

Event Summary

Preferred dates: May 4 to 6, 2016

Alternate dates if applicable:

Number of participants: 60 persons

Number of rooms: 13 rooms

Meeting room requirements:

Whole Day Package

Half Day Package

Accommodation



Superior Room

- Average 29 square meters
- Work Desk
- 42-inch flat screen TV
- Media Connectivity Panel
- In-room safe
- Mini bar and tea/coffee facilities
- Complimentary WiFi in room
- High quality beddings including a duvet cover and 4 pillows
- Two bottles of mineral water, replenished daily

Preferred dates of stay: May 4 to 6, 2016

Date	Room Type	No. of Rooms	Room Rate (1-adult)	Room Rate (2 adults)	Total Cost
May 4	Superior Room	13	4,500 net	4,500 net	58,500
May 5	Superior Room	13	4,500 net	4,500 net	58,500

*** Computation is based on single occupancy.

Sub Total (accommodation only)

Total with Service Charge and Tax **117,000.00**

Hotel Event Meeting Space and Venue

Date	Timing	Event Name	Event Type	Location	Set up Format	Number of Persons	Price per Person	Total
May 4	12:00 PM to 6:00 PM	Workshop	MICE	Gauguin	Classroom	60	1,300 net	78,000
May 5	8:00 AM to 5:00 PM	Workshop	MICE	Gauguin	Classroom	60	1,500 net	90,000

Sub Total (excluding accommodation)

Total with Service Charge and Tax **168,000**

Event Inclusions, Commercial Terms and Conditions:

Prices: All prices are inclusive of 10% service charge, 12% Vat and 1.75% government tax effectively a total of 23.75%.

Room Hire Charges: are based on your current accommodation, catering and event requirements. Any shortfall in Food and Beverage spend will be charged as room rental

Commission: Rates are net and non- commissionable

24 hour Hold: Unless a 24-hour hold is made on the event space, the Hotel reserves the rights to dismantle the meeting set-up, and allocate space to other clients during non-use hours.

Space Reservation: No space will be blocked until a written request is received and a contract has been issued by the hotel to confirm availability

Definition of Guaranteed number and event attrition and cancellation terms:

The Hotel reserves the right to apply a surcharge or re-quote on said business if number of attendees or function space increases or decreases from the signed contract.

Conditions for adding to the guaranteed numbers:

The Hotel does not guarantee catering for increases of more than 20% of the guaranteed number of guests, although every effort will be made to meet the event requirements. Last minute increases or additional food orders may be based on chef's recommended menu.

Further, should the actual number of persons exceed the guaranteed attendance, menu price per succeeding person will be subject to 10% increase.



Event Confirmation

The details quoted in this proposal are correct at the time of writing and based on our understanding of the needs of successful corporate meetings and of your own specific requirements.

This proposal is valid for **April 7, 2016** from date of issue (unless extended by mutual agreement in writing) and implies no formal commitment by the hotel to hold space during this time or provide services.

Accommodation Requirements	Php 117,000.00
Meeting and Venue Requirements	Php 168,000.00
Estimated total	Php 285,000.00

Send Bill Arrangement (For Approval)

Full Payment to be received on or before April 22, 2016 unless Credit Line is approved prior to this date

I have read and understood the Venue and Accommodation Hire Conditions and guarantee payment of the relevant charges for the above named event.

Signed for and on behalf of the above named company and client by:

Name: Dr Melanie C Santillan 

Date:

Position: OIC- Senior Manager for Benefits Development and Research Department

Company: Philippine Health Insurance


Signature:

After the Hotel acknowledges receipt of the above Event Confirmation, along with the Terms and Conditions and Payment Confirmation Form – a booking will be created and held tentatively. Upon finalisation of the NON-REFUNDABLE deposit, function and accommodation space will be guaranteed as a definite event.

Once signed and completed, please return via email H7090-SL3@accor.com.

I will contact you again within a few days to discuss this proposal further; however, if I can be of any assistance in the interim, I encourage you to contact me directly on Tel: 632 990 7888 or Email: H7090-SL3@accor.com I look forward to speaking with you soon.

Kind Regards,


Eunice Monica Mora

Sales Manager

Novotel Manila Araneta Center

Signed for and on behalf of the hotel:


Bernd Schneider

General Manager

Novotel Manila Araneta Center

APR 07 2016

14/ APPLICABLE LAW


This agreement is governed by and is to be constructed in accordance with the laws of the Philippines. The parties irrevocably agree that the commercial court in which jurisdiction the Hotel is located will have exclusive jurisdiction to settle any dispute which may arise out of or in connection with this contract.

Any modification of this contract is valid only in writing if signed by the legal representatives of both parties.

In witness whereof, each party hereto has caused this contract to be executed in duplicate, by its duly authorized representative.

Novotel Manila Araneta Center


Bernd Schneider
General Manager

Signature: 

Date: **APR 07 2016**

Philippine Health Insurance

Dr Melanie C Santillan
OIC- Senior Manager for Benefits Development and
Research Department

Signature: 

Date: