

VENUE GUIDELINES FOR CLIENTS, ORGANIZERS, EXHIBITORS AND SUPPLIERS

Accredited Suppliers

Elements at Centris has a list of accredited suppliers. The official list can be requested from any Events Venue personnel. If the Client, Organizer or Exhibitor wishes to get non-accredited suppliers for their event, they will be charged corkage fee of 30% based on the total contract price.

Air Conditioning

Air conditioning will be provided an hour prior event time as stated in the Venue Reservation Agreement and will run continuously for 4 hours / 10 hours. Any extension of air conditioning use will be charged accordingly.

Only authorized personnel is allowed to turn on/off the air-condition units. Unauthorized use of air condition units will be charged accordingly.

Alcoholic Beverages

Elements at Centris allows alcoholic beverages to be served during event proper and within the venue premises only. Clients, Organizers, Exhibitors or representative will be held liable for the serving and disposal of the drinks.

Management reserves the right to suspend the event at any time for any improper behavior arising within the function.

Balloons

Helium and oxygen filled balloons shall not be sold, distributed or used as decorations. Only compressed air filled balloons will be allowed inside the venue.

Branded Materials and Copyrights

Elements at Centris and Eton Centris will not be held liable for any violations pertaining to marketing and promotional materials during the event. The Client, Organizer or Exhibitor is solely responsible to all royalties and charges to the use of any branded and copyrighted materials.

Candles, Incense and Fireworks

Open and unshielded flame (candles, incense, etc.) is prohibited at all times. Use of candles shall only be allowed if individual candles are in enclosed and fireproof holders. Absolutely no fireworks or fire sparklers will be allowed inside the venue.

Carpentry, Painting and Welding

Carpentry, painting and welding are prohibited in any areas of the venue otherwise approved and properly coordinated with the Elements at Centris Management.

Cooking Provisions

Caterers must cook within the designated pantry areas of the venue. At least 2 fire extinguishers are required to be brought in by the caterers. Liquefied Petroleum Gas (LPG) and any electrical cooking equipment are allowed to be used for cooking provided that all precautionary measures are undertaken by the caterers. Use of induction heat cookers are strongly recommended.

Deliveries

Elements at Centris will absolutely not receive any deliveries on behalf of the Clients, Organizers, Exhibitors or Suppliers. Management shall not be held liable for any lost packages or deliveries due to the absence of proper recipient in the venue.

Egress

A complimentary of two (2) hours egress is given to Clients, Organizers or Exhibitors for dismantling and transporting supplies, materials and equipment out of the venue, suite room and pantry. Should there be in need of time extension, any Event Venue personnel must be informed at least one (1) week prior event date (charges apply).

Management reserves the right to confiscate or dispose of any material left behind by Clients, Organizers, Exhibitors and Suppliers.

Electricity

Electricity of 100 amperes is allotted in each hall every event. Technical Maintenance personnel from Elements at Centris will assist suppliers during ingress to properly setup electrical-related concerns. In case the electricity requirement of an event exceeds the allotted wattage, the Client, Organizer or Exhibitor has the option to acquire the services of a generator supplier at their own cost.

Emergency

The Elements at Centris and Eton Centris Managements have comprehensive procedures in case of emergencies. For assistance with the Security Team, refer to any Events Venue personnel at least one (1) week prior event period.

Emergency Power

In case of sudden power outage, Elements at Centris shall provide emergency power. However, the Technical Maintenance personnel from Elements at Centris should be the only person allowed to tap in to the equipment, and no other additional load should be connected to the lines without seeking approval from Elements at Centris Management.

Equipment

It is the Client, Organizer or Exhibitor's responsibility to make arrangements for all the equipment needed, whether sourced from the venue or from a third party, for the event at their own expense.

For availability and rental rates, please coordinate with any Events Venue personnel.

Event Floor Plan

For big events and functions such as, but not limited to, bazaars, conventions and expos, concerts, trade shows, launchings, trainings and seminars, the Client, Organizer, Exhibitor or representative must furnish the Elements at Centris Management with a copy of the floor plan at least seven (7) working days prior to event period for review. The event floor plan will also serve as reference for security purposes.

