



EASTWOOD
RICHMONDE HOTEL

Before “I Do” Pre-Wedding Stay
HOUSE RULES AGREEMENT

FOR THE ROOMS and GUEST FLOOR HALLWAYS:

- A maximum of four (4) access keys per room will be given to registered guests upon check-in. Distribution of which is the sole discretion of the guest. For requests for additional keys, a fee of Php100.00/key shall be charged.
- Only 1 free car/parking pass will be given per room.
- Each room may accommodate only a maximum of four (4) adults to stay overnight. In consideration of the assistance needed in wedding preparations, a MAXIMUM OF SIX (6) NON-REGISTERED GUESTS may be allowed in each room.
- Additional requests on top of amenities already set-up in the room will be subject to applicable charges.
- The hotel will not be held liable for any loss or damage to the registered guest's property or belongings brought about by the (excessive number of persons in the room) guests they allowed in the room.
- Please be advised that the registered guest is liable for any damage to hotel equipment and furniture in the room.
- An electrical load of a maximum of 20 amperes per guest room is allowed. Kindly coordinate with Richmond Express for any equipment (lights, etc.) which needs to be plugged for proper checking by our Engineering Department to avoid electrical overloading. Damages brought about by wrong usage of electrical outlets resulting from lack of coordination with the hotel shall be the guest's sole responsibility.
- In order to avoid delays in request for luggage assistance, please place your requests at least **30 minutes** prior to check-out.
- The registered guest must ensure that the room is vacated upon their settlement of the bill. Under no circumstance should their guests (make-up artists, coordinators or photographers, etc.) be allowed to stay in the guest room once the bill has been settled and room has been checked-out.
- **LATE CHECK-OUT is not encouraged** due to limited number of Suite Rooms and to avoid any inconvenience to the next guest checking-in.
 - **HALF DAY RATE** will automatically be charged to guests checking out beyond **12:30PM**
 - **WHOLE DAY RATE** will automatically be charged to guests checking out beyond **1:00PM**

- 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 INSIDE THE HOTEL.
- In consideration of other in-house guests, loitering is ***STRICTLY PROHIBITED*** on guest floors.

FOR PUBLIC AREAS DURING PHOTO AND VIDEO SHOOTING:

- Under no circumstance should video and photo shoots disrupt operation of the hotel and inconvenience other guests. In the event that this occurs, the hotel management reserves the right to control or even totally suspend the photo/video shoot.
- The following are ***STRICTLY PROHIBITED***:
 - Photo/Video Shoot
 - 10PM to 6AM in public areas
 - 10PM to 8AM on guest floor hallways
 - When swimming pool area is currently being used by Hotel guests
 - Moving of any hotel furniture and display items during the shoot
 - Hanging of lights, or props on any of the hotel's furniture or décor
 - Drones of any kind inside the hotel premises. Drones can be used outside the hotel premises provided you have acquired a permit directly from ECEA (Eastwood City Estate Association) at least a week before the check-in date.
- Use of crane/jib and camera dolly with track should be duly coordinated with our Front Desk Manager ahead of time and is subject for approval
- All authorized suppliers (i.e., florists, photographers, videographers) must have a ***SECURITY BADGE*** which they will secure from the registered guest. This shall serve as a permit to be on the guest floors and public areas. They should be in proper hotel dress code and must maintain proper decorum at all times. ***Otherwise, the hotel management reserves the right to deny access inside the hotel premises.***
- **Any violation of the House Rules shall result in penalty charges or revocation of permit to shoot photos and videos inside the hotel.**

To signify your conformity to these house rules, kindly sign on the space provided below. Should you have any clarification or require any assistance, please feel free to approach the Front Desk Manager on duty.

I acknowledge the aforementioned house rules and agree to abide by them while in the hotel's premises, and shall be held accountable for any violation.

CONFORME:

Registered Guest

Signature above printed name

DATE: _____