



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.josephineevents.com

*****GENERAL*****

- All venue layout and electrical requirements must be approved by the JOSEPHINE RESORT CORPORATION (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 ENGAGER must inform the company all suppliers 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.

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

- Only fresh flowers can be taken home. Any in-house table decor, accents, backdrop decor 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 event organizers and/or contracted client 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 contractor/suppliers of the event organizer that were served in the event. A Banquet Disclaimer should be signed by the client 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.
- All 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 and that the SUPPLIER/ENGAGER'S guests and other persons attending the function, and the Resort's staff and employees, 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 Management ensures that all facilities, furniture and structures of The Resort is at its excellent condition at all times ensuring regular maintenance and inspection is done. Damages to the property of The Resort that has been made by either the guests and/or SUPPLIER(s), 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:
 - 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 event venue.



JEV GENERAL RULES AND REGULATIONS

10-1-2020

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- 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 event 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*****

- Client 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, client shall ensure their cooperation in ensuring that the following protocols be observed or whatever IATF, DOT and LGU regulations that may be active at the time of event:
 - Compliance to allowed age, interzonal and intrazonal travel restrictions of guests/staff/suppliers
 - Guests/staff/suppliers must be screened prior to entry through:
 - Body temperature check
 - Completion of Health Declaration / Contact Tracing Form
 - Only those who are cleared during screening shall be allowed to enter. Those with body temperature exceeding 37.5 degrees Celsius or those exhibiting flu-like symptoms shall be refused entry and will be referred to the nearest hospital, or to the Barangay Health Emergency Response Team (BHERT) in accordance with the DOH prescribed protocol.
 - Wearing of facemasks and face shields except for guests/staff/suppliers below two (2) years old. Children with ages between two (2) to eight (8) years old must use face masks under adult supervision to ensure that they can breathe safely. Face masks and face shields shall be worn properly at all times inside the premises except when guests are eating or drinking, within their room, or engaging in strenuous physical activities that induce labored breathing.
 - The client’s event organizer / master of ceremonies is in charge of monitoring & reminding guests/staff/suppliers of:
 - Proper physical distancing
 - Proper disposal of PPEs
 - Proper handwashing etiquette/hand hygiene, respiratory etiquette, and proper use of face mask
 - “Maximum Venue Limit” shall refer to the maximum number of persons that may be accommodated inside a venue such that at any period, there shall be only one person for every 1.5 square meters of circulation space
 - Meal tables shall be set at a distance of two (2) meters apart. The number of guests at each table shall be limited to ensure a distance of one (1) meter apart from each other
 - Aisles shall be set at a minimum of two (2) meters.
 - In waiting areas and lounges, a distance of at least one (1) meter between tables, seats, and seat rows shall be maintained. If seats are fixed, alternate seats shall be marked out.

VENUE	TABLE FOR THE BRIDE & GROOM	GUEST TABLES	MAX. VENUE LIMIT TOTAL 50% CAPACITY
Bulwagang Alfonso	One table for 2pax	10 tables of 5 pax	52pax
Bulwagang Josephine	One table for 2pax	20 tables of 5 pax	102pax
Magdalena Park	One table for 2pax	40 tables of 5 pax	202pax



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- Food and Beverage (F&B) Exhibitors, Service Providers, or Caterers
 - All F&B service staff shall wear PPE as well as disposable gloves, hair net, and apron if necessary.
 - All counters/stations where F&B are on display shall have a readily accessible 70% solution alcohol or alcohol-based hand sanitizer.
 - Queuing areas at the food counter/station shall be provided with floor markers at one-meter distance.
 - Catering equipment, utensils, and all other materials shall undergo thorough disinfection and sanitation prior to being brought to the event venue.
 - Clean tongs, scoops, forks, spoons, spatulas, or other suitable utensils shall be used to handle and serve food.
 - Utensils shall be well covered.
 - Buffet and salad bars shall remain prohibited during trade shows. In other cases, buffet and salad bars shall be allowed only when:
 - Food servers are provided, and
 - All food trays are with covers (DTI MC No. 2020-39)
 - Self-service is prohibited. Service of F&B shall be done by service staff to minimize contact with the items.
 - In addition to the preceding requirements under this section, Food sellers or sampling MICE Exhibitors shall observe the following health protocols:
 - Beverage refill is not allowed. Only bottled drinks or pre-packed beverages may be distributed or sold.
 - Appropriate barriers that separate guests from displayed products shall be installed.
 - Food displays shall be covered with transparent covering at all times.
 - All means of food packaging shall be biodegradable.
 - Food handlers shall be separate from staff performing cashier-related functions.

***** 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 or during your stay at the resort/venue.

The COMPANY will not be responsible for any loss or damage of property left in guest's room and/or the resort/venue 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 client or contractor/supplier/guest of the client that was brought into the resort/venue.

THE JOSEPHINE EVENTS VENUE

CLIENT CONFORME:

Banquet Manager

Client/Engager Printed Name & Signature

Date: _____