



FIRST STAR ROSA HOTEL CORPORATION

EL CIELITO HOTEL - STA. ROSA

STA. ROSA-TAGAYTAY ROAD,
STA. ROSA CITY, LAGUNA
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BANQUET EVENT CONTRACT

Contact Person: HANS LEO J. CACDAC	Organization Name: OWWA
Designation: Administrator	Type of Function: Live-in Seminar
Address: OWWA Center Bldg. F.B. Harrison St., Pasay City	Date of Function: July 3-5, 2017
Tel. Number: 833-0113	Function Room:
Time: 8:00AM-6:00PM	Guest Guaranteed for Food: 40 persons
Billing Arrangement: Send Bill On Accounts on Forwarding Billing Status, a minimum of 30 days shall be given to the client to make the necessary payments. Hotel shall be base the statement of account on actual incurred charges made during the event. Payments may be made through Cash & Company Check.	
Check-in Date & Time: July 3, 2017/2PM. Check-out Date & Time: July 5, 2017/12NN.	
Total Guaranteed Cost: Php216,000.00 Live-in Seminar (Rate per Head)Php1,800.00 x 40 persons x 3 days =Php216,000.00	
KITCHEN :	EVENT BOARD TO READ
Meal Inclusions:	Overseas Workers Welfare Administration "Stress Debriefing/Psycho Wellness for Frontline Employees" July 3-5, 2017
July 3-4, 2017	FRONT OFFICE:
- Buffet Breakfast - Plated Am Snack - Assisted Buffet Lunch - Plated Pm Snack - Assisted Buffet Dinner - Additional Meals for Fellowship night	• Please provide information card upon check in/ Event 13 Executive Rooms = Triple Sharing
July 5, 2017	BAR: Beverages arrangement
- Buffet Breakfast - Plated Am Snack - Assisted Buffet Lunch - Plated Pm Snack	• Free Flowing Coffee Throughout the meeting
	BANQUET SERVICE: Please provide the following
	• Free use of Function Room good for 08 hours in any Set-up • Complimentary use of LCD Projector & Projection Screen • Free use of Basic PA system with Microphones • Whiteboard with Markers & Eraser • Free Wi-Fi access inside the Function room and the hotel lobby area • Notepads & Pencil • Candies • Complimentary Parking
	SPECIAL REQUESTS:
NOTE:	PHYSICAL LAY-OUT:
* There shall be an electrical charge of Php350.00 per equipment brought in by the engager. * Extension in the use of function room beyond number of hours stipulated in the contract shall have an additional charge of Php2,500.00 net/hour. * Telephone calls from the function room will be charged separately * Engager/participants/guest is responsible for their personal belongings. Hotel has no liability or whatsoever for any personal belongings lost during the event.	"Classroom Set-up"
	LIST OF CORKAGES (IF ANY)
FOR:	CONFORME:
 MS. FRED D. BREVALO Key Accounts Specialist	 MR. HANS LEO J. CACDAC Administrator
 MS. GRACE P. ABADIANO General Manager	Date: JUN 28 2017

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