



**BANQUET EVENT CONTRACT**  
 INITIAL \_\_\_ REVISION \_\_\_ FINAL \_\_\_

Page 1 of 4  
 Date Prepared: Sept. 14, 2018

Company	Overseas Workers Welfare Administration	
Attention to	HANS LEO J. CACDAC Administrator	
Date of Function	September 17-19, 2018	Guaranteed No. of Persons: 35persons
Address	FB Harrison St., Pasay, Metro Manila	
Telephone No.	833-10101	Email: <a href="mailto:hrrmdd@owwa.gov.ph">hrrmdd@owwa.gov.ph</a>

**PACKAGE RATE:**

Special Live-In Package @ Php 1,850.00 / person / day  
 Rate

**TOTAL: Php 183, 150.00**

**Meal Requirements:**

- Three (3) Buffet Breakfast
- Three (3) AM Snack
- Three (3) Buffet Lunch
- Three (3) PM Snack
- Two(2) Buffet Dinner

**MEAL REQUIREMENT:**

DATE	TIME	TYPE OF MEAL	MEAL VENUE	GTD.PAX
Sept. 17	07:00 am	Buffet Breakfast	Function Room	35 persons
	09:00 am	AM Snack	Function Room	35 persons
	12:00 nn	Buffet Lunch	Function Room	35 persons
	03:00 pm	PM Snack	Function Room	35 persons
	07:00 pm	Buffet Dinner	Function Room	35 persons
Sept. 18	07:00 am	Buffet Breakfast	Function Room	35 persons
	09:00 am	AM Snack	Function Room	35 persons
	12:00 nn	Buffet Lunch	Function Room	35 persons
	03:00 pm	PM Snack	Function Room	35 persons
	07:00 pm	Buffet Dinner	Function Room	35 persons
Sept. 19	07:00 am	Buffet Breakfast	Function Room	35 persons
	09:00 am	AM Snack	Function Room	35 persons
	12:00 nn	Buffet Lunch	Function Room	35 persons
	03:00 pm	PM Snack	Function Room	35 persons

**CONFERENCE ARRANGEMENT:**

DATE	TIME	VENUE	SET UP
Sept. 17	07:00 am – 08:00 pm	Function Room	Classroom
Sept. 18	07:00 am – 11:00 pm	Function Room	Classroom
Sept. 19	07:00 am – 05:00 pm	Function Room	Classroom

**INCLUSIONS OF THE PACKAGE:**

- Hotel Accommodation for Three Days and Two Nights. Individual bed set up
- Free Use of Function Room – Class Room Set up
- Free use of Meeting Materials. PA Sound System, White Board with Marker and Eraser, pads and pencils and LCD Projector with White Screen.
- Free Flowing Coffee/Tea/Iced Tea/Juice per meal
- With complimentary welcome streamer & Backdrop
- Complimentary Social Night w/ KTV (Pica-pica and Preferred Drinks)
- Complimentary 2-pax Secretariat w/ Accommodation & Meals
- Free Flowing Coffee/Tea/Mineral Water and candies during sessions at the Function Room
- Free Wi- Fi Internet access at the Function Rooms & Lobby Area
- Free use of Swimming Pool
- Free Parking Space
- With Fire Safety Equipment and Permit from Bureau of Fire Protection
- 24-Hour Security Personnel
- Availability of Medical First Aid Kit and Equipment (ex. Wheel Chair / Easy Access for Ambulance)

*Handwritten signature/initials*



Please be informed that we require a rooming assignment for every room. This would contain the following details:

- a. Guests name and designation
- b. Arrival and departure dates

The Engager shall furnish the Hotel a copy of the Final Rooming List forty-eight (48) hours before the event; otherwise, the Hotel shall on its own decide on the rooming list and, thereafter, any changes therein by the Engager shall not be honored.

**Incidentals / Extra orders:** Additional restaurant orders and other incidentals such as: mini-bar, telephone charges, etc will be charged to the guests' personal account, unless you have prior arrangement with the hotel to charge it to your company.

