



*Taal Volcano,
up close & personal!*

EVENT CONTRACT

April 22, 2019

Mr. Roel B. Martin
Policy & Program Development Division
National Reintegration Center for OFWs (NRCO)

Contract for Writeshop on the Transition of NRCO to OWWA

Dear **Ms. Sheila,**

Thank you for considering Club Balai Isabel for your upcoming event! We are honored to host your **Event on April 24-26, 2019.**

The event specifications as well detailed terms and conditions follow for our common reference:

1. Event Date (s): April 24-26, 2019

2. Event Venue/s and Meal/s

Meal/s or Activities	Venues		
	Day 1	Day 2	Day 3
Breakfast		35 PAX	35 PAX
Am Snacks	35 PAX	35 PAX	35 PAX
Lunch	35 PAX	35 PAX	35 PAX
Pm Snacks	35 PAX	35 PAX	35 PAX
Dinner	35 PAX	35 PAX	

3. Event Package Price

Event Package Price	
<p>ROOM CHARGES:</p> <p>16 Units of Superior Room (Quad Sharing) Good for 2-4 pax per room Regular Capacity: 2 persons Allowable Extra persons: 2 Bed Configuration: 2 Queen size bed</p> <p>3 Units of Superior Room with View (Multiple Sharing) Good for 1-2 pax per room Regular Capacity: 1 persons Allowable Extra persons: 1 Bed Configuration: 1 Queen size bed</p> <p>PHP 1500.00 Extra Person Charge in excess of the Regular Capacity in villas WAIVED as Special Corporate Discount!</p> <p>Check in: 3:00 pm Check out: 12:00 nn</p>	<p>PHP 239,624.00 ORIGINAL RATE</p> <p>PHP 191,699.20 WITH 20 % DISCOUNT</p>
<p>MEALS / VENUE: (35 PAX)</p> <p>Day 1</p> <ul style="list-style-type: none"> - Am Snack - Lunch - Pm Snack - Dinner <p>Day 2</p> <ul style="list-style-type: none"> - Breakfast - Am Snack - Lunch - Pm Snack - Dinner <p>Day 3</p> <ul style="list-style-type: none"> - Breakfast 	<p>PHP 148,750.00</p>

<ul style="list-style-type: none"> - Am Snack - Lunch - Pm Snack - <p>Managed Buffet Style Serving w/ 1 Round of Beverage</p> <p>Note: All meals will be under our chef's special menu discretion.</p>	
<p>Indoor Function Hall (35 PAX)</p> <p>Inclusive of Coffee, Water, Basic Sound System & LCD Projector.</p>	<p>PHP 20,000.00</p>
<p>Total Event Package Price/ Contract Amount</p>	<p>PHP360,449.20</p>
<p>PACKAGE INCLUSIONS:</p> <ul style="list-style-type: none"> • Check-in venue for group arrivals • Use of our 3 Swimming pools (Kumintang Mega Pool, Terraza Infinity Pool w/ Slide & Talisay Garden Pool) - (Operating Hours 8am-10pm) • Use of Basketball / Volleyball / Tennis / Badminton Courts upon availability – Free for 1 HR during Daytime, regular rate in excess (100 / hr. Daytime) / (500 / hr. Night time) - (Date: _____ Time: _____) • Free use of Billiard Table & Darts for 1 HR; regular rate in excess (100 / hr. Daytime) - (Date: _____ Time: _____) • Use of our Obstacle Course (Balikatan Camp) for physical activities – Time Specific Reservation – (Date: _____ Time: _____) • Use of our Open Field Areas inside the resort for outdoor physical activities upon availability. • Inclusive of Coffee, Water, Basic Sound System & LCD Projector. • Rates are inclusive of government tax. • All clients are subject to corkage fee & room service fees. 	
<p>Other Services Offered:</p> <ul style="list-style-type: none"> • Videoke Rental 	<ul style="list-style-type: none"> • PHP 1,000.00/HR



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<ul style="list-style-type: none"> Balai Signature Spa Butcher 	<ul style="list-style-type: none"> PHP 1000/HR PHP 500.00
Water Sports:	
<ul style="list-style-type: none"> Single-Seater - Kayak Jet Ski Banana Boat – Min Requirement of 6 PAX Taal Volcano Trekking – Boat ride (6 PAX) 	<ul style="list-style-type: none"> PHP 150/HR PHP 4,000/HR PHP 2,100/BOAT PHP 3,000/BOAT
Note: The above rates are inclusive of government taxes. Government taxes and municipality fees are subject to change without prior notice.	

Others Services Offered: Optional Add-on:

Entertainment

Sound System, Lights and DJ – PHP 15,000.00

Sound System, Lights and Acoustic Band – PHP 25,000.00

Sound System, Lights and Full Band – PHP 35,000.00

Led Wall – PHP 25,000.00

4. Payment Terms (For Send Bill Accounts)

Percentage of the Contract Price	Due On
Total Amount Due	1-30 days after the event
Total Amount Due plus 1.5% interest	31-45 days after the event
Total Amount Due plus 3.0% interest	46-60 days after the event

() Cash,

() Credit Card or

() Check subject to three working (3) days clearing.

