



Manila House Private Club, Inc.
8F, Seven/NEO, 5th Avenue
Bonifacio Global City, Taguig 1634, Philippines
www.manilahouseinc.com

HOUSE RULES

ABOUT MEMBERSHIP

Membership Cards

Members are required to bring their Membership Cards with them to access the Club. Members may also be asked at any time while in the Club to present their Membership Card or other forms of identification

No Members shall permit another person to use his or her Club Membership Card as a false proof of identity either for use on Club premises or outside for any purpose. Violators shall be subject to immediate review.

Membership Cards are the property of the Club and must be surrendered upon termination. Lost or stolen cards must be reported immediately to Membership

Members will be charged a Php 1,000 replacement fee for any lost or damaged cards

Proposing New Members

Members are welcome to propose new applicants to join the Club. Application forms are available at the Reception, Manila House website or request a copy to the Membership Team.

The Membership Committee meets quarterly and admits new members when space is available.

After applications are received, Members are asked not to query the Membership Committee about the status of applications. Membership fees are not refundable.

Monthly Dues

Members are required to pay monthly dues on an **ANNUAL BASIS**. The monthly dues are billed on an annual basis, from January - December of the Calendar year.

Dues must be settled before the end of January of the same year.

Failure to pay the annual subscription (or any installment) within one month of the due date after being notified by Management will result in the Member not being admitted to the Club and the membership being terminated.

Junior Membership (29 y/o and below)

Members who join the Club while under 29 y/o can enjoy the benefits of a reduced membership fee, as well as a monthly dues discounted by 50%.

Should a Junior Member wish to continue his membership after turning 30 y/o, he or she will be charged the monthly dues in full.

Out-of-Town and Foreign Membership

Members who do not live within Metro Manila and use the Club for less than 180 days a year are welcome to join as Out-of-Town Members. They will be charged 50% of the monthly dues.

Should they use the Club for more than 180 days, they will be liable to pay monthly dues in full for the remaining 180 days of that Calendar year.

Honorary Members

This is a special category of membership awarded to distinguished persons, including members of the diplomatic corps and persons of exceptional accomplishment, who have enriched the fabric of Philippine society, culture, arts, and business.

Honorary Members enjoy unlimited access to the Club and may bring Guests. Their membership fees and monthly dues are waived.



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Honorary Members, in return, contribute to creating a sense of community and discovery in the Club, and their participation may include, but is not limited to, talks, debates, discussions, lectures, and workshops in their field.

Cancellation of Membership Application

By applying for membership, the Candidate member agrees to be bound by these rules. He or she, however, is free to withdraw the application. In this regard, the Candidate Member must contact our Membership Team at membership@manilahouseinc.com for a cancellation form within a month of submitting the application.

Membership Lockup Period

Memberships are subjected to a lockup period of five (5) years, after which a member may choose to terminate membership in the Club.

Termination of Membership

Members wishing to terminate membership must contact the Membership Committee in writing 30 days prior, addressed to the Board of Directors.

The resigning Member shall cease to be a Member upon acceptance of such resignation by the Board of Directors, subject to payment in full of all unsettled obligations of the resigning Member. Any pre-paid Club dues of a resigning Member shall be forfeited in favor of the Club. Members who cancel past the middle of a Calendar year are responsible for the monthly fees for the remainder of the term.

The Club reserves the right to terminate a Member's membership for severe misconduct, in violation of the Club Rules and Code of Conduct acknowledged and signed by the Member upon approval of Membership

Personal Information

Members must inform the Membership Team of any changes in contact or payment details to maintain Membership.

Confidentiality

Manila House Management and all staff members adhere to the strictest confidentiality standards and pledge to maintain all records and personal information concerning the members and their guests in the strictest confidence.

Disclosure

Under no circumstances will private information about Members be shared with any person or organization.

Billing

All bills must be settled in full before leaving the Club. Only Founding Members have signing privileges for events, with a required 50% down payment. Members are responsible for unpaid Guest bills. Guests may settle their own bills.

Dress Code

We believe that dress reflects our own individuality and respect Members' choice of how to dress. We do ask Members to be respectful of the occasion and time of day and to dress appropriately.

At no time should Members and Guests wear flip-flops and sandals.

During the week, we ask Members and their Guests not to wear shorts and open-toed rubber sandals since many might be wearing office attire.

During the weekend, we hope Members and their Guests think of the Club as a home away from home, therefore shorts and dress sandals are welcome.

Guests

Members may bring up to as many Guests as they wish at any one time. A Member's Guests may not enter the Club without that Member present.

Members may not be separated from their Guests within the Club or allow their Guests to remain in the Club when they leave



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without advising Management beforehand.

Members are responsible for ensuring their Guests follow all Club rules and policies, and may face suspension or termination of Membership if their Guests violate those rules.

For private events, the maximum number of Guests a Member can bring is the maximum capacity allowed for the event.

Children

Children under 10 years old are not allowed in the Club except on Saturday daytime and all-day Sunday. Members with private events are allowed to have children attend private events.

Please be considerate of other Members when you bring children.

Registration

Guests must be announced and registered at Reception upon entrance. Members should register Guest List names with Reception in advance.

Club Access

Guests must be accompanied by the sponsoring Member at all times.

Guests attending private events are not permitted to use other Member-only areas of the Club before, during or after the event unless on a separate Guest List and in the presence of a member.

