



Ref #: MSO -FC - 2016 - 067  
Page #: 1-4

March 29, 2015

**MS. REBECCA J. CALZADO**  
Administrator  
**OWWA**  
Pasay City

Dear Ms. Calzado;

*Warm Greetings from Island Cove Hotel & Leisure Park!*

We are pleased to confirm your reservation on **April 13-15, 2016 for 50 persons** for your **SEMINAR/WORKSHOP** event. Based on our discussion, please find details as follows.

**PACKAGE RATE:**

Seventeen (17) Triple Sharing	Php 4,750.00 per person x 50 persons	= Php 237,500.00
		=====
<b>TOTAL ESTIMATED COST</b>		<b>= Php 237,500.00</b>

- *Above summary of charges doesn't include incidental charges if any*

**PAYMENT DETAILS:**

- Waived Deposit with Send Bill Arrangement.
- Total Package including incidentals to be paid 30 days after submission of statement of account

**NOTE:**

- In the event that the actual number of guests exceeds the minimum guaranteed number of persons the actual head count shall be charged. In the event that the actual attendees will not reach the minimum guaranteed, the guaranteed number of person shall be charges.
- Billing will be based on guaranteed number of persons minimum guaranteed number of persons or actual attendance whichever is higher.
- Bringing in of food and drinks is strictly not allowed.

**PACKAGE INCLUSIONS:**

- Two (2) Nights Room Accommodation in Superior Rooms
- Meals: Day 1: Managed Buffet Breakfast, A.M Snack, Managed Buffet Lunch, P.M Snack, Managed Buffet Dinner
- Day 2: Managed Buffet Breakfast, A.M Snack, Managed Buffet Lunch, P.M Snack, Managed Buffet Dinner, Cocktail
- Day 3: Managed Buffet Breakfast, A.M Snack, Managed Buffet Lunch, P.M Snack





### Amenities

- Parking space for the duration of your stay
- Use of swimming pool, shower and change rooms
- Welcome Streamer
- Use of One (1) Air-conditioned Conference Room (Binakayan A) for three days
- Use of conference support facilities (LCD Projector with screen, flipchart, whiteboard with marker, pads, and pencils)
- Use of sound system with 2 microphones
- Continuous coffee, tea and candies service for three days
- Waiver of necessary applicable taxes and service charge

### MEAL ARRANGEMENT:

Meal	Menu Code/ Venue	Service Time	Number of Pax
<b>Apr 13, 2016</b>			
Managed Buffet Breakfast	TBA/ Binakayan Dining Area	7:00AM	50 PAX
A.M Snack	TBA/ Binakayan A	9:00AM	50 PAX
Managed Buffet Lunch	TBA/ Binakayan Dining Area	12:00NN	50 PAX
P.M Snack	TBA/ Binakayan A	3:00PM	50 PAX
Managed Buffet Dinner	TBA/ Binakayan Dining Area	7:00PM	50 PAX
<b>Apr 14, 2016</b>			
Managed Buffet Breakfast	TBA/ Binakayan Dining Area	7:00AM	50 PAX
A.M Snack	TBA/ Binakayan A	9:00AM	50 PAX
Managed Buffet Lunch	TBA/ Binakayan Dining Area	12:00NN	50 PAX
P.M Snack	TBA/ Binakayan A	3:00PM	50 PAX
Managed Buffet Dinner/ Cocktail	TBA/ Binakayan Dining Area	7:00PM	50 PAX
<b>Apr 15, 2016</b>			
Managed Buffet Breakfast	TBA/ Binakayan Dining Area	7:00AM	50 PAX
A.M Snack	TBA/ Binakayan A	9:00AM	50 PAX
Managed Buffet Lunch	TBA/ Binakayan Dining Area	12:00NN	50 PAX
P.M Snack	TBA/ Binakayan A	3:00PM	50 PAX

### TERMS AND CONDITIONS

1. Naming list (stating arrival and departure information) requiring banquet arrangements/requirements for its attendees with minimum number of **Fifty (50) persons**, schedule of activities, etc. should be received by ISLAND COVE HOTEL AND LEISURE PARK SALES OFFICE at least seven (7) days prior to group arrival. Only arrangements whether banquet or room, made through ISLAND COVE HOTEL AND LEISURE PARK SALES OFFICE shall be honored and recognized by you, **OWWA**. Please advise final revisions, additions and/or deletions at least five (5) days prior to definite arrival date.
2. Specimen signature of authorized signatories rise should be submitted upon signing of contract:

MS. REBECCA J. CALZADO  
Administrator

Binakayan, Kawit, Cavite 4104 Philippines • Tel.: 046.434.0210 • Fax: 046.434.5273

Suite 1416 Cityland 10 Tower 1, dela Costa St., Makati City • Tel.: 02.810.7878 • Fax: 02.810.3719





3. As agreed, the following expenses shall be charge to **OWWA**.

Specified meal arrangement

All other expenses signed and acknowledged by authorized signatory or its duly assigned representative.

