



BANQUET EVENT CONTRACT
DRAFT __ REVISION __ FINAL x

Page 1 of 4
Date Prepared: April 13, 2016

Company	OVERSEAS WORKERS WELFARE ADMINISTRATION		
Attention to:	MS. REBECCA J. CALZADO Administrator OVERSEAS WORKERS WELFARE ADMINISTRATION		
Date of Function	April 20-22, 2016	Guaranteed No. of Persons:	35persons
Address	OWWA Center Bldg., 7 th St. cor. F.B. Harrison, Pasay City		
Telephone No.	551-6652	Email Add:	hrmdd_owwa@yahoo.com

PACKAGE RATE:

Special Live-In Package @ Php 1,600.00 / person / day

Meal Requirements:

- Three (3) Breakfast
- Three (3) AM Snack
- Three (3) Lunch
- Three (3) PM Snack
- Two (2) Dinner

MEAL REQUIREMENT:

DATE	TIME	TYPE OF MEAL	MEAL VENUE	GTD.PAX
Apr .20	06:00 am	Buffet Breakfast	Function Room	35 persons
	09:00 am	AM Snack	Function Room	35 persons
	12:00 nn	Buffet Lunch	Function Room	35 persons
	03:00 pm	PM Snacks	Function Room	35 persons
	06:00 pm	Buffet Dinner	Function Room	35 persons
Apr .21	06:00 am	Buffet Breakfast	Function Room	35 persons
	09:00 am	AM Snack	Function Room	35 persons
	12:00 nn	Buffet Lunch	Function Room	35 persons
	03:00 pm	PM Snacks	Function Room	35 persons
	06:00 pm	Buffet Dinner	Function Room	35 persons
Apr .22	06:00 am	Buffet Breakfast	Function Room	35 persons
	09:00 am	AM Snack	Function Room	35 persons
	12:00 nn	Buffet Lunch	Function Room	35 persons
	03:00 pm	PM Snacks	Function Room	35 persons

CONFERENCE ARRANGEMENT:

DATE	TIME	VENUE	SET UP
Apr. 20-22, 2016	07:00 am – 05:00 pm	Function Room	Class Room

INCLUSIONS OF THE PACKAGE:

- Hotel Accommodation for Three days (3) days and Two (2) Nights.
- Free Use of Function Room
- Complimentary Social Night with free use of KTV
- Free use of Meeting Materials: PA Sound System, White Board with Marker and Eraser, pads and pencils, LCD Projector and White Screen for Projector.
- Free Flowing Coffee/Tea/Iced Tea/Juice during Breakfast, Lunch and Dinner Meals
- With complimentary welcome streamer and backdrop
- Free Flowing Coffee/Tea/Mineral Water, Candies during sessions at the Function Room
- Free Wi- Fi Internet access at the Function Rooms & Lobby Area
- Free use of Swimming Pool
- Free Parking Space

**Above rates are net of all taxes*

g.f.

Managed By: Sunverde Hotels and Resorts Inc.



Office Address: Suite 305 Xavierville Square Condominium, 38 Xavierville Ave., Loyola Heights, Quezon City
Fax No.: (632) 436-4857 Direct Line: (632) 436-1317 Trunk Line Nos.: 426-3002 to 04 / 426-7006 to 08 / 426-7173 to 75 loc. 30 & 55 & 48

Resort Address: Sunrise Holiday Mansion, Tagaytay Estates, Alfonso, Cavite

Pilot No.: (046) 413-2846 Trunk Line Nos.: (046) 413-2851 (046) 413-2855 (046) 413-2889 Direct Line: (046) 413-2833 Telefax: (046) 413-2834 Manila Line: (02) 696-4373
E-mail: sales_marketing@sunrise.com.ph; Website: www.sunrise.com.ph



Please be informed that we require a rooming assignment for every room. This would contain the following details:

- Guests name and designation
- Arrival and departure dates

The Engager shall furnish the Hotel a copy of the Final Rooming List forty eight (48) hours before the event; otherwise, the Hotel shall on its own decide on the rooming list and, thereafter, any changes therein by the Engager shall not be honored.

Incidentals / Extra orders: Additional restaurant orders and other incidentals such as: mini-bar, telephone charges, etc will be charged to the guests' personal account, unless you have prior arrangement with the hotel to charge it to your company.