Incidental charges of the participants shall be incorporated in their individual Guest folios to be settled in Cash or credit card upon check out.

**BILLING**

Sept. 17-19, 2018

Special Live-In Package (33pax)	x	Php 1,850.00	x	3Days	=	Php 183,150.00
Inclusive of all Taxes		<b>GRAND TOTAL</b>			=	<b><u>PHP 183,150.00</u></b>

**TERMS:**

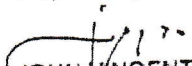
- Full payment amounting to One Hundred Eighty-Three Thousand One Hundred Fifty Pesos Only (Php 183,150.00) shall be settled Fifteen (15) days after the event.
- A penalty at the rate of 10% of the unpaid amount shall be strictly imposed if the amount is not paid on the aforementioned due date plus 2% on the unpaid amount for every month of delay
- Package Rate is VAT inclusive
- The prices herein agreed upon are applicable only as of the date of the function hereof, and no terms/conditions herein shall be altered/modified within seven days prior to the arrival date.

**Check payable to: SUNVERDE HOTELS AND RESORTS INC.**

LBP – Katipunan Branch – Acct. # 146-11123-46


I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.

Prepared by:

  
**JOHN VINCENT MOICO**  
Account Executive

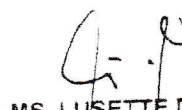
Conforme:

Signature:  
Name :

  
**HANS LEO J. CACDAO**  
Administrator

Engager: Overseas Worker Welfare Administration

Noted by:

  
**MS. LUSETTE D. GAANO**  
Senior Sales and Marketing Manager

**MS. MA. HENCEL PAULA O. MALLETA**  
Managing Director



## HOTEL TERMS AND CONDITION

### ROOMS:

- 1 Official Check-in time is at 2:00 P.M.; standard Check-out time is 12:00 NN. Request for early Check-in / check-out are subject to space availability.
- 2 Check – in shall be arranged at the Front Desk.
- 3 The HOTEL requires a rooming assignment for every room. All participants/attendees must register their names at the Front Desk.
- 4 Reduction in the guaranteed minimum number of pax, room requirements or total contracted rate within seven (7) days prior to arrival date will not be accepted.
- 5 Additional person/s / room/s requirement aside from the guaranteed number of rooms, shall be subject to room availability and shall be billed and settled upon check-out at HOTEL Standard Room Rate.
- 6 All NDD/IDD calls and mini bar will be disabled/closed unless an advice from the COMPANY was received.
- 7 House Rules of the HOTEL, displayed in every room, shall be strictly followed.
- 8 The HOTEL shall not be liable for any loss of personal belongings unless declared & deposited with the front desk, in accordance with the provisions of the Civil Code.

### BANQUETS / MEALS:

10. The HOTEL strictly implements that all food and beverages must be purchased through the HOTEL. All prices are net of all taxes. Bringing in of food and beverage items is not allowed. All food and beverage are for consumption on the HOTEL premises only and at the assigned function area. Menu pricing is subject to change.
11. The HOTEL shall designate all function space based upon the guaranteed number of attendees/participants for the said event. Final confirmation of function room assignment will be made upon advice, from the COMPANY, of the final guaranteed number of attendees/participants.
12. The HOTEL reserves the right with prior notice to the COMPANY, to substitute the banquet event venue to a venue that will more adequately accommodate the number of guests.
13. In case of unexpected circumstances beyond HOTEL's control, the HOTEL reserves the right, with prior notice to the COMPANY, to change meal and function room venues to an equivalent venue.
14. The HOTEL shall prepare food and beverage quantities based on the guaranteed number of guests, in ample amounts, to ensure that all guests at the event are served.
15. Final number of guests must be provided by the COMPANY at least three (3) days prior to the event. The said number of guests will be considered as guaranteed. The HOTEL shall charge based on the guaranteed number of persons. Should the number of attendees/participants exceed the guaranteed number, the HOTEL will bill the COMPANY for the excess attendees with an additional 30% from the Package Rate of the contract.
16. Should the number of participants/attendees exceed the guaranteed number of guests by 10%, the HOTEL shall not be responsible or liable for any delay in food replenishment and / or service.
17. Menu choices shall be forwarded to the HOTEL at least one (1) week prior to the function date to ensure availability. Should the menu selection be forwarded on a date that is less than the agreed date of submission, then all menus shall be at our chef's discretion. Any revision to the menu already forwarded to the HOTEL will not be honored.
18. The minimum number of persons required for buffet meals shall be at least 25 persons. All beverages shall be charged on a per order basis. If the required minimum number of persons is not met and the COMPANY wishes buffet meals, then the HOTEL shall accordingly bill the amount of: Buffet Breakfast Php 300.00; Buffet Lunch & Dinner 450.00 and AM/PM Snacks Php 150.00.
19. The HOTEL will not serve alcoholic beverages to anyone under the age of 18 years old.