Limitations

If required, the General Manager retains authority to limit access for specific times and/or to specific areas or special events.

CLUB FACILITIES

Reservations and Private Events

Function rooms may be in demand frequently, and therefore all room reservations should be made well in advance.

Club dining is open to all Members and reservations are recommended to ensure availability. Reservations should be made through Reception and will be held for 20 minutes only.

Please honor and respect the privacy of all private events occurring in the Club and refrain from communicating any information about the event to third parties.

Parking

Parking and valet are available in the building. Fees are to be paid directly to the parking facility. The Club is not responsible or liable for any cars.

Privacy for Members and Guests

Members and their Guests must not approach, disturb or solicit others with whom they are not personally acquainted. Doing so may lead to suspension or termination of Membership.

Pet Policy

Members and their guests may bring their pets into the Club premises (limited to Avenue Deck and Intramuros Garden) only during the weekends. Pets must be hand-carried or placed in a pet carrier when inside the club, except in the Avenue Deck and Intramuros Garden, where they're free to walk around as long as they are leashed and wearing diapers. Only small common domesticated or household dogs and cats weighing less than 30 lbs are allowed inside the Club. Pet food and water bowls should be provided by the pet owner.

Members who bring their pets assume legal responsibility for any damage, disease, or injury to person/s, other pets or property,



caused by their pet. In addition, a fine shall be meted on members who do not clean up after their pets. Manila House Private Club management reserves the right to refuse entry to any pet that it may deem present any risk to other humans and pets

MEDIA AND COMMUNICATION

Phones

Phone calls are permitted in all areas but Members are requested to keep their voices down so as not to disturb other Members.

Ringtones and alerts should be put on silent when in the Club. However, texting is permitted.

Video

Skype, FaceTime, video conferencing or other programs with video capabilities are restricted to designated areas or private events.

Cameras and Recording Devices

No cameras, video or recording devices may be used while in the Club without prior permission from the Management.

Members are responsible for ensuring their Guests also abide by this rule.

The Club reserves the right to take possession of and confiscate any camera, video or recording device and any photos, videos or other recorded images used or taken while on Club premises without authorization.

Music

Music must not be played from your personal devices unless using headphones. Volumes must be kept down to avoid disturbing others.

Computers

Computers may be used at designated areas.

Press and Social Media

The Club has a strict no press policy. Our goal is to protect the privacy of each Member. Members are asked not to take wide shots nor post photographs that may include Members who are unaware that they are part of the photo.

Members will be held accountable if they or their Guests disclose or identify any other Members or Guests who are in the Club in any press or social media including Facebook, Instagram, Twitter and on personal blogs.

Similarly, Members and their Guests must refrain from identifying or describing any private hire or Member event occurring on Club premises.

For specific situations requiring photography and/or press coverage, please discuss with Management.

Photography during Private Events

Members hosting private events at the Club's private areas must clear with Manila House Management in advance if they wish to film, take photos or record during their event. They may approach the General Manager, Head of Sales, Head of Membership, Marketing Manager, and/or PR & Events Director for the said consent.

Bringing Outside Food

Members and their Guests may not bring any food or beverages obtained from outside sources for consumption in the Club, unless medically necessary.

Specialty wines can be brought in for a designated corkage fee as determined by Management.

Alcoholic Beverages

Alcoholic beverages may only be served and consumed in Club-designated areas.

The Club reserves the right to request proof of identity to verify the age of any Member or their Guests. The Club reserves the



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right to refuse alcohol service to Members or their Guests whenever necessary.

Members and/or Guests who appear to be intoxicated and are causing disruption shall be asked to leave the premises.

Illegal Substances

No Member or Guest of a Member shall use, ingest, possess or distribute illegal drugs while on Club premises. If any of the uses above prove true, membership in question will be terminated.

OTHER IMPORTANT POLICIES

Manila House Trademark Rights

All Members and their Guests shall not use the names, logos, colors, trademarks, service marks, photographs, trade dress, or other identifying features of Manila House (the “Manila House Marks”) without obtaining the specific prior written approval of the Investors Board as to the specific use.

Members hereby expressly recognize that the Manila House Marks are the valid, unique and exclusive property of Manila House, its parent, affiliates and/or subsidiaries.

Members and their Guests may not produce or create, or authorize others to produce or create, the Manila House Marks for any purpose whatsoever, including, but not limited to, in any communications, marketing, advertising or other promotional materials (including, but not limited to brochures, flyers, invitations, e-mail messages, etc.) that utilize the Manila House Marks without the Investors Board’s prior written consent.

Liability of the Proprietor

Manila House, its Investors Board, its Management, its staff, and/or agents shall not be liable to any Member or Guest of a Member for any loss, damage or injury suffered by them or their property how so ever caused, save in respect of death or personal injury to a Member or Guest caused by the negligence of Manila House, its staff and/or agents. This is not intended to affect any mandatory rights you have under local law that we cannot legally restrict or exclude.

Interpretation of the Rules

In the event of any dispute arising as to the meaning or interpretation of these rules, the matter shall be referred to the Committee, whose decision shall be final. These rules shall be governed and construed in accordance with Philippine law and Members agree to submit to the exclusive jurisdiction of the courts of Philippines.

Amendments to the Rules of the Club

Manila House may change the rules of the Club by displaying notification of the change on the club’s premises for a period of seven (7) days. A copy of these rules will be made available to all Members upon reasonable notice.