

## BEFORE "I DO" ROOM PACKAGE HOUSE RULES

### For the Rooms and Guest Floor Hallways:

- A maximum of four (4) access keys per room will be given to the registered guests upon check-in. Distribution of keys will be at the discretion of the guest. For requests for additional keys, a fee of PHP 100.00 shall be charged per key.
- It shall be the responsibility of the registered guest to provide access to their room to their visitors and their suppliers.
- The hotel will not be held liable for any loss or damage to the registered guest's property or belongings brought about by the visitors and suppliers they allowed in their room.
- All authorized suppliers of the registered guest (e.g. wedding coordinators, photographers, videographers) must first secure a SECURITY BADGE from the hotel's main entrance which shall serve as their permit to access the guest floors and public areas of the hotel. Permit is conditional on adherence of suppliers to the rules stated on the badge.
- Our rooms are equipped to accommodate only a maximum of four (4) adults to stay overnight. [Two-Bedroom Suites are counted as two (2) rooms.] In consideration of the assistance needed in the wedding preparations, a MAXIMUM OF SIX (6) NON-REGISTERED GUESTS may be allowed in each room. Extra amenities are subject to applicable charges.
- Additional requests on top of amenities already set-up in the room may be subject to applicable charges.
- Food not ordered or purchased from the hotel may be brought inside the guest room provided quantity is limited, i.e. good only for a maximum of four (4) people. Excessive amounts of take-out or home-cooked meals will not be allowed in the guest rooms. Food may only be consumed inside the guest room and not in public areas of the hotel.
- In consideration of other in-house guests, loitering and any form of disturbance (excessive noise) is strictly prohibited on the guest floors.
- An electrical load of a maximum of 20 amperes per guest room is allowed. Any equipment (e.g. lights) that needs to be plugged must first be checked by the hotel's Engineering Department to avoid overloading. Checking of equipment may be coordinated with the Richmond Express. Damages from wrong usage of electrical outlets resulting from lack of coordination with the hotel shall be the guest's sole responsibility.
- The registered guest shall be liable for any loss of or damage to hotel property whether caused by them, their visitors, or their suppliers.

- The registered guest must ensure that the room is vacated upon their settlement of the bill. Under no circumstance will the guest, their visitors, or their suppliers (e.g. make-up artists, coordinators, photographers, etc.) be allowed to stay in the room once the bill has been settled and the room has been checked-out.
- In order to avoid delays in luggage pick-up, requests for assistance must be made at least thirty (30) minutes prior to check-out.
- A HALF-DAY CHARGE will automatically be charged to guests who will check-out beyond 12:30pm.
- Only one (1) complimentary car/parking pass will be given per room.
- Any violation of the House Rules shall result in penalty charges or revocation of permit to shoot photos and videos inside the hotel.

#### **For Public Areas During Photo and Video Shoots:**

- Under no circumstance should video and photo shoots disrupt hotel operation and inconvenience other guests. In the event of such, the hotel's Front Desk Manager or Security Officer shall give appropriate restrictions or suspend the shoot if necessary. The following are STRICTLY PROHIBITED:
  1. Photo or video shoot at these times and areas: 10PM to 6AM in the public areas (e.g. lobby, staircase, 2/F foyer, driveway, etc.); and 10PM to 8AM on guest floor hallways
  2. Moving any hotel furniture and display items during the shoot.
  3. Hanging of lights or props on any of the hotel's furniture or decor.
- Wedding suppliers, e.g. florists, photographers, videographers, should be in proper hotel dress code and must maintain proper decorum at all times. Otherwise, the hotel management has the right to deny them access to the hotel.
- Use of crane, dolly and drones should first be coordinated with the hotel's Front Desk Manager.

**\*Any damage to hotel property shall be charged accordingly.**

For inquiries or further information, call (632) 570-7777.