

BAYVIEW PARK HOTEL MANILA

"Your Home by the Bay"

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Website: www.bayviewparkhotel.com
Toll Free: 1800-10-2298439 (BAYVIEW)

April 08, 2019

MR. HANS LEO J. CACDAC
Administrator

WITNESS:

MS. MARILYN R. VAIL
OIC, HRMDD

OWWA
F.B. Harrison St., Pasay City
Telefax : 0946.422.9253
Email : hrmdd@owwa.gov.ph

LIVE-IN SEMINAR CONTRACT
April 10 - 12, 2019 / 45 persons -

Dear Mr. Cacdac;

Warm greetings from Bayview Park Hotel Manila!

Thank you very much for choosing again our hotel as the venue of your training on the above mentioned-date. In this regard, please find below our special arrangements we have prepared for your group:

I. ROOM AND BANQUET REQUIREMENTS:

Function Date	Room Requirements	Banquet Requirements	Other Requirements/Inclusions
Apr 10 - 12	Check-in: Apr 10 Check-out: Apr 12 15 Triple	Apr 10: AM Snack, Guided Buffet Lunch, Pm Snack & Guided Buffet Dinner Apr 11: Buffet Breakfast, AM Snack, Guided Buffet Lunch, Pm Snack, Guided Buffet Dinner & Fellowship Night Apr 12: Buffet Breakfast, AM Snack, Guided Buffet Lunch & Pm Snack	Room accommodation with wifi connection Use of function room w/ wifi connection Use of audio-visual equipments: PA System/ 3 Microphones (wireless & long cord)/ Widecreeen/ LCD Projector Use of seminar facilities: Rostrum/ Whiteboard w/ marker & eraser/ Flipchart// Pads & Pencils Meals served with one round of chilled juice/flowing coffee or tea
TOTAL PACKAGE : Php270,000.00			

CONCESSIONS:

Guestrooms: **FOR LIVE-IN**

- ~ Pre-registration (all pertinent information must be forwarded prior to date of check in)
- ~ Complimentary use of the Swimming Pool
- ~ Daily local newspaper/ 10% discount at the Business Center
- ~ Complimentary safety deposit box (available at the front desk)

Function Room ~ complimentary use of the function room will be based as follows

- Breakfast only - 6am-8am or 7am-9am (2 hours)
- Full board - 7am-9pm (13 hours)

- Rates are inclusive of service charge & government tax.

***Venue rental fee shall be charged, or additional snack must be ordered should the function room use exceed the time allotment. Fee would depend on the function room used.

CANCELLATION POLICY:

One night room charge will be imposed (from the total number of rooms blocked) if cancellation is not received within 72 hours for INDIVIDUAL bookings.

For GROUP room bookings, seven (7) days advance notice is required. Otherwise, if cancellation is made in less than 7 days, the hotel will be charging the total number of rooms booked.

CONTRACT PROVISIONS:

1. The ENGAGER agrees to pay for a minimum number of **as stated above** covers as stated above.
2. The HOTEL shall charge the ENGAGER for the guaranteed number or actual number of persons whichever is higher. The HOTEL will set-up facilities for 10% in excess of the guaranteed number of persons.
3. No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should not be made later than 48 hours.
4. All food and beverage items shall be exclusively purchased from THE BAYVIEW PARK HOTEL MANILA. ENGAGER is not permitted to bring in food and beverages items in the hotel unless there is an agreement to the contrary. Corkage fees shall be at P700 net/ bottle (750 ml) for premium brands, P700 net/ bottle (750 ml) for standard brands and N/ A for every key of beer. Waiver of corkage fee shall be subject to discretion.
5. Taking home of unserved portions shall be under the discretion of the Executive Chef or the Banquet Manager. Taking home of unserved portions for the buffet is strictly prohibited.
6. Unless otherwise stated, a full payment must be forwarded by the ENGAGER upon signing of the contract and excess charges immediately after function. Food, beverage and incidental bills which left unsigned by the ENGAGER after the function shall be forwarded for billing.
7. No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should not be made later than 48 hours.
8. All food and beverage items shall be exclusively purchased from THE BAYVIEW PARK HOTEL MANILA. ENGAGER is not permitted to bring in food and beverages items in the hotel unless there is an agreement to the contrary. Corkage fees shall be at P700 net/ bottle (750 ml) for premium brands, P700 net/ bottle (750 ml) for standard brands and N/ A for every key of beer. Waiver of corkage fee shall be subject to discretion.
9. Payments shall be made in cash, bank drafts or acceptable credit cards.

10. The ENGAGER shall pay 50% of the function room rental if cancellation of a confirmed booking made 30 days before the function, 75%, if made 29 – 15 days before; and full rent if made less than 15 days before the function – unless the function is merely postponed, or if the ENGAGER compensates for the cancellation by booking a new function within 30 days.
11. Any loss, damage or injury that the HOTEL and/or other HOTEL guests may suffer, attributable to acts or omissions of the ENGAGER and/or his guest during the contracted function shall give rise to the latter's liabilities which the Hotel/Guests may recover under existing laws.
12. The HOTEL will not be responsible for any damages or loss of merchandised left in the HOTEL prior, during or after the function.
13. The ENGAGER ensures that nothing shall be attached to the floors, walls, ceilings or columns of the HOTEL premises by nails, screws, pins, tapes or other means; otherwise, any damage caused shall be chargeable to the ENGAGER.
14. The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond it's control, and substitution shall be accepted by the ENGAGER as full compliance/performance under this agreement.
15. The quoted rates of government tax are the rates presently applicable. They are subject to adjustment based on subsequent enactment of laws, rules and regulations.
16. This contract is not valid if the required payment is not settled on or before as per above agreement.
17. Any/all city/national permits/licenses before holding of the function covered by this Agreement shall be the full responsibility of the ENGAGER.
18. The courts of the City of Manila shall have jurisdiction over any dispute or claim which may arise between the parties under this contract.

