



Magdiwang Highway, Josephine Village, Panamitan, Kawit, Cavite 4104
Telephone: (046) 440 3004 • (02) 8 925 3152 • (0998) 548 4100
Email: josephineevents.cavite@gmail.com • FB: The Josephine Events Venue
Website: www.josephineeventsvenue.com

*****GENERAL*****

- All VENUE (The Josephine Events Venue) layout and electrical requirements must be approved by the Josephine Resort Corp. (COMPANY) through its Marketing Department.
- In compliance with the Philippine Executive Order 26 re a smoke-free establishment, smoking is only allowed in designated outdoor areas.

*****SET-UP & EVENT*****

- SUPPLIER INFO – The client (ENGAGER) must inform the company all SUPPLIERS (including but not limited to caterers, stylists, photo, video, audio, food/drink/game carts, etc.) involved in the set-up of the VENUE. The COMPANY has the right to deny access to SUPPLIERS who were not declared.
- SETUP- All SUPPLIERS shall not put up in any manner, posters, props and other materials to or on the walls, columns and floor of the function room. No sticking (by means of scotch tape, double adhesives, masking tapes and the like) and/or tacking in any mode. No major welding, hammering and drilling on set up will be allowed as well.
- CEILING DECORS – Ballroom swags, or any other ceiling decorations, are to be latched behind the metal beams only. Strictly no attaching on the visible ceiling and/or chandeliers. Carousel swags cannot be attached to the middle of the venue unless the supplier provides a stand-alone pole for this.
- FIRE HAZARD – Flammable balloons, paper confetti, and indoor fireworks, fire eater as entertainment and lighted torch during the event (or setup) is not allowed.
- COMPANY NAME – food SUPPLIERS must provide a display of their company name at their food distribution area

*****POST EVENT*****

- Any in-house table decor, accents, backdrop décor, equipment or furniture are not allowed to be taken home.
- TAKE OUT –Should the service time end, all food items left from the buffet will be packed and turned over to the ENGAGER unless pre-arranged otherwise by the contracted client.
- FOOD WAIVER – The VENUE shall be held free and harmless from, and or compensate it for, any claim or liability that shall arise from left over foods consumed outside the VENUE and from food and beverages provided by the SUPPLIER of ENGAGER. A Banquet Disclaimer should be signed by the ENGAGER for the food items brought into and out the VENUE.
- All expenses and costs associated with the food take-out like plastic containers and aluminum trays shall be charged to the ENGAGER.

*****DAMAGE OR LOSSES*****

- The SUPPLIER and/or THE ENGAGER shall be solely responsible for its and its guest personal belongings such as gifts, prizes, props, displays and other materials. The VENUE shall, in no instance, be held liable for any loss or damage of such items.
- The SUPPLIER/ENGAGER shall be solely responsible and liable for any damages (chargeable directly and immediately to the ENGAGER) and/or injuries, whether personal or to property, affecting the SUPPLIER/ENGAGER'S guests and other persons attending the function, and the VENUE'S employees, in case whomever may suffer by reason of arising out of the activities undertaken during the function or the materials and equipment brought in by the SUPPLIER. The SUPPLIER/ENGAGER shall hold the VENUE free and harmless and shall indemnify the latter from any and all claim and actions for the foregoing damages.
- DAMAGES - The COMPANY ensures that all facilities, furniture and structures of the VENUE is at its excellent condition at all times ensuring regular maintenance and inspection is done. Damages to the property of the VENUE that has been made by either the guests and/or SUPPLIER, during the event from ingress to egress, will be charged directly to the ENGAGER.
- FLAT RATE FEES - A minimum of Php1,000 will be charged to the ENGAGER should the damage fall within the following conditions:



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- Scratches and/or
Tear - Tears, scratches, chipped-off paint in an area limited to 3”x3” in size, or less, and would be in the furniture, walls, floors and ceiling of the VENUE.
- Burns - Should the area be limited to 3”x3” in size, or less, and would be in the furniture, cushioned walls, flooring and ceiling of the VENUE. As well as the table napkins, toppers, runners, silencers and all other table linens.
- Others - Should the damage be assessed by the COMPANY’S engineering and/or building manager to be more severe than what has been mentioned above, or affected area is more than 3”x3” in size, evaluation will be considered and the ENGAGER will be charged accordingly.

*****REQUIREMENTS 48 HOURS BEFORE FUNCTION*****

ENGAGER to submit the following at least forty eight (48) hours before the function:

- Program
- Final increase of the guaranteed number of attendees
- List of Suppliers with their materials/equipment and crew name of suppliers

*****COVID-19 PROTOCOLS *****

In compliance to evolving IATF, DOT and LGU guidelines, ENGAGER and SUPPLIER shall ensure their cooperation in ensuring proper health protocols be observed or whatever IATF, DOT and LGU regulations that may be active at the time of event .

***** LIMITATION OF LIABILITY *****

The COMPANY is responsible for providing the VENUE and services stated in the package and according to these Terms and Conditions. We do not accept any liability for failure to provide the services contracted or any of them due to circumstances beyond our control.

To the extent permitted by law, the COMPANY does not accept any liability arising out of any occurrences beyond its control including but not limited to acts of terrorism, acts of God, flood, war, strikes, riot, theft, delay, cancellation, civil disaster, epidemics, government regulations or changes in itinerary or schedule.

All activities have inherent risks to health and safety and the COMPANY will not be responsible for any eventualities related to any activities or services booked through the COMPANY during your stay at The Josephine Events Venue and Water Camp Resort. The COMPANY will not be responsible for any loss or damage of property left in The Josephine Events Venue and Water Camp Resort property at all times.

The COMPANY shall be held free and harmless from any claim or liability that shall arise from food and beverage provided by the ENGAGER, SUPPLIER or guest of the ENGAGER that was brought into the VENUE.

THE JOSEPHINE EVENTS VENUE

CLIENT CONFORME:

Company Banquet Manager

Client/Engager Printed Name & Signature
Date:_____