Event Hours

Events run for four (4) hours or ten (10) hours depending on what is stated in the Venue Reservation Agreement. Any extension outside of the agreed hours shall be charged accordingly. For safety reasons, dismantling of displays and other materials during event time is prohibited as ingress and egress hours are separate from the agreed event hours.

Event Signage

The Elements at Centris logo must be prominently placed on all marketing and promotional materials the Client, Organizer or Exhibitor will produce. They must be properly checked and approved by the Elements at Centris Management prior to production.

Event Volume

Management reserves the right to regulate the volume of sound system of an event if it interferes with other ongoing events.

Exhibit Booths

Clients, Organizers or Exhibitors are required to put carpets on respective areas that require the use of booths to protect the venue tiles from potential damage. Installation and tapping of any electrical equipment and other fixtures on floor sockets should be properly coordinated and subject for approval of the Elements Management.

First Aid

It is mandatory for events with expected attendees beyond 500 to have a standby ambulance especially if it is open to the public. Depending on the type of event, Management may impose presence of Bureau of Fire personnel and/or police assistance.

The Organizer shall be responsible for the coordination with the proper authority and settlement of any fees and/or honoraria.

Food Carts

Food carts charge is Php 500.00 per cart with or without electricity. This is applicable for sponsored or non-sponsored, food carts.

Function Halls and Function Rooms

The Elements at Centris has 2 Function Halls; Fortune and Prosperity, and 2 Function Rooms; Destiny and Fate. Refer to any Events Venue personnel for complete venue matrix and availability of the venues.

Government Taxes

Elements at Centris venue rental and other amounts stated within the Venue Reservation Agreement are inclusive of 12% Value Added Tax (VAT).

Clients, Organizers or Exhibitors who are authorized to withhold tax must submit a duly-accomplished BIR Form 2307 (Certificated of Credible Tax Withheld at Source) to any Events Venue personnel at least five (5) days before event date. Failure to submit the form corresponds to billing of the amount, or deduction from the Security Deposit.

VAT-exempt Clients, Organizers or Exhibitors must submit the exemption certificate at least five (5) days prior to the event. Submitted certificates are subject for review of Eton Properties Philippines, Inc.'s Accounting Department.

Housekeeping

During the event, the common comfort rooms and perimeter of the venue shall be taken care of by the Elements Housekeeping staff. The cleanliness and orderliness of the event venues, suites and pantries are the responsibility of the Client, Organizer or Exhibitor.

For events at the Function Halls, a mandatory fee for three (3) Housekeeping personnel per hall shall be charged to the Client, Organizer or Exhibitor for the periodic cleaning of the suites and event halls. Request for additional housekeeping services must be coordinated with any Events Venue personnel at least three (3) days prior to the event.

Management reserves the right to impose deployment of additional Housekeeping staff depending on the type of event. All expenses shall be to the account of the organizer.

Ingress

Clients, Organizers or Exhibitors are given complimentary of four (4) hours ingress prior to the event time for the set up with no use of electricity as stated in the Venue Reservation Agreement. Clients, Organizers or Exhibitors must inform any Events Venue personnel at least one (1) week prior event date for any ingress extension (charges apply).

All goods and equipment shall be inspected upon entrance. Any items/equipment not stated in the gate pass provided will not be allowed to enter the premises.

Clients, Organizers or Exhibitors must also advise suppliers on the ingress decorum:

1. Suppliers are not allowed to wear sandal, slippers, and shorts.
2. All supplies, materials and equipment should pass through the proper loading area such as the roll up door and pantry delivery areas. Refer to any Events Venue personnel for the location of the entrances.
3. Delivery vehicles must be parked properly at the respective parking areas.

Lost and Left Behind Items

If found by any venue personnel, lost and left behind items are kept in the Elements at Centris Administration Office up to a maximum of seven (7) working days. The Management is not held liable for any damages on the items and reserves the right to dispose of or confiscate materials.

