



JAZZ RESIDENCES CONDOMINIUM CORPORATION

Metropolitan Ave., Cor. N. Garcia St., Brgy. Bel-Air, Makati City

Form No.: F 18-0-012115-A
Effectivity: April 6, 2015

GENERAL GUIDELINES IN THE USE OF AMENITIES

1. All applications for booking reservations shall be made one (1) month in advance. Non-residents will only be accommodated for applications and reservation two (2) months prior to the event and must have an endorsement letter coming from the unit owner to be accommodated for the event.
2. Change of date shall be made two (2) weeks before the actual date of event/s, otherwise reservation shall be considered as final and any deviations/adjustments shall mean forfeiture of reservation payment.
3. All fees and/or bonds can be paid either thru cash or check. Check payments should be made payable to Jazz Residence Condominium Corporation. Cancellation should be submitted in writing at least three (3) days before the reserved date of event. Otherwise a late cancellation charge of One Thousand Pesos (Php 1,000.00) shall be collected.
 - a. The fees shall be paid/ deposited on BDO through CASH Deposit Slip. Please send a scanned copy of the deposit slip to jazz.billing@greenmist.ph. Account Details as follows:
Account Name: JAZZ RESIDENCES CONDOMINIUM CORPORATION
Account Number: 008-28800-0301
Reference Number: Unit No. in your Statement of Account (ie. JAZZB010601)
 - b. The security deposit fee shall be made by the event host. In case of any damage/violation acquired during the event, the security deposit fee will be used to rectify the said violation. The fees shall be paid/deposited on BDO through CASH Deposit Slip. Please send a scanned copy of the deposit slip to jazz.billing@greenmist.ph. Account Details as follows:
Account Name: JAZZ RESIDENCES CONDOMINIUM CORPORATION
Account Number: 008-28800-0506
Reference Number: Unit No. in your Statement of Account (ie. JAZZB010601)

Once determined that there are no damages in Function Rooms, Lounges, and Clubhouses, said Security Bond will be refunded within (1) month. To process the refund, proceed at the admin office to submit the following requirements:

 - ✓ Official receipt (original copy)
 - ✓ Amenity application form
 - ✓ Valid ID
4. Full payment of the fee shall be made at least 15 days prior to the date of event to keep the reservation valid. Resident must also be updated in ALL their accountabilities to accommodate the use of the facilities.
5. For safety and security reasons, the event host must send the list of all the guest and provide to the Property Management Office at least (7) days before the actual event. It is the responsibility of the host to advise their guest to bring proper identification card to present once they enter Jazz Residences.
6. The host will be responsible for the set up of the facilities and the cleaning of area after its use. Installation of banners, tarpaulins, and any other materials on the walls and ceilings is discouraged to avoid damages on the paint and walls. Any equipment, machine, and/or tool which will be requiring electrical power shall be assisted by the Property Management Office: Engineering Department.
7. The event host or caterers should bring proper disposable garbage bags. All garbages generated during the event shall not be allowed to be thrown in the garbage depository facility and must be hauled/brought out. Cooking and washing of kitchen utensils are NOT allowed.
8. Activity areas are limited only to the reserved amenity area. Lobby, hallways, poolside, gazebo, and other common areas are not allowed to be used as a part of the event.
9. Due care shall be exercise in the use of the common recreational facilities and the properties of the Condominium Corporation. Damages caused shall be charged against the security deposit. In the event that the cost of the repair exceeds the security deposits, the excess amount shall be billed to the event host and/or shall be paid within 30 days.
10. The guests, caterers, and other suppliers must observe the existing policies implemented by the Condominium Corporation.
11. The Condominium Corporation, Property Management Office, and Developer will not be held liable for any loss or accident that may happen on such event.
12. Ingress shall be strictly 2 hours before the scheduled event. A fee of Php 300/hour shall be charged for ingress requirement exceeding 2 hours. Airconditioning unit(s) shall only be turned on 30mins before the scheduled time of event.
13. Egress and Cleaning shall be for a maximum of 1 hour and shall be completed on or before 12am. A fee of Php300/hour shall be charged for egress requirements exceeding 1 hour. Air conditioning unit(s) shall be turned off immediately after the event completion.
14. Parking slots are not included in the reservation fee. There are pay parking slots located at the 2nd Floor Level of the SM JAZZ MALL.
15. Deposits for use of Clubhouse and Function Room must be paid in advance and/or upon full payment. Extension of charges or damages that might be incurred during the activity shall be deducted from the deposit. If the security deposit is not enough to cover for the above, the unit owner / tenant will be responsible for the additional payments. If no damage or extension of use is incurred, the security bond shall be refunded in full.
16. Abbreviated core rules for the facilities will be displayed within the individual facilities to serve constant reminders. A breach of these rules shall be deemed to be a breach of the House Rules and Regulations of the Condominium Corporation.
17. Any violations of the above terms and conditions may results to refusal of future applications and the imposition of penalties without prejudice to other terms and conditions of this reservation and to the exercise of any other rights or remedies available based on the Developer and Condominium and to any injured or offended party.

I hereby read, understood and agree to faithfully comply with Jazz Residences House Rules and any other existing policies implemented by the property Management Office.

Conform:

Noted By:

(Signature over Printed Name) - Unit Owner / Tenant

(Signature over Printed Name) - Billing & Collection

Assisted By:

Approved By:

(Signature over Printed Name) - Admin. Assistant

(Signature over Printed Name) - Complex / Property Manager