



D. Terms & Conditions

1. Lessee shall observe proper care of all Department-owned appliances and facilities inside the MPH by ensuring that:
 - i) The walls, divisions and ceiling are not vandalized nor damaged due to the use of glue, tape, nails, staples and any other similar materials.
 - ii) The floor is not scratched due to the haphazard movement of tables, chairs, equipment and other furniture and fixtures.
 - iii) Plants in the vicinity are preserved in their natural form and not cut, uprooted or trampled upon on purpose by the renter and its guests.
2. Lessee shall be responsible for the damages or losses of Department property due to theft or other causes and indemnify the Department for such losses or damages, as deemed appropriate by FMU of the Engineering Section.
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 hazardous materials are strictly prohibited within the Department compound.
5. Lessee shall give to 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 request for entry, which is usually earlier than the event itself.
6. Lessee shall not bring into the premises flammable materials, explosives or any other items that may cause fire and explosion. Should fire in any form of destruction occur due to the fault and/or negligence directly or indirectly by the Lessee, he shall indemnify the Department for such loss and /or damage as deemed appropriate by FMU.
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 responsible for the loss of money or valuables of the Lessee and his/her guests brought inside the MPH.
9. The Department shall not be liable for any accident that may occur in the MPH and its premises during the event.
10. Catering and/or Décor services may be allowed to set up a day or two before the event, provided that the venue is available and prior notice and approval from the HBGMU and Security officer are obtained. The set up should not exceed five (5) hours with minimal use of lighting. Use of air conditioning units is not allowed.