



MAKATI PALACE HOTEL

Your Royal Address

CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Lease is entered into by and between:

RICHWORLD HOTEL & RESORT CORPORATION, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with office address at #5011 P. Burgos corner Caceres Sts., Makati City herein represented by its Director of Sales and Marketing Manager – **MARY ANN MUNDA- DATIG**, hereinafter referred to as the **First Party**:

- and -

OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA) a government agency duly organized and existing under and by virtue of the laws of the Republic of the Philippines with office address at OWWA Center Bldg., 7th St. conrer F.B. Harrison St., Pasay City herein represented by its OWWA Administrator – **MR. HANS LEO J. CACDAC**, hereinafter referred to as the **Second Party**:

TERMS AND CONDITIONS:

1. **First Party** leases unto the **Second Party** the 2/F Emperor Hall of the Makati Palace Hotel, located at P. Burgos corner Caceres Streets, Makati City (hereinafter referred to as the "PREMISES").
2. The **Second Party** hereby leases from the **First Party** the above mentioned premises on August 30 – September 1, 2017 from 8:00 a.m. to 8:00 p.m. The area provided for the event may be occupied by the **Second Party** for a maximum of Twelve (12) Hours. In excess of this, a fee of **ONE THOUSAND FIVE HUNDRED PESOS ONLY (P1,500.00) PER HOUR** shall be charged to the Second Party.

"Basic Course on Community Organizing Batch 2"
August 30 – September 1, 2017
Guaranteed 40 persons (live-in)



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3. The **Total Contract Price** for the event shall be **TWO HUNDRED SIXTEEN THOUSAND PESOS ONLY (P216,000.00)** inclusive of government tax and service charge.

I. **PACKAGE RATE: Room Rate:**

Types of Occupancy	Rate/night
Twin Sharing	P 1800/person/day base in TWIN Sharing w/ Single Bed each person Full Meals (Buffet Breakfast, AM Snack, Lunch, PM Snack & Dinner for 3 Days 2 Nights

Computation August 30 – September 1, 2017

P 1800 x 40 persons x 3 days = **P216,000.00**

Bank Details:

Account Name: RICHWORLD HOTEL AND RESORT CORPORATION
Account No.: 1811-00672-8
Bank Name: ALLIED BANK CORPORATION
Branch: Granada Branch New Manila Quezon City

INCLUSIONS: (For Function)

- Free use of Function Room
- Whiteboard with marker and eraser, White Screen and Easel Stand
- Sound System, Microphones and Podium (2 wireless & 3 w/ cord)
- Bond Paper, Folder & Pencil
- Complimentary Candies
- Free use of LCD Projector
- Standby Technician
- Twenty Complimentary Parking Slot
- Announcement Poster/Signage
- Classroom Type, U- Shape Type or Round Table Set up



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- Free Wi-fi internet connection
- Portable Stage Platforms with Flag Pole
- Free flowing of candies coffee and tea

No refund or adjustment shall be made if the actual number of guests falls below the contracted number at the time of confirmation.

CANCELLATION POLICY

In case of postponement, the **Second Party** should submit to the **First Party** a written notice of Seven (7) Calendar days before the scheduled party subject to availability of the facility. If the **Second Party** did not serve written notice within the specified period, they will pay the 100% cancellation fee.

4. Send Bill arrangement within (15) working days
5. Guests are not permitted to use other common areas of the building other than the area reserved for the party.

In the event that the Second Party brings in his/her own food items, the First Party and its representative shall not be liable for any untoward incidents such as food poisoning and mishandling of food items.

6. **The SECOND PARTY is to be responsible for the safety and security of their personal belongings and seminar/event equipment in their entire stay in the hotel and shall not hold the FIRST PARTY responsible for any loss/damage thereto.**

The Second Party must submit an inventory list of their equipment/materials to be brought in the hotel to the First Party's Sales & Marketing Coordinator on the First day of the event/function likewise if there is/are additional equipment/materials to be bought in on the succeeding days of stay in the premises rented.

7. The Second Party shall not be liable for failure to comply with any or all of the terms of this agreement, caused by force majored and/ or due to fortuitous event or any other causes beyond its control;



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8. The Second Party warrants and represents that he/she has read and fully understood, and hereby accepts the foregoing terms and conditions and agrees to comply with them;
9. The First Party shall have the right to rescind this contract for failure of the Second Party to comply with any of the Terms and Conditions herein provided, and receive from the Second Party payment of penalty to actual damages that may be proven;
10. The representative of the Second Party named herein shall be primarily liable for any unpaid and outstanding obligation arising from this Contract and it is agreed upon that if the Second Party fails to settle the accounts within the agreed period the hotel has the right to demand immediate payment on all outstanding balance.

IN WITNESS HEREOF, the parties have affixed their signature this _____ at Makati City.

RICHWORLD HOTEL & RESORT CORP.
 First Party
 TIN: 224-425-072-000

OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA)
 Second Party

Signed by:

MS. MARY ANN MUNDA – DATIG
 Dir. Of Sale & Marketing
MAKATI PALACE HOTEL
 First Party

MR. HANS LEO J. CACDAC
 OWWA Administrator
 OWWA
 Second Party

Signed in the Presence of:
