

# CONTRACT AGREEMENT FORM

Company: Overseas Workers Welfare Administration Address: Pasay Event Date: May 6-10, 2019
Guaranteed Number of Persons: 36 pax
Contact Person:
Package Breakdown:  Live-in: Php 1,900/head/day x 36 pax x 5 days = Php 342,000 net
Total Contract Price: Php 342,000 net
Inclusions: <ul style="list-style-type: none"> <li>• Use of Function room from 0800H-1900H</li> <li>• May 6: PM Snack, Buffet Dinner</li> <li>• May 7-9: AM Snack, Buffet Lunch, PM Snack, Buffet Dinner</li> <li>• May 9: Fellowship night for 36 pax</li> <li>• May 10: AM Snack, Buffet Lunch</li> <li>• Buffet Breakfast on May 7, 8, 9 and 10 at Five Spice Asian Bistro from 0600H-1000H</li> <li>• 12 Superior Rooms (Triple-sharing) Check-in: May 6   Check-out: May 10</li> <li>• Free-flowing coffee and tea*</li> <li>• Pads and pencils</li> <li>• Mints and Candies</li> <li>• Free use of 1 LCD Projector and Screen</li> <li>• Complimentary use of Audio Facilities</li> <li>• Free use of 1 Flipchart</li> <li>• Free Wi-Fi Connection in the function room</li> </ul> In excess: <ul style="list-style-type: none"> <li>• Hours :           Php 5,000nett/hour</li> <li>• Breakfast:        Php 460nett/person/meal</li> <li>• Lunch:            Php 550nett/ person/meal</li> <li>• Dinner:            Php 550nett/ person/meal</li> <li>• Snacks:            Php 200nett/person/meal</li> </ul>
Mode of Payment: Cheque /Cash/Send Bill Arrangement

## GENERAL TERMS AND CONDITIONS

For the purpose of this agreement, RAMADA MANILA CENTRAL shall be referred to as the 'HOTEL' OWWA as the 'CLIENT'.

- 1. GUARANTEE.** The minimum number of guests stipulated in the proposal conformed by the CLIENT will be considered by the HOTEL as the guarantee. This will be the basis for all charges; the HOTEL will charge the guarantee or the actual number served, whichever is higher. CLIENT should notify the HOTEL for any increase in the guaranteed number of guests three (3) days prior to the event date. In case that no notification was given, the HOTEL will only serve based on the guarantee. The HOTEL shall allot a ten percent (10%) buffer from the guarantee in case there is an increase in the number of guaranteed guests, should the increase exceed the buffer, food served will be strictly Chef's discretion only
- 2. BILLING.** Pre-payment of all events is required unless the CLIENT has an approved credit line or a send bill arrangement with the HOTEL. On the day of the event, the HOTEL's authorized representative will present an itemized sales check, total guest count and other services rendered to be verified and signed by the CLIENT.
- 3. PAYMENTS AND CANCELLATION POLICY.** The HOTEL requires the CLIENT to pay a reservation fee of five thousand pesos (Php 5,000.00) or ten percent (10%) of the total package price, whichever is higher to block the function room. Down payment of fifty percent (50%) shall be paid by the CLIENT to the HOTEL thirty (30) days prior to the event date, and the remaining balance to be settled seven (7) days prior. For bookings made seven (7) days or less before the event date shall be paid the full package price amount upon confirmation. Should the CLIENT wish to pay in check, check should be made payable to: Paradigma International Inc.

In cases of cancellation, a formal written notice should be given by the CLIENT to the HOTEL. All payments and deposits made by the CLIENT to the HOTEL are non-refundable. Cancellation of signed contracts shall be charged a cancellation fee equivalent to one hundred percent (100%) of the total package price.

4. **BANQUET ROOM LIABILITY.** The HOTEL reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged to the CLIENT. Please note the following:
  - a. Posters or signs may not be located in the hotel lobby without written permission from the General Manager.
  - b. Scotch tape, nails, push pins or potentially damaging fasteners MAY NOT be used to hang signs or other materials on walls in the hotel.
  - c. Labor charges will apply to functions if more than standard clean-up is required at the close of the function.
  - d. Banners may be hung with approval from the Banquet Sales Manager.
5. **VENUE RENTALS.** In case that the requirement calls for venue rental alone, the CLIENT shall be charge the corresponding venue rental rate set by the HOTEL. Entertainment functions, concerts, or special promotional events must have written approval by the General Manager.
6. **EVENT DURATION.** Function room space is scheduled for social affairs and dinners over a period of four (4) hours; beginning at the time your group is scheduled to enter the room. CLIENT is allowed ingress but is subject to availability and dependent on the room blocking of the HOTEL. If the CLIENT chooses to extend beyond the hour limit, the HOTEL shall charge an extension fee of five thousand pesos (Php 5,000.00) per hour. Meeting and luncheon functions are subject to event duration restrictions as discussed at the time of booking.
7. **LIABILITY.** The HOTEL shall not assume responsibility for damage to, or loss of any merchandise or articles left in the hotel prior to, during, or following an event. If valuable items must be left in any banquet area it is recommended that a security firm is retained at the CLIENT's expense. The HOTEL reserves the right to adjust the room assignment based on actual numbers. All rooms must be vacated promptly on schedule per the event order.
8. **SECURITY.** The HOTEL reserves the right, with advance notice to the CLIENT, to contract for professional security to monitor any function deemed necessary by the HOTEL's management. The fee for this security will be the responsibility CLIENT in charge of the event.
9. **BANQUET CHECKS.** The CLIENT's authorized representative must sign all banquet checks. Any discrepancies in counts or charges should be identified and rectified at this time. All CLIENT signed banquet checks will be considered accurate by the HOTEL and will be charged accordingly.
10. **FORCE MAJEURE.** The HOTEL will not be held liable for services not rendered due to acts of God, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events.
11. **ADVERTISING.** The HOTEL requests that if any of the CLIENT's advertising requires the use of the hotel name that the proper name be used: RAMADA MANILA CENTRAL.
12. **DETAILS.** A complete menu must be presented to the Banquet Sales Office fourteen (14) days prior to your scheduled function. We suggest that for quick and efficient service, only one menu choice be selected. Food paid for, but not consumed, will not be permitted to leave the premises. Parties of fifteen (15) and under will be permitted to order off the menu. Parties over fifteen (15) must order a set menu.

Any additional requirement needed by the CLIENT should be brought to the attention of the HOTEL fourteen (14) days prior to the event. Changes in banquet room arrangements within 24 hours will be subject to additional labor charges. Additional electrical equipment brought by the CLIENT shall be charge an Energy Fee of Php 1,500.00 per equipment.
13. **OUTSIDE CATERING, VENDORS AND SUPPLIERS.** The HOTEL shall charge the CLIENT corresponding corkage fees for outside catering, and vendors, suppliers and or providers that are not accredited by the HOTEL.

For and on behalf of  
RAMADA MANILA

Hazel Anne Santos  
Senior Account Manager  
Ramada Manila

Sydneylyn Tan  
Senior Sales Manager  
Ramada Manila

Hans Leo J. Caddac  
Administrator  
Overseas Workers Welfare Administration