A. ROOM ONLY

- | | |
|------------------------------|---------------------------------------|
| Studio De luxe | - Php 2,000.00 net per room per night |
| | - Good for two persons |
| | - With breakfast for two |
| | - |
| Executive /Two Bedroom Suite | - Php 3,000.00 net per room per night |
| | - Good for four persons |
| | - With breakfast for four |

B. MEALS ONLY

- | | |
|------------------|--------------------------|
| Buffet Breakfast | - Php 300.00/meal/person |
| AM Snack | - 150.00/snack/person |
| Buffet Lunch | - 400.00/meal/person |
| PM Snack | - 150.00/snack/person |
| Buffet Dinner | - 400.00/meal/person |
| Cocktails | - 250.00/person |

Incidental charges of the participants shall be incorporated in their individual Guest folios to be settled in Cash or credit card upon check out.

BILLING

Apr. 20-22, 2016

Special Live-In Package Rate (35pax) x Php 1,600.00 x 3-days = Php 168,000.00

GRAND TOTAL = Php 168,000.00net

TERMS:

- Full payment amounting to One Hundred Sixty-Eight Thousand Pesos only (Php 168,000.00) should be settled with incidentals if any on or before May 13, 2016.
- Incidental charges should be settled upon check out.
- A penalty at the rate of 10% of the unpaid amount shall be strictly imposed if the amount is not paid on the aforementioned due date plus 2% on the unpaid amount for every month of delay.
- Package Rate is VAT inclusive
- The prices herein agreed upon are applicable only as of the date of the function hereof, and no terms/conditions herein shall be altered/modified within seven days prior to the arrival date.

Check payable to SUNVERDE HOTELS AND RESORTS INC.

LBP – Katipunan Branch – Acct. # 146-11123-46

I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.

Prepared by:

JOHN VINCENT D. MOICO
Account Executive

Noted by:

MS. LUSETTE GAANO
Senior Sales and Marketing Manager

Conforme:

Signature:
Name:

MS. REBECCA J. CALZADO
Administrator

Engager: OVERSEAS WORKERS WELFARE ADMINISTRATION

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HOTEL TERMS AND CONDITION

ROOMS:

1. Official Check-in time is at 2:00 P.M.; standard Check-out time is 12:00 NN. Request for early Check-in / check-out are subject to space availability.
2. Check – in shall be arranged at the Front Desk.
3. The HOTEL requires a rooming assignment for every room. All participants/attendees must register their names at the Front Desk.
4. Reduction in the guaranteed minimum number of pax, room requirements or total contracted rate within seven (7) days prior to arrival date will not be accepted.
5. Additional person/s / room/s requirement aside from the guaranteed number of rooms, shall be subject to room availability and shall be billed and settled upon check-out at HOTEL Standard Room Rate.
6. All NDD/IDD calls and mini bar will be disabled/closed unless an advice from the COMPANY was received.
7. House Rules of the HOTEL, displayed in every room, shall be strictly followed.
8. The HOTEL shall not be liable for any loss of personal belongings unless declared & deposited with the front desk, in accordance with the provisions of the Civil Code.

BANQUETS / MEALS:

10. The HOTEL strictly implements that all food and beverages must be purchased through the HOTEL. All prices are net of all taxes. Bringing in of food and beverage items is not allowed. All food and beverage are for consumption on the HOTEL premises only and at the assigned function area. Menu pricing is subject to change.
11. The HOTEL shall designate all function space based upon the guaranteed number of attendees/participants for the said event. Final confirmation of function room assignment will be made upon advice, from the COMPANY, of the final guaranteed number of attendees/participants.
12. The HOTEL reserves the right with prior notice to the COMPANY, to substitute the banquet event venue to a venue that will more adequately accommodate the number of guests.
13. In case of unexpected circumstances beyond HOTEL's control, the HOTEL reserves the right, with prior notice to the COMPANY, to change meal and function room venues to an equivalent venue.
14. The HOTEL shall prepare food and beverage quantities based on the guaranteed number of guests, in ample amounts, to ensure that all guests at the event are served.
15. Final number of guests must be provided by the COMPANY at least three (3) days prior to the event. The said number of guests will be considered as guaranteed. The HOTEL shall charge based on the guaranteed number of persons. Should the number of attendees/participants exceeds the guaranteed number, the HOTEL will bill the COMPANY for the excess attendees with an additional 30% from the Package Rate of the contract.
16. Should the number of participants/attendees exceed the guaranteed number of guests by 10%, the HOTEL shall not be responsible or liable for any delay in food replenishment and / or service.
17. Menu choices shall be forwarded to the HOTEL at least one (1) week prior to the function date to ensure availability. Should the menu selection be forwarded on a date that is less than the agreed date of submission, then all menus shall be at our chef's discretion. Any revision to the menu already forwarded to the HOTEL will not be honored.
18. The minimum number of persons required for buffet meals shall be at least 25 persons. All beverages shall be charged on a per order basis. If the required minimum number of persons is not met and the COMPANY wishes buffet meals, then the HOTEL shall accordingly bill the amount of: Buffet Breakfast Php 350.00; Buffet Lunch & Dinner 550.00 and AM/PM Snacks Php 175.00.
19. The HOTEL will not serve alcoholic beverages to anyone under the age of 18 years old.