4. Expenses other than those authorized by signatory shall be settled by the concerned individual prior to departure from the Hotel:
5. As agreed, with waived Send Bill Arrangement, Total Package including incidentals to be paid 30 days after submission of statement of account All payment shall course through **ISLAND COVE HOTEL AND LEISURE PARK**.

**DEPOSITORY BANK DETAILS : ISLAND COVE CORPORATION**

**Metrobank (GT Tower, Makati City)**

**Acct # 096-3-09632189-0**

**Metrobank [Binakayan, Kawit Cavite]**

**Acct # 3 03806452 6**

6. Food and Beverages items shall be purchased exclusively from Island Cove Hotel and Leisure Park.
7. The Engager, **OWWA**, shall be billed in accordance with the minimum guaranteed number of persons per arrival on **April 13-15, 2016** finally contracted notwithstanding under attendance or non-appearance of Engager and/or guests.
8. The Engager, **OWWA** must inform the Island Cove Hotel and Leisure Park through the Sales Office within 10 days prior to the contracted banquet function should be desire to alter the definite number of participants exceed the 10% of the minimum guaranteed number declared, the Resort shall not in any claims and or/or complaint whatsoever. In such cases, the engager shall be billed per cover at actual number of persons present which will be payable upon presentation of statement of account
9. Any loss, damage or injury that the Hotel and/or other Hotel guests/s may suffer attribute to acts or Omissions of the engager and his guests during contracted function shall give rise to the latter's liabilities without prejudice to the former rights to recovery any such sums or damage under existing laws.
10. In any case of suit against the Engager by the Hotel to enforce the collection of unpaid account of 25% of the unpaid amount shall be added for attorney's fees and collection expenses, whether actually incurred or not:
11. The parties here to expressly submit themselves to the jurisdiction of the proper courts for legal action arising out of this agreement.
12. The Engager, **OWWA**, hereby states that he has read the terms and conditions aforesaid and have informed the Authorized signatory/ies to sign for and in behalf of the terms and conditions and they are amenable to all of them. Engager further certifies that he has read and accepted the general conditions and detailed in information a fore stated.
13. Termination / Cancellation  
This Agreement may be terminated or cancelled by either party by giving the other party a written notice at least thirty (30) days before the effective date of termination, stating the reasons thereof. Island Cove has the right to charge the client 30% of the total package after receipt of the termination letter as stated in this clause.

Violation of any provision of this Agreement, as well as non-compliance with the bidding requirements and/or any legal requirements, serve as just cause for immediate termination or cancellation by the agreed party, provided prior notice about the violation or grievance had been previously sent to the other party





In the event a party has a grievance against the other party, it shall give the other party an opportunity to resolve, fix and/or remedy the problem. It is only when the other party does not perform any rectification within a reasonable period that the aggrieved party may proceed to terminate or cancel this agreement.

14. Rescheduling / Postponement

In case of rescheduling or postponement due to fortuitous reasons / event or acts of God, riots, rebellion or civil disturbance but not limited to typhoons, riots, strikes and other similar circumstances and events, the new schedule shall subject to mutual agreement by both parties at least seven (7) days from the original date. Due to such re schedule, where suppliers, talent and the like shall no longer be available, alternatives shall be the discretion of the hotel based on available resources. Re-scheduling of the event based on the above reasons must be advice at least ten (10) days before the function date otherwise, all losses that may incur because of late advice, **OWWA** will shoulder expenses based on the honest estimate of losses by the hotel and must be agreed by both parties.

15. In case of cancellation of group bookings, less than **Fifteen (15) days** prior to schedule arrival, a fee equivalent to 50% of total estimated expenditure shall be imposed to **ISLAND COVE HOTEL AND LEISURE PARK**

Should the foregoing arrangements merit your approval, please signify conformity by affixing your signature on the space provided for and do return one (1) original copy for our mutual file.

Rest assured that only the finest in Philippine hospitality – Rediscover Life at Island Cove Hotel and Leisure Park – shall be accorded you and your guests.

Sincerely Yours,  
**ISLAND COVE HOTEL AND LEISURE PARK**

  
**ELAINE BAUTISTA**  
Account Manager

**CONFORME**  
**OWWA**

Noted by:

  
**MS. JONA AGRAZADA**  
Director of Sales and Marketing

  
**MS. REBECCA J. CALZADO**  
Administrator



