



August 22, 2018

MR. HANS LEO J. CACDAC
 Administrator
 Overseas Workers Welfare Administration
 F.B. Harrison St, Pasay, Metro Manila

**SERVICE AGREEMENT CONTRACT BETWEEN THE
 OVERSEAS WORKERS WELFARE ADMINISTRATION AND LIMA PARK HOTEL, INC.**

Dear Ma'am/Sir,

Greetings! This is to confirm the arrangement made and discussed between **PATRICIA DENIZE MALAIBA, Account Executive of Lima Park Hotel, Inc.** and **OVERSEAS WORKERS WELFARE ADMINISTRATION** for **Live-In Seminar – 3D&2N** with the following details below:

I. BANQUET REQUIREMENTS:

Date of Event	Room Requirements	Number of pax	Meal Requirements	Other Inclusions
<p align="center">Live-In Seminar August 23-25, 2018</p> <p>Buffet Lunch/Dinner (Soup, Rice, Vegetable, 1 main dish – choice of Fish, Chicken or Pork, dessert, chilled drink)</p> <p>Plated AM/PM Snacks (Special homemade breads or "kakanin")</p>	<p align="center">August 23-25</p> <p>*Six (6) rooms at single occupancy</p> <p>*Ten (10) rooms at twin sharing</p> <p>*Eight (8) rooms at triple sharing</p> <p align="center">Check in: 2PM Check out: 12NN</p>	<p>50 persons minimum guaranteed</p>	<p align="center">Day 1</p> <p>Managed Lunch Buffet Plated PM Snack Managed Dinner Buffet</p> <p align="center">Day 2</p> <p>Buffet Breakfast Plated AM Snack Managed Lunch Buffet Plated PM Snack Managed Dinner Buffet</p> <p align="center">Day 3</p> <p>Buffet Breakfast Plated AM Snack</p>	<ul style="list-style-type: none"> • Use of function room for 8 hours good for 50-60 persons • Round table set-up • Use of LCD Projector and widescreen • Basic sound system & microphones • Free-flowing coffee & tea • Lobby posting • Pads and pencils • Mints & candies • Printing of backdrop (8x12') • Social Night good for 50 persons; beers & pica-pica • Use of videoke for social night
<p>TOTAL PACKAGE AMOUNT: PHP 350,000.00 <i>Rate in excess of guaranteed pax will be PHP 2,333/pax/day</i> <i>Rate is inclusive of 8% SC, 12% VAT and Government Taxes</i></p>				

II. RESERVATION & CONFIRMATION

1. Confirmation of the event was made thru signed proposal on **August 3, 2018**.
2. Children below 10 years old (maximum 2) sharing room with adults and utilizing the existing bed are free of charge.
3. Check-in time is 2 PM and check-out is at 12 NN.
4. Check-out beyond 12 NN will be subject to a half-day additional charge, and one night charge for check-out beyond 6 PM of the same day.
5. Written notification is required for any revisions or cancellations.

III. BILLING

1. Send-bill arrangement for 30 days.
2. Send-bill arrangement must be arranged thru the following signed / approved documents; Signed Contract/Approved P.O/other approved government document.
3. Balance/ full payment shall be settled (15) days before the event.
4. Incidentals and other charges must be settled the event.
5. Payment can be in the form of cash, credit card or company checks. Personal checks are not accepted.
6. Payment may also be deposited to or transferred thru one of the following Lima Park Hotel bank accounts:

Account Name : LIMA PARK HOTEL, INC.	Account Name : LIMA PARK HOTEL, INC.	Account Name : LIMA PARK HOTEL, INC.
Bank Name : RCBC Commercial Banks	Bank Name : Banco de Oro (BDO)	Bank Name : Metrobank
Branch : Lima Technology Center	Branch : SM City Lipa	Branch : Lima Technology Center
S/A No. : 1-321-67433-6	S/A No. : 000840083521	S/A No. : 892-789200159-2
Dollar Account : 8321-0019-48		



IV. TERMS AND CONDITIONS

1. Total charges for the function cover the agreed guaranteed number of persons reserved or the total number whichever is greater including any incidentals incurred during the event. Should the total number of persons exceed the guaranteed number of **50 persons**, exceeding persons shall be charged accordingly. Increase on the guaranteed number of persons should be made not later than one (1) week before the event.
2. Maximum use of the function room is for 8 hours per day only. Exceeding hours will be charged at P 5,000.00 per hour.
3. The hotel shall provide 10% buffer on the food and beverage from the guaranteed number of persons reserved in case of overflow in attendees during the event. Should your actual number of guests exceed more than 10% of your guaranteed number during the event proper, additional meal requirements will be on chef's discretion. The Hotel therefore shall not be liable to any failure to produce more.
4. The hotel reserves the right to substitute similar or comparable accommodations for the EVENT in case of fortuitous circumstances/causes beyond the hotel's control; substitution shall be deemed by the client as full compliance and performance under this contract.
5. Food, beverage, and incidental bills left unsigned and unpaid by the guest after the EVENT shall be forwarded to the client for billing and settlement.
6. Any loss, damage, or injury that the Hotel and/or its client / guest may suffer attributable to acts or omissions of a client / guest during the EVENT shall give rise to the latter's liabilities which the former may recover under the existing law.
7. The client agrees to abide by the existing house rules of the hotel during the EVENT and while inside the premises of the Hotel.
8. The hotel shall not be liable for any failure to comply with this Agreement due to force majeure, natural disasters or other causes beyond the control of the management. Likewise, Lima Park Hotel shall not be liable if the guest is unable to arrive due to flight cancellations or other valid causes beyond their control.

V. WASH DOWN / CANCELLATION / NO SHOW

Cancellations made	Cancellation Policy
60 days prior to event date	10% of the Total estimated expense will be forfeited
30 days prior to event date	50% of the Total estimated expense will be charged
15 days to 7 days prior to event date	Total estimated expense of the contracted amount
Same charges shall apply for "NO SHOW".	

VI. ROOM RATES AND MEAL RATES

Room Accommodation/Category	Published Rate	Package Rate
Superior	P 5,900.00	P 5,310.00
Deluxe	P 8,100.00	P 7,290.00
Premiere Luxe	P 9,750.00	P 8,775.00
Suite	P 11,550.00	P 10,395.00
Executive Suite	P 13,800.00	P 12,420.00
Governor's Suite	P 28,875.00	P 20,000.00
Extra person	P 1,800.00	P 1,800.00
Buffet Breakfast / Lunch /Dinner	P 750.00	starts at P 650.00
AM/PM Snack	P 350.00	starts at P 300.00

VII. CONFIDENTIALITY

All rates, terms & condition herein are deemed CONFIDENTIAL. Any disclosure thereof to any third person(s) or entity/ entities shall be violation of this clause. We look forward to welcoming you and your guests at LIMA PARK HOTEL, where you can experience the warmth of Filipino hospitality. Should you have any queries, we will be delighted to assist you anytime.

Sincerely yours,

Patricia Denize Malaiba
Account Executive

CONFORME:

MR. HANS LEO J. CAGDAC
Administrator