

### **C. Reservation, Cancellations and Refund**

1. SEAFDEC/AQD will accept reservations during office hours at Facilities Management Unit (FMU) Office or through telephone @ (033) 330-7000 loc. 1457
2. Reservations shall be made within thirty (30) to ninety (90) days before the scheduled event. Requisitioner shall submit a letter request addressed to the Chief.
3. Confirmation of reservations shall be made by the FMU thirty (30) days prior to the scheduled event or ten (10) days after the submission of the request letter, whichever is convenient to Management.
4. The requisitioner will accomplish the Confirmation of Reservation/Payment Form and pay the down payment of 50% of the rental rate within five (5) days upon confirmation of his reservation. Otherwise, the Department may award the use of the MPH to another requisitioner. Confirmation will be on a first-come, first-served basis. The remaining 50% shall be paid at least ten (10) days before the event. Failure to pay in full on the due date shall give the Department the right to cancel the reservation.
5. A day before the event, a security deposit shall be made which is refundable within five (5) working days after the event.
  - Whole MPH - PhP10,000.00
  - FR1 - PhP 6,000.00
  - FR2 & FR3 - PhP 3,500.00
6. Cancellations after the down payment but before the full payment due date or 10 days before the event, will be subject to a penalty of fifty (50%) on the full rental rate.
7. Cancellations after the full payment will forfeit all payments in favor of SEAFDEC/AQD.
8. Request for refund shall be made using the prescribed form. Payment shall be made through check.
9. Requisitioner will be notified within 5 working days once their check is ready for release at the Cashiering office.
10. The Department reserves the right to cancel the reservation due to unforeseen event subject to full refund of the payment made.

