

Reservation, Cancellation, and Refund

1. SEAFDEC/AQD shall accept reservations during office hours thru Housing Management Office (HMO)@ telephone@ (033) 330-7000 loc. 1451.
2. Confirmation of reservations shall be made fifteen (15) days before the scheduled event by accomplishing the Application/Payment Form and paying the down payment of 50% of the established rate. Confirmation will be on a first-come, first-served basis. Full payment must be made five (5) days before the event. Failure to pay in full on the due date shall give the Department the right to cancel the reservation.
3. Cancellations after the down payment but before the full payment due date, will be subjected to a penalty of 15% of the full rate.
4. Cancellations after the full payment up to one day before the event shall be subjected to a penalty of 50% of the full rate.
5. Cancellations made on the day of the event will forfeit all payments in favor of SEAFDEC/AQD.
6. Request for refund shall be processed upon submission of official receipts for payment(s) made. Lessee will be notified once the check is available for release.