### FUNCTIONAL ACTIVITIES AND MATERIALS:

20. The COMPANY shall be solely responsible for its personal belongings such as gifts, prizes, exhibits, props, displays and other materials.
21. The COMPANY shall be liable to the HOTEL for any loss, damage or injury caused by any willful act or gross negligence of the COMPANY, its representative, contactor, agent, guest/visitors or any person acting in its behalf while in the performance of any activity in connection with the contracted function: where the COMPANY undertakes or contracts for a special set-up of the function, it must ensure that the contractor shall strictly abide by the HOTEL's policy.
22. The Function Room is free of charge for the first eight (8) hours. Usage in excess of eight (8) hours shall be subject to an additional fee of PhP 1,500.00 per hour.
23. The COMPANY is allowed to decorate their assigned function room venue; however, the HOTEL does not allow affixing of anything on the walls, floors, furnishings or ceilings with any substance. The COMPANY assumes all responsibility for any damage or loss of property from the function room or any area that will be used.
24. All modes of entertainment like band, singers, KTV must complete their last set by 12:00mn. The HOTEL reserves the right to control all functions and discontinue alcoholic beverage service at any time it deems appropriate in the best interest of the guests.
25. The COMPANY can arrange to have special items delivered for their event such as computer, audio-visual equipment, etc. An item required for the event that is sourced from the HOTEL will be subject to a separate billing.



**OTHERS:**

26. Bringing of firearms and other deadly weapons and prohibited drugs in the HOTEL is strictly prohibited. All firearms must be turned over to the HOTEL Security
27. Pets are not allowed inside HOTEL premises.
28. Gambling or any game of chance involving money is prohibited inside the HOTEL.
29. The HOTEL provides spacious parking area. The HOTEL will not be held liable for any damages to or, loss of personal belongings inside the vehicle, unless declared & deposited with the front desk, in accordance with the provision of the Civil Code.

**CANCELLATION:**

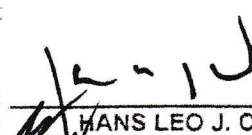
1. A fifty percent (50 %) cancellation fee based on the total contracted rate shall be charged if cancellation is made once the contract is signed. However, COMPANY shall strictly impose a charge equivalent to ONE HUNDRED PERCENT (100%) of total contract price if cancellation is made within two weeks (2) prior to the time and date of intended function.
2. The HOTEL shall not be liable for failure on its part to comply with the provisions of this contract in cases of labor disputes, natural disasters, fortuitous events and such other causes beyond the control of the Management. In turn, the HOTEL shall not charge the ENGAGER cancellation charges in cases of force majeure provided that the re-setting of the cancelled function shall take place not later than one (1) month from the occurrence of the force majeure, beyond which period ENGAGER shall be charged anew with at least THIRTY PERCENT (30%) of the total contract price. In no case shall a cancellation/refund be allowed in the event that a fortuitous event takes place. If no resetting is made, whatever amount deposited/paid shall be forfeited, but such forfeited amount shall not be less than fifty percent (50%) of the contract price.

I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.

Prepared by:

  
**JOHN VINCENT MOICO**  
Account Executive

Conforme:

Signature:   
Name : **HANS LEO J. CACDAC**  
Administrator

Engager: Overseas Worker Welfare Administration

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