of its staff free from any liability from any and all claims, demands, cause of action of whatever nature arising out of usage of PPMC facilities, road, etc. for any injury, damage or wrongful death from the said event.

**PLEASE SIGNIFY YOUR AGREEMENT TO THE ABOVE TERMS AND CONDITIONS BY SIGNING ON THE CONFORME BELOW:**

**Conforme Facility Available**

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Signature Over Printed Name Poro Point Management Corporation

Reserving Party/ClientBusiness Development Office

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **ATTY. FELIX S. RACADIO**

President and CEO

 **Approved By:**