



OWWA

F.B Harrison St., Pasay, Metro Manila

Hrmdo_owwa@yahoo.com

(02) 551-6652

SUBJECT: Contract for OWWA Event

Dear Ma'am/Sir,

We would like to extend our utmost gratitude to your company for considering Networld Hotel Spa& Casino as venue (or food and service provider) for your event scheduled on December 18-19, 2017. The details of this event are as follows:

Event Name : 21st Century Customer Service Training Workshop
Venue : Networld Hotel and Kaishu Japanese Restaurant
Event Date : December 18-19, 2017
Event Time : 8am to 7pm
No. of Guaranteed PAX : 30 Pax
Rate : Php 131,749.00
Breakdown Inclusion :

Accommodation (Rooms): 2 days, 1 night (live-in)

Food: 2 Buffet Breakfast, 2 AM snack, 2 Buffet Lunch, 2 P.M Snack, and 1 Buffet Dinner with additional food fellowship night (*Kaishu Japanese Restaurant*)

Inclusion:

- 1 big Function Room
- Projector Screen
- Flicker
- Laptop
- Whiteboard with markers and eraser
- Flipchart with papers and markers, pad and pencils
- Free flowing coffee/tea/candies/water in a water dispenser
- Connector and/or three (3) microphones
- Free use of Function Room/Karaoke Room
- Complimentary Welcome Tarpaulin
- Unlimited access to Wi-Fi
- Backdrop banner

Total Cost: Php 131,749.00



The aforesaid event shall be subject to the following terms and conditions:

1. FEES

Running Charges : Php 131,749.00

As the number of persons is considered "guaranteed", the above charges shall be fully paid even when the actual guests that came during the event is below the "guaranteed" number. Provided that, the charges shall accordingly increase when the actual guests present during the event shall exceed the guaranteed

number. The Hotel agrees to prepare an excess equivalent to ten percent (10%) of the guaranteed number. Should the actual attendees exceed the guaranteed number, including the 10% buffer, the Hotel cannot guarantee that adequate food and services will be available and you hereby hold the Hotel free from any liability insofar as the excess number is concerned.

In case the actual guests be more than one hundred twenty percent (120%) of the minimum guaranteed number, you hereby acknowledge and agree that the Hotel may charge a higher rate per person.

2. BILLING ARRANGEMENT

Payment should be arrangement within 30 days after the training.

3. CANCELLATION

By your conformity to this proposal, you hereby acknowledge that the Hotel has foregone other business opportunities that may be available on the Event date as it has to reserve the facilities and function rooms

required for your company. In the event of cancellation or postponement made after the confirmation of the booking, you oblige to be charged and pay the Hotel at the following rates:

Date of Cancellation	Cancellation Charge
From confirmation date to 6 weeks prior to the date of event	50% of the payment based on the guaranteed number of guests
Within 8-30 days prior to the event date	75% of the payment based on the guaranteed number of guests
Within 7 days prior to the event date	100% of the payment based on the guaranteed number of guests
No Cancellation and No Show	100% of the payment based on the guaranteed number of guests plus 25% as liquidated damages

4. OTHER TERMS AND CONDITIONS

- a. The Hotel strictly implements "NO TAKE-OUT" from Buffet items
- b. You shall exercise extraordinary diligence in using the property, utensils and equipment of the Hotel. You hereby voluntarily oblige to pay and indemnify the Hotel for any damage, theft or loss of the Hotel's property, such as but not limited to, equipment, plates, utensils, wares and motor vehicles, caused by persons/guests attending the event.



- c. Any changes, additions, stipulations or deletions including corrective lining will not be considered agreed or binding unless such have been initialed or approved in writing by the authorized representative of your company and the Hotel.

You may sign in the space provided herein should you find the foregoing provisions acceptable.

If you have further inquiries, please do not hesitate to contact me through our mobile phone number or e-mail, 0915-0937779 or fb3@networldhotel-manila.com.

Thank you very much.

Sincerely yours,

Micolle Cruz
F&B Sales Executive

Alyannah Sarip
Sales Executive

Joerina Salta
F&B Sales Manager

CONFORME:

MANS LEO J. CACERES
ADMINISTRATOR