



GUIDELINES – CONDUCT OF COMMUNITY EVENTS AND USE OF COMMUNITY SPACE

Community Event is an event or program sponsored and conducted by a resident for free for the benefit of purely Two Serendra residents. Or an event sponsored by a resident but conducted by an outside trainer/instructor for the benefit of purely Two Serendra residents.

1. The following function room and venues called “community space” are the only allowed areas for the Community Event:

Community Space	Location	Maximum no. of persons per Session	Community Event Rate (per hour)
Dance Studio	Red Oak	20 persons	Php 500.00
Function Room 1	Belize & Callery	40 persons	Php 500.00
Function Room 2	Belize & Callery	40 persons	Php 500.00
Culinary Studio	Meranti	25 persons	Php 1000.00
Function Room	Sequoia	100 persons	Php 2000.00
Tavern	Sequoia	50 persons	Php 1000.00
Stellar Peak	Meranti	20 persons	Php 500.00
Tropical Garden	Meranti	350 persons	Php 7,500.00

Community Space	Location	Maximum no. of persons per Session	Community Event Rate (per hour)
Meditation Area	Low Rise (Almond Area)	10 persons	FREE
High Rise Swimming Pool Round Platform	Meranti Tropical Garden	10 persons	FREE
Discovery Room	Meranti	20 persons	FREE
The Sunken Garden	Belize & Callery	20 persons	FREE
The Open Space Area between Belize & Callery Function rooms	Belize & Callery	10 persons	FREE
Garden Deck	Sequoia	20 persons	FREE

2. Requesting resident should fill - out a Request Form with the following details:

- a) Name and unit number of the requesting resident
- b) Nature of event (Zumba, Yoga, Taekwondo, etc.)
- c) Schedule of the event (day of the week and time)
- d) Venue of the event
- e) Fee of instructor

If the requesting resident is a tenant, the unit owner should sign in the request form to acknowledge and conform.

3. All requests will be subject to review, a lead time of ten (10) working days must be observed prior the schedule of the event.

4. All Request Forms will be sent to the Administration Office for assessment and approval of the Socials Committee.
5. The community events must be open to all residents and not exclusive to any group.
6. All approved Community Events are for the enjoyment of the residents in the Community. Fees may be charged by a resident instructor at a neighbor friendly rates and should not exceed Php 3,500.00 per session. All residents must not use this opportunity to conduct business and charge the residents of exorbitant fees. Administration Office will canvas for the industry rate being offered and will suggest to the Socials Committee during deliberation if the event will be approved or not.
7. If there will be fees to be charged to the resident participants, it should only cover the instructor's fee, recovery fee and food, if there is any. All resident must not us this opportunity to conduct business and charge the residents exorbitant fees.
8. Recovery fees will be charged to the Statement of Account (SOA) of the resident/unit owner who requested for the event.
9. Two Serendra RFID card should be presented upon registration with the Concierge on a "first come, first served" basis. Once the maximum number of persons is achieved, the registration will be closed and will be accommodated in the next schedule.
10. All participants must observe proper behavior and follow the rules and regulations of Two Serendra when using the function rooms or venues. The requesting resident or sponsor will be held responsible and accountable for damage to property and for any violations of the house rules in the course of the activity. At the same time, the sponsor as well as the participants of the community event will hold the Condominium Corporation and Admin free from any liability arising from the community event from injury and damages.
11. All participants must keep the function room tidy and clean after use.
12. One Housekeeping Supervisor shall be present to assist the participants. No other personnel are permitted even if requested by residents to render special assistance to or undertake any special duty or task in connection to the activity.
13. No bringing of food and drinks, except water.
14. Pets are not allowed.
15. Loud sound systems such as amplifiers are not permitted, only small portable devices (ipod, ipod dock, tablets/ipad) are allowed.



AGREEMENT FORM

This AGREEMENT is entered into this day _____ by _____
(date) (name)
_____, a resident of Two Serendra

(unit number)

I have read and understand the guidelines of the Community Event with the following details:

Nature of Event : _____
Date of Schedule : _____
Time : _____
Venue : _____
Fee of the instructor : _____

The requesting resident is the sole sponsor of the activity and will be responsible and accountable to Two Serendra/SCC for any untoward events or violations to any house rules in the course of the activity.

The information contained in this form is confidential and shall be used exclusively for the above-stated purposes. Under no circumstances shall Two Serendra/SCC be liable for any illegal or unauthorized use of the information contained herein.

I likewise authorize Two Serendra Administration to share the above information for legitimate administration purposes, including but not limited to accounting, finance, concierge and housekeeping.

I also agree that Two Serendra/SCC and the Administration will not be responsible for any damages, injuries or loss sustained by the people or their property in connection with any event or function or with the use of the facilities.

Acknowledged by:

Verified by:

Approved by:

Resident's Signature over Printed Name

Finance Manager

Head of Resident Services / Property Manager

For PAYMENT CENTER only

OR# _____ Cashier's Signature _____
Date _____