HOTEL HOUSE RULES & REGULATIONS:

1. Use your keycard by placing it in the energizer holder (installed near the entrance door) to switch on and off the lights, TV, and air-conditioning.
2. Do not leave valuables unattended inside the guestrooms or in public areas, including but not limited to, function rooms, food & beverage outlets and toilets. The hotel will not accept any liability for loss or damage of valuables. Use the safety deposit boxes at the Front Desk.
3. This Hotel is non-smoking. As per Republic Act 9211, smoking is not allowed in all public areas. Smoking is only allowed in open areas such as the rooftop (deck) and other outdoor parts within the hotel premises.
4. Pets are not allowed in the hotel or guestrooms.
5. For safety and security, keep your door closed at all times. To avoid being disturbed, please hang the "Do Not Disturb" sign on the doorknob.
6. Food and beverage are not to be brought in the hotel without authority or payment charges in accordance with the hotel's policy.
7. Unnecessary noise or unacceptable behavior will not be tolerated.
8. Visitors are not allowed after 10:00pm. In compliance with the Philippine Hotel Code, all occupants of the rooms must be properly registered.
9. Guest will be charged for any loss or damage to the hotel property.
10. Please record items you consume from the mini-bar, and sign voucher as provided.
11. Check-out time is 12:00noon. For extension of stay, please contact the Front Desk at extension 3.

EARLY CHECK IN CHARGES: PHP1,000.00 Net / Room
(From 6am-10:00am)

LATE CHECK OUT CHARGES:

1:01pm -2:00pm	Php500.00Net / Room
2:01pm -3:00pm	Php1,000.00Net / Room
3:01pm -4:00pm	Php1,500.00Net / Room
4:01pm -6:00pm	Php2,000.00Net / Room
6:01pm - onwards	Full Night

Al Eugenio

12. The use of the hotel's swimming pool is free of charge for registered house guests only. Swimming pool is open from 7:00am to 5:00pm.
13. If a guest has not checked-out by the due time, the hotel reserves the right to transfer their belongings to a storage area. In addition, the hotel is not responsible for any loss or damage arising from the transfer.
14. Gambling of any kind is not allowed inside the hotel.
15. Cooking or heating of food inside the room is strictly prohibited.
16. Hotel linens, thermo jugs, glasses and other room amenities are properties of the hotel. Guests are not to remove any hotel property. If you wish to purchase any of the items in the room, please inform our Housekeeping. Dial 5.
17. Brining in and using of electric flat iron inside the guestrooms is prohibited.
18. Please leave room service trays outside the door, or dial 4 for collection.
19. When leaving your room, please turn off the lights and air-conditioning. Make sure faucets are closed after use. Contact Housekeeping at extension 5 for all guestroom supplies and services.
20. In the event of emergency, please follow instructions and use the proper exits. Do not use elevators in the event of fire.

BILLING ARRANGEMENT:

For accounts with approved credit line, a Letter of Authorization (LOA) and the Certificate of Availability of Funds (CAF) must be forwarded upon confirmation or signing of contract. Failure to do so will prompt the hotel not to deliver required services.

The bill should be settled within thirty (30) days after the event.


Any incidental charges such as phone calls, laundry, mini-bar etc. shall be on personal account of the participant payable upon check out, unless otherwise countersigned by the authorized signatory.

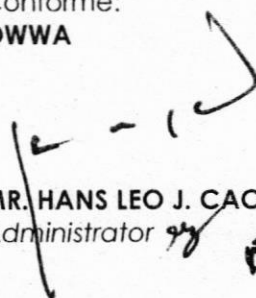
We hope that the above terms merit your approval. Should you have further queries and concerns, please do not hesitate to contact us at telephone number (632) **526-1555 loc. 1731** or at mobile number **(0917) 842.3215** and fax numbers (632) **521-1285/ 521-2674**.

Again, thank you very much and we look forward to welcoming you and your guests, and assure them of the best personal service to make your stay pleasant and memorable.

Sincerely,
BAYVIEW PARK HOTEL MANILA

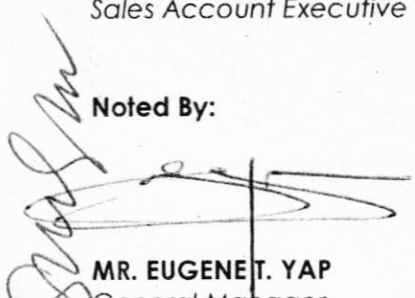
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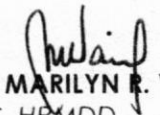

MS. MARIEL R. EUGENIO
Sales Account Executive


MR. HANS LEO J. CACDAC
Administrator

Noted By:

WITNESS:


MR. EUGEN T. YAP
General Manager


MS. MARILYN R. VAIL
OIC, HRMDD