Payments may be deposited to:

Account Name	Name of Bank	Branch	Account No.
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Club Balai Isabel, Inc.	Banco de Oro (BDO)	Tanauan	S/A 6300124613
Club Balaisabel, Inc.	UCPB	Tanauan	C/A 00251000167-5
Club Balaisabel, Inc.	BPI Family Savings	Mabini, Pedro Gil	C/A 5951080367

Please advise us as soon as payment is made through our bank by sending us a faxed copy of your deposit slip to (02) 897.0229

Other Terms and Conditions:

1. The CLIENT shall pay any incidental and other additional charges incurred during the function over and above the contract price after the function or upon check-out of the group. The CLIENT may pay either in cash or through credit card acceptable to the RESORT.
2. Bills and other expenses incurred during the function which are not part of the package shall be charged to the individual guest on his/her personal account and must be paid upon consumption. All charge shall be included in the CLIENT master folio for inclusion in the billing statement.
3. Any loss or damage in the hotel's or resort's property during the use thereof by the CLIENT or the guests of the CLIENT shall be charged to and paid by the CLIENT immediately or upon check-out or the same shall be included in the master folio of the CLIENT.
4. For purposes of signing the charges (i.e., incidental food and beverage, rooms and other charges), the CLIENT hereby designates the following authorized signatories with their specimen signatures:

Names	Specimen Signatures

5. **Cancellation Charges:** If cancellation is made within thirty (30) days after contract signing and not less than one hundred twenty (120) days before the event,



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there will be no cancellation charges. However, Club Balai Isabel will charge a portion of the contract price for cancellations made as follows:

Number of days before the Event	Percentage of the Contract Price to be Charged
60 Days	60%
30 Days	80%
7 Days	90%
3 Days	100%

6. The RESORT shall generally accept an unforeseen increase in the number of guest's equivalent to only ten percent (10%) of the original guaranteed number of persons as indicated by the client. In cases where the resort may accept an increase over ten percent (10%), menus to be served shall be on Chef's Discretion.
7. **Standard check-in time is 3:00 PM and check-out time is 12:00 NOON. Any extension will be charged an additional 50% of the Published Room Rate.**
8. In cases of unforeseen events or those beyond the control of the RESORT, the RESORT shall have the right to substitute, with or without notice, the function venue/space, the menu and the other amenities, as may be required under the circumstances.
9. The CLIENT assumes full responsibility for any and all damages, which may be caused by his/her guests and other invitees whether within the function space, or any part of the RESORT, without prejudice to the right of the CLIENT to seek reimbursement from the erring guests/invitees.
10. Left Over Food - The RESORT does not give any assurance or guaranty as regards the quality or freshness of the food served and were left over by the guests after the specified meal service period and/or after the end of the function. In this regard, the CLIENT knows that the RESORT does not encourage its guests to take out from the function any "left-over" food. The CLIENT, therefore, assumes full responsibility and holds the RESORT free from any and all liability arising out of "left over" food taken out and causing food poisoning, discomfort, damages or any other conditions unfavorable to the CLIENT.



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11. The RESORT & its personnel shall not be liable for its inability to provide the facilities and services subject to this contract if such inability is due to fortuitous event or *force majeure* such as typhoon, flood, natural calamities, fire, war, workers' strikes or slowdowns, riots, civil disturbances, change of status of the Philippine government, and similar events which could not be foreseen. In such event, the CLIENT shall have the option to reset the date of the function but without any liability on the part of the RESORT to pay the damages or interest.
12. The RESORT shall not be liable for damages resulting from physical injuries, death, loss or damage to guests or properties of the CLIENT while at the resort caused directly or indirectly by the CLIENT's other guests, the materials or goods brought –in by the CLIENT or guests of the CLIENT, or by the fortuitous event, force majeure or causes beyond the control of the RESORT.
We look forward to a memorable event!

Conforme: Signature over Printed Name			
For Club Balai Isabel		For the Client	
 Ms. Leziel Ching Account Executive	April 22, 2019	 Mr. Hans Leo J. Cacdac OWWA Administrator	April 22, 2019 (Deadline)
 Ms. Myra Rafer Sales Director	April 22, 2019	 Roel B. Martin NRCC OIC-DIRECTOR	April 22, 2019 (Deadline)

Note: We will be holding your reservation request from April 22, 2019

Should we receive the signed contract later than the April 22, 2019, the facilities offered in this letter may no longer be available as other guests would already have signed contracts & availed of them earlier. In such cases:

- Function Room– if that offered is no longer available, a bigger one may be provided but additional charge may be incurred.



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- Guest Rooms – if those offered are no longer available and rooms with higher costs are given, upgrade fee will be applied.
However, best efforts will be exerted to provide rooms of the same size and cost.
- Banquet Requirements – All meals / menu choices will
- be under our Chef's Discretion.
- Outdoor Team Building Activities – Time specific reservation slot will be subject to availability.