Pantry Maintenance

The Client, Organizer or Exhibitor and their contracted caterer must be in arrangement on the cleanliness and orderliness of the pantry. The floors and surfaces must be kept dry at all times. The caterer must leave the pantry clean and dry.

Segregation of solid waste must be practiced to be allowed dumping of garbage in the common depository of the complex. Otherwise, the caterer must haul out their own garbage.

Pets and Animals

Pets are restricted to the open areas of the complex. They are restricted from entering any of the commercial buildings. It is the discretion of tenants with own entrances to welcome pets inside their shops. They must be on leash, in carriers, cages or strollers. They are not allowed to roam freely without supervision of the owner.

Pets must be in diapers. Otherwise, the owners must be ready with plastics, wipes, tissues, or rags to clean up after their pets. These must be disposed of properly.

Parking

Elements at Centris has parking slots on a first-come, first-served basis. The parking space is intended for car park purposes only and no activity should take place otherwise approved by Management. Refer to any Events Venue personnel for more information about the parking policy.

Prohibited Goods and Materials

Elements at Centris reserves the right to forbid entry of Exhibitors or Suppliers that carries prohibited goods and materials such as, but not limited to, firearms and explosives, gunpowder and ammunition, illegal drugs, and other goods and materials that can hinder standard operations of the venue, in particular, and Eton Centris, in general.

Security

Elements at Centris has its own Security personnel to safeguard the property and the venue as well as to enforce the Venue Guidelines. They are in no way responsible for any losses the Client, Organizer, Exhibitor and/or their guests and suppliers may incur. The Client, Organizer or Exhibitor, their guests and suppliers are responsible for the safekeeping of their personal belongings, equipment and properties.

Management reserves the right to impose deployment of additional security personnel charged to the Client, Organizer or Exhibitor's account if they deemed it necessary based on the type of event, number of attendees and other reasons.

Selling

Elements at Centris has strict provisions on events that require selling of items; edible and/or non-edible, perishable and/or non-perishable. Selling details should be properly coordinated with any Events Venue personnel at least one (1) month prior the event date and is subject to Management's approval.

Smoking

Smoking inside the venue is strictly prohibited. For the interest of public health and safety, smoking areas are located outside the venue.

Smoke Machines

Elements at Centris allows the use of smoke machines however, this must be controlled to avoid commotion.

Sponsorships

Event sponsorships should be properly coordinated with and are subject to approval by the Elements at Centris Management.

Suite Rooms

The Suite Rooms will be turned over to the Client, Organizer or Exhibitor an hour before the event and can be used until an hour after the event as stated in the Venue Reservation Agreement. Any extension of the use of the suite room will be charged accordingly.

Ticketing

Elements must be properly informed of the mechanics for the selling of tickets should an event has a ticket-selling component. A separate agreement must be signed on and agreed to by Elements and the organizer prior to finalization of reservation.

Venue Styling and Décor Installation

Stapling, screwing, tacking, nailing, and taping on the exterior and interior walls and ceilings of the function halls, suite rooms, and pantries, metal columns and soundproof dividers are strictly prohibited. Any damage on the tiles, tent, fabric and other venue property shall be charged to the Client, Organizer or Exhibitor accordingly, or deducted from the Security Deposit.

Venue Turnover

The Client, Organizer, Exhibitor or representative, and Elements Security personnel will conduct a complete physical inspection of the venue, suite room and pantry prior to ingress. The Client, Organizer, Exhibitor or representative will then sign the Elements Venue Turnover Clearance provided by the Security personnel. The Client, Organizer or Exhibitor is fully responsible of the venue premises, facilities and utilities upon turnover.

A thorough post-event inspection will be made again by the Client, Organizer, Exhibitor or representative and Elements Security personnel. Noted damages shall be charged to the Client, Organizer or Exhibitor accordingly, or deducted from the Security Deposit.

Work Permit

Clients, Organizers or Exhibitors must secure duly-signed work, delivery and pull-out permits to the Elements at Centris administration office One (1) week prior. The Management reserves the right to prohibit ingress of suppliers should the Clients, Organizers or Exhibitors fail to submit the duly signed permits and other pre-event requirements.