

## Terms & Conditions

1. Lessee shall observe proper care of all Department-owned appliances and facilities made available to them. This includes making sure that:
  - a. The walls, divisions and ceiling are not vandalized nor damaged due to the use of glue, tape, nails, staples and any other similar materials.
  - b. The floor is not scratched due to the haphazard movement of tables, chairs, equipment and other furniture and fixtures.
  - c. Plants in the vicinity are preserved in their natural form and not cut, uprooted or trampled upon on purpose by the lessee and guests.
2. Lessee shall be responsible for the damages or losses of Department properties and shall indemnify the Department for such losses or damages, as may be deemed appropriate by Housing, Building and Grounds Maintenance Unit/Engineering Section (HBGMU/ES).
3. Guests of the lessee shall conduct themselves in proper decorum at all times while inside the Department compound. Further, they shall limit their presence within the vicinity of the MPH. The Security Agency commissioned by the Department shall deal accordingly any untoward behavior.
4. Unauthorized firearms, deadly weapons and explosives are strictly prohibited within the Department compound. Lessee shall advise contractors and guests accordingly to avoid inconvenience upon entry.
5. Lessee shall furnish the Department a list of the contractors involved in the event such as but not limited to: the organizer, speaker, caterer, band florist, photographer and videographer. Security personnel will use this as reference upon their entry.
6. Lessee shall not bring into the premises flammable and hazardous materials or any other items that may cause fire and explosion. Should fire or any form of destruction occur due to the fault and/or negligence of the lessee, he shall indemnify the Department for such loss and /or damage as may be deemed appropriate by HBGMU/ES.
7. Lessee shall properly dispose its garbage and if the bins provided are not large enough to accommodate the volume of garbage, the excess must be placed inside biodegradable garbage bags provided by the lessee.
8. The Department shall not be liable for any loss of money or valuables and any untoward incidents that may occur inside the MPH and its premises.

Conforme:

Lessee