FUNCTIONAL ACTIVITIES AND MATERIALS:

20. The COMPANY shall be solely responsible for its personal belongings such as gifts, prizes, exhibits, props, displays and other materials.
21. The COMPANY shall be liable to the HOTEL for any loss, damage or injury caused by any willful act or gross negligence of the COMPANY, its representative, contactor, agent, guest/visitors or any person acting in its behalf while in the performance of any activity in connection with the contracted function: where the COMPANY undertakes or contracts for a special set-up of the function, it must ensure that the contractor shall strictly abide by the HOTEL's policy.
22. The Function Room is free of charge for the first eight (8) hours. Usage in excess of eight (8) hours shall be subject to an additional fee of Php 1,500.00 per hour.
23. The COMPANY is allowed to decorate their assigned function room venue; however, the HOTEL does not allow affixing of anything on the walls, floors, furnishings or ceilings with any substance. The COMPANY assumes all responsibility for any damage or loss of property from the function room or any area that will be used.
24. All modes of entertainment like band, singers, KTV must complete their last set by 12:00mn. The HOTEL reserves the right to control all functions and discontinue alcoholic beverage service at any time it deems appropriate in the best interest of the guests.
25. The COMPANY can arrange to have special items delivered for their event such as computer, audio-visual equipment, etc. An item required for the event that is sourced from the HOTEL will be subject to a separate billing.

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OTHERS:

26. Bringing of firearms and other deadly weapons and prohibited drugs in the HOTEL is strictly prohibited. All firearms must be turned over to the HOTEL Security
27. Pets are not allowed inside HOTEL premises.
28. Gambling or any game of chance involving money is prohibited inside the HOTEL.
29. The HOTEL provides spacious parking area. The HOTEL will not be held liable for any damages to or, loss of personal belongings inside the vehicle, unless declared & deposited with the front desk, in accordance with the provision of the Civil Code.
30. The HOTEL provides transportation service. The HOTEL will not be held liable for any accident, damages to or, loss Of personal belongings inside the vehicle, during trip from and to the HOTEL.

CANCELLATION:

1. A fifty percent (50 %) cancellation fee based on the total contracted rate shall be charged if cancellation is made once the contract is signed. However, COMPANY shall strictly impose a charge equivalent to ONE HUNDRED PERCENT (100%) of total contract price if cancellation is made within two weeks (2) prior to the time and date of intended function.
2. The HOTEL shall not be liable for failure on its part to comply with the provisions of this contract in cases of labor disputes, natural disasters, fortuitous events and such other causes beyond the control of the Management. In turn, the HOTEL shall not charge the ENGAGER cancellation charges in cases of force majeure provided that the re-setting of the cancelled function shall take place not later than one (1) month from the occurrence of the force majeure, beyond which period ENGAGER shall be charged anew with at least THIRTY PERCENT (30%) of the total contract price. In no case shall a cancellation/refund be allowed in the event that a fortuitous event takes place. If no resetting is made, whatever amount deposited/paid shall be forfeited, but such forfeited amount shall not be less than fifty percent (50%) of the contract price.

I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.

Prepared by:

JOHN VINCENT D. MOICO
Account Executive

Noted by:

MS. LUSETTE GAANO
Senior Sales and Marketing Manager

Conforme:

Signature:
Name:

MS. REBECCA J. CALZADO
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