

The Courtyard

of the Filipinas Heritage Library



In the 1930s, Nielson Tower was crucial in bringing together people and ideas from all over the world. Now within the landmark architecture of the old airport is a place where you can gather your guests for events which you feel should be part of history.

Celebrate your union in an intimate haven in Makati with your close relatives and friends. **THE COURTYARD** offers you a simple but elegant venue to mark your vows down the annals of history.

Where is THE COURTYARD located?

THE COURTYARD is located in the middle of the Makati Business District, specifically along Makati Avenue fronting the Manila Peninsula hotel. The area is accessible from all the major streets.

What is the capacity of THE COURTYARD?

THE COURTYARD can accommodate up to 150 guests (sit down) with ample space for the buffet and gift table/s, musicians, photographers, sound technician, etc.

How much is the venue rental?

The charge for the venue is Php14,000.00 for the first four (4) hours and Php2,000.00 for each succeeding hour. For Sunday or holiday bookings, premium rates will apply. You will have three (3) hours of set-up time for free.

Who are THE COURTYARD's preferred caterers?

The Library has preferred caterers as follows:

Alba Restaurante & Catering	532-6077 / 531-6463	Carol de Alba / Paolo de Alba
Albergus Catering	931-3663 / 556-4507	Joanne Unson / Cathy Sanchez
Auffrance Catering	497-5185 / 497-5190	Perla Bellarmino / Beth Bautista
Avengoza Catering	655-2089	Sheryn Litana
Center Table Catering	824-5179 / 821-3797	Jennifer Pugosa / Millet Pantia
Cravings Catering	426-6681 / 433-4498	RJ Villaseñor
Dulcinea Catering	900-2585 / 345-2279	Melissa Mercado / Alejandro Dumio
El Comedor	890-4491 / 0917-8582352	Noreen Lagunsad
Goblet Catering	681-2930 / 681-7642	Cindy Dizon
Hizon's Catering	928-3672 / 925-0107	Maricar Alcobendas / Camille Rivera
ISS Makati Skyline Catering	838-6144 / 0922-8411921	Irmina dela Paz / Anna Seva
Josiah's Catering	934-6734 / 941-7032	Gladys Vitaliz / Mherlyn Torrilla
Juan Carlos Catering	920-8068 / 453-0071	Alex del Rosario / Lorna Gutierrez
K by Cunanan Catering	711-0940 / 711-0952	Rochelle Santos / Meg Prinsipe
Kusina ni Maria Catering	897-6639 / 0927-4541979	Shella Pamil / Anna Lou Sagario
La Tasca Restaurant	897-9749 / 896-5543	Emi Tuazon / Ma. Lourdes Senn
Old Swiss Inn	526-2739 / 521-3002	Connie Orlina / Rose Barbastro
Simply Delicious Catering	401-3233 / 645-7872	Girlie Magalong / Rafael Carpio
Swan Catering	413-0825 / 371-3428	Guy Magno / Rose Yaptangco
Tamayo's Catering	526-2222 / 400-7161	Renato Eufre
Via Mare Catering	890-8090 / 890-8023	Ella Cano / Imelda Manalang

Can we bring in other caterers?

Should the client choose a non-accredited catering service, his/her caterer is required to do an ocular inspection and meet with THE COURTYARD coordinator for the house rules at least one (1) month before the wedding. A caterer's fee of Php5,000.00 will be added to the client's bill.

Is there an area for the caterer?

A cemented space near THE COURTYARD will be allotted for the client's caterer. It is advised that the caterer brings utility table/s for the preparation of food. A tent (14 ft. x 21 ft. in size) will be provided. Additional tents, if required, must be provided by the client.

How do you handle overlapping functions?

No two functions will be accepted at the same time to avoid overlapping and privacy problems.

Are there parking spaces available?

A convenient parking space for ten (10) cars will be provided for the client and his/her guests. THE COURTYARD is beside the Gabriela Silang pay parking area for other cars.

Will THE COURTYARD staff be present to assist us during the wedding?

Yes, there will always be staff from THE COURTYARD who will be there for the clients' needs:

- Events coordinator to address venue-related concerns
- A technician on stand by for all technical requirements
- Janitors to maintain the cleanliness of the premises
- Guards for extra security

Do you have equipment available for our use?

Yes we do have equipment available for our clients. The rates for these are as follows (per use, max. 8 hrs.):

- Free - Overhead projector
- Free - Slide Projector
- 2,000.00 - LCD projector with screen
- 3,000.00 - Video presenter and LCD projector with screen
- 2,000.00 - Television with DVD/VHS player
- 3,000.00 - Sound system unit (with 2 units of 12" speakers, and 4-channel mixer)
- 500.00 - Projection screen
- 500.00 - Platform

What are THE COURTYARD's other charges?

The rates for these are as follows (good for 4 hours):

- Php1,000.00 - Electrical charge for Sound System Facilities
- 1,000.00 - Electrical charge for Video Coverage Facilities
- 1,500.00 - Electrical charge for Mobile Disco Facilities
- 2,000.00 - Electrical charge for Band Facilities
- 100.00 - LCD projector / Laptop (per hour)

***All rates are subject to 12% VAT.**

What if a brownout occurs?

In case of power failure, a generator will be on stand by.

Are there available washrooms?

Clean washrooms are located inside the Library. The client/guests at THE COURTYARD can access it through the Library's main door.

Are there any regulations or restrictions on the decorations and music?

The client is free to decorate the venue as he/she wishes as long as no permanent fixtures or structures be made on the premises. There are, likewise, no restrictions as to the choice of music of the couple but volume must be kept at a decent level (no loud music can be played especially after 12MN). The use of fireworks is not allowed on the premises.

What are THE COURTYARD's terms and conditions?

- A Php5,000.00 reservation fee (non-refundable) is required to reserve a wedding date and is deductible from the total reservation charges.
- Client must sign THE COURTYARD contract covering all the requirements - technical, set up, caterer, etc. A 50% down payment will also be required at least two (2) months before the wedding or upon confirmation of the wedding date and details.
- Full payment is expected at least one (1) month before the wedding. In cases of additional charges, a billing invoice will be forwarded to the client after the wedding and is due immediately.
- In the event of cancellation, only one half of the second payment will be returned to the client if he fails to notify the Library at least one (1) month before the wedding. A written request for a refund stating reason for cancellation is required.



For reservations and/or inquiries, please contact:
Ms. Jane Salvador / Ms. Cecille Cruz
Filipinas Heritage Library
Makati Avenue, Ayala Triangle, Makati City
Tel. No. 892-1801 loc. 20 / 26
Fax No. 892-1810
E-mail Add. venues@filipinaslibrary.org.ph

As of May 12, 2010