



8 March 2016

Ms. Maria Sophia B. Varlez
 Senior Manager
 Corporate Communication Department
 PhilHealth
 T: +63 2 441-7444

Dear Ms. Varlez:

Thank you for choosing ACE HOTEL & SUITES as your event venue.

We have outlined the following special arrangements for your group.

DATE	EVENT	DESCRIPTION	STATUS	NO. OF PERSONS	RATE PER PERSON	TOTAL COST
12 August 2016	Corporate	2 Snacks & Buffet Lunch	Confirmed	50	Php1,300.00	Php65,000.00
					TOTAL	PHP65,000.00

A) BANQUET REQUIREMENT:**INCLUSIONS:**

- ☐ Use of function room
- ☐ LCD Projector with Screen
- ☐ Sound System with 2 Wireless Microphones
- ☐ Registration Table
- ☐ Whiteboard/Flipchart
- ☐ Pen, Paper & Mints
- ☐ Conference Table with Chair (3seater)
- ☐ Buffet Lunch set up
- ☐ One Glass of Red Iced Tea
- ☐ Free Flowing Coffee & Hot Tea
- ☐ Wi-Fi Access (No Password)

FUNCTION ROOM RESERVATION

Reservation is not considered final unless the Client has already signed the Event Contract. Without these, the slot may be given to other guests. Pls. refer to the schedule of payments:

- Php10,000.00 – Reservation to block the date and venue.
- 50% down payment to be paid maximum 20 working days after receipt of reservation.
- Full payment to be settled 10 days prior to event.

Note: After 10 working days of Pencil Booking, the Hotel reserves the right to release all reservations and arrangements made by the client/organizers without prior notice if the Hotel does not receive the payment/reservation.



FUNCTION ROOM CHARGES

Room Rental for the function room of **PHILHEALTH** is waived in lieu of food and beverage charges, as detailed in the contract. Usage of the function room shall be in accordance with the stipulated time schedule. Event must begin and end promptly. If the space is available and the guests would want to extend the event an excess hour rental in the amount of **P5,000.00 per hour**, non-consumable* will be charged accordingly.

FOOD AND BEVERAGE REQUIREMENT

All food and beverage arrangement must be supplied exclusively by ACE Hotel & Suites. Guest cannot bring food and beverage items into the hotel. In the event that the hotel allows for food and beverage items to be brought in, corresponding handling and corkage fees shall apply on all items.

Lechon	: Php 1,500 net per lechon
Food Cart	: Php 1,500 net per cart
Wine	: Php 1.00 per 1ml
Beer	: Php 750 net per case (350ml can/bottle)
Mobile Bar	: Php 5,000.00 net
Sounds & Lights	: Php 7,500 net

FUNCTION RESERVATIONS

We would appreciate your signature on this contract as your form of acceptance of the terms and conditions stated above. You may provide us the **signed contract on or before March 10, 2016.**

FUNCTION PAYMENT & CANCELLATION

Booking changes of the date, venue should be made atleast 20 days prior event. Cancellation or postponements made after the confirmation of the booking will merit a surcharge equivalent to the rates listed:

- a. P 5,000.00 – if changes has been made 15-19 days prior event.
- b. P10,000.00 – if changes has been made 10-14 days prior event.
- P15,000.00 – if changes has been made 5 days prior event. No changes can be made beyond the dates given above.

Send Bill arrangement and 30 days payment term upon receipt the BILLING/SOA.

Payments in cash or company check may be deposited to our bank account:

Bank Name	: Rizal Commercial Banking Corp. (RCBC)
Account Name	: USA DEVELOPMENT CORP.
Account No	: 000-000-900-167-5965
Swift Code	: RCBC PHM

Please make checks payable to **USA DEVELOPMENT CORP.** All check payments are subject to clearing.

FUNCTION DAMAGE

The company shall be held responsible for any damage made to the hotel and function room during your function and the corresponding repair charges shall be billed to the company except due negligence of the hotel.

B) HOTEL REQUIREMENT

STAY DATES	ROOM TYPE	NO OF ROOMS	RATE PER HEAD	NO OF NIGHTS	TOTAL
N/A	N/A	N/A	N/A	N/A	N/A

INCLUSIONS:

- ☐ Complimentary Buffet Breakfast for 2 at Sky Garden Lounge
- ☐ Unlimited wireless internet access
- ☐ 1 Complimentary Parking Pass per room
- ☐ Daily Newspaper



CHECK IN / OUT TIME:

- Check-in time is 1400H on the day of arrival. We will make every effort to accommodate arrivals prior to this time depending on room availability.
- Check-out time is 1200H on the day of departure. Should guests wish to have late check-out, we will be pleased to offer the half-day rate which is 50% off from the Corporate Rate.

HOTEL RESERVATION PROCEDURE:

- Corporate rates are exclusively offered to all company employees and authorized guest. The hotel will require company identification upon check -in to ensure that the guest is authorized to avail the special rate. Failure to submit the required identification will be subject to prevailing best available rate.
- Extra Person will be charged P1,600nett per person inclusive of buffet breakfast.

HOTEL PAYMENT TERMS

- Reservations shall be guaranteed through Credit Card or in the case of companies with credit arrangement with the Hotel, a letter of authorization (LOA) or Purchase Order (P.O) is required. Guaranteed reservation/s will be held until 6:00pm
- Non-guaranteed reservations will automatically be released 48 hours prior to arrival.
- Payments in cash or company check may be deposited to our bank account:
Bank Name : **Banco De Oro (BDO)**
Account Name : **USA DEVELOPMENT CORP**
Account Nos. : **802-190-20**
- Please make checks payable to: **USA DEVELOPMENT CORP.** All check payments are subject to clearing.

HOTEL CANCELLATION POLICY:

Cancellations for guaranteed reservations must be received at least 72 hours prior to reserved arrival date to avoid 50% cancellation charge equivalent to the duration of stay. For cancellations made 24 hours prior to arrival date, a no-show charge which will cover the total number of rooms reserved and dates covered shall be charged.

C) SUMMARY OF CHARGES:

PARTICULARS	AMOUNT
BANQUET PACKAGE	Php65,000.00
HOTEL Accommodation	N/A
GRAND TOTAL	Php65,000.00

- Above rate are inclusive of 10% service charge, 12% VAT and 2.8% city tax.
- Rates are **CONFIDENTIAL** and may **NOT** be published online or in any printed collaterals
- Rates are applicable for Group Bookings.

EXCLUSION OF LIABILITY

The Hotel will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippines Government, strikes, riots and other civil disturbances, typhoons, floods, natural calamities and other acts of GOD, fire or such other conditions and events beyond the control of the hotel.

Thank you for selecting Ace Hotel and Suites. For further queries, please do not hesitate to contact me at 462-8223 / 462-8255 to 56.

Sincerely,

A handwritten signature in black ink, appearing to read "Carmi Tangaro".

Carmi Tangaro
Banquet Sales

CONFORME:

A handwritten signature in black ink, appearing to read "Jenet Sanchez".

Signature over printed name
Date: _____

Noted by:

A handwritten signature in black ink, appearing to read "Jenet Sanchez".

Jenet Sanchez
DIRECTOR, Banquet Sales