



**ASTORIA PLAZA**  
FULL SERVICE RESIDENTIAL SUITES

**LETTER OF AGREEMENT**

May 23, 2016

**MS. ROCHELLE ANN L. SAN PEDRO**  
OIC Senior Manager/Corporate Marketing Department  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
Rm. 114 Citystate Centre 709 Shaw Blvd Pasig City  
T. 441-7444 local 7436

**SUBJECT: ROOM ACCOMMODATION**  
**May 23 to 26, 2016**  
**(06) Six Rooms**

Dear Ms. San Pedro:

Warm greetings! Thank you for your valued support of Astoria Plaza. Herewith, we are pleased to submit the room arrangements as per discussed under confirmation no. 297396:

**I. ROOM REQUIREMENTS**

<i>Dates</i>	<i>Booking Period</i>	<i>Total Estimated Cost</i>
1. Two Bedroom Suite (four single beds)	May 23 to 26, 2016	5,800.00 X 3nights X 1 room = 17,400.00
2. Two Bedroom Suite (four single beds)	May 23 to 26, 2016	5,800.00 X 3nights X 1 room = 17,400.00
3. Two Bedroom Suite (four single beds)	May 23 to 26, 2016	5,800.00 X 3nights X 1 room = 17,400.00
4. Two Bedroom Suite (four single beds)	May 23 to 26, 2016	5,800.00 X 3nights X 1 room = 17,400.00
5. One Bedroom Suite (two single beds)	May 23 to 26, 2016	3,800.00 X 3nights X 1 room = 11,400.00
6. One bedroom Suite (two single beds)	May 23 to 26, 2016	3,800.00 X 3nights X 1 room = 11,400.00
		<b>ESTIMATED TOTAL: Php 92,400.00</b>

**\*\*NOTE: AN EXCESS OF 1,400 WILL BE SHOULDERED BY THE GUEST, PAYABLE UPON CHECK-IN**

***Inclusions/Amenities:***

- Daily buffet breakfast per registered guest:  
4 persons in 2-bedroom suite and 2 persons in 1-bedroom suite  
*Breakfast is served daily from 6:30AM to 10:00AM at the coffeshop located at the ground floor.  
Breakfast coupons will be issued upon registration.*
- Welcome fruits upon arrival
- Daily newspaper and one bottled water per registered person, replenished daily
- Use of the outdoor swimming pool and gym
- **Complimentary wifi internet (for one user only)**
- **Complimentary parking (one vehicle only)**
- Scheduled common shuttle drop-off to and pick-up from Ortigas Center. Allowed number of occupants: 2 persons in the deluxe and 1-bedroom suite; 4 persons in the 2-bedroom suite. *Only one (1) additional person is allowed in the 1-bedroom suite; two (2) additional persons in the 2-bedroom suite. Rate of extra person is at PhP1,300nett (inclusive of breakfast & extra bed-subject to availability)*

15 J. ESCRIBA DRIVE, ORTIGAS BUSINESS DISTRICT, PASIG CITY 1600, PHILIPPINES  
TELEPHONE : (+632) 687.1111 FAX : (+632) 910.0370 SALES@ASTORIAPLAZA.COM WWW.ASTORIAPLAZA.COM

MANAGED WITH DISTINCTION BY GENESIS HOTELS & RESORTS

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**ASTORIA PLAZA**  
FULL SERVICE RESIDENTIAL SUITES

- Rates inclusive of service charge and applicable government tax.
- Standard check-in time – 2:00 PM, Standard check-out time – 12:00 NN. Request for early check-in or late check-out is subject to availability and applicable charges.

**II. BILLING ARRANGEMENTS**

- 100% of the total room charges or (92,400) Ninety two thousand and four hundred pesos will be billed to the Company (Corporate Marketing Dept.) as agreed by the Engager. An excess of Php 1,400.00 will be charged to guest's personal account, (Ms. Mae Dizon).
- Incidental charges outside of room, (i.e. room service, laundry service, telephone calls, mini-bar, etc.) will be charged to the guests' **personal account**, payable upon check-out. As a standard policy, a security deposit in cash or credit card guarantee (at PhP 5,000 nett/room/1<sup>st</sup> night & PhP 1,500nett/succeeding nights) to cover possible personal incidental charges is required from the guests upon check-in, unconsumed balance to be reimbursed to the guest upon check-out.
- As a standard policy, a security deposit in cash or credit card guarantee (at PhP 5,000 nett/room/1<sup>st</sup> night & PhP 1,500nett/succeeding nights) to cover possible personal incidental charges is required from the guests upon check-in, unconsumed balance to be reimbursed to the guest upon check-out. Payment maybe made through cash, bank transfer or credit cards acceptable by the hotel.

**III. REVISION/CANCELLATION POLICIES:**

- In the event of cancellation on the same day, a cancellation fee equivalent to one hundred percent (100%) based on the total number of rooms cancelled (either partial or total cancellation) shall be imposed and such rooms will be released accordingly.
- No-show Policy: Likewise, a **no-show fee** equivalent to **the total number of rooms** that has been cancelled/no-show will be charged accordingly in case of failure of the guest to appear on the reserved dates; in view of the business opportunity lost by the hotel in anticipation of the reservation made by the client. Such cancellations or no-shows are not transferable to other future dates.

Please feel free to discuss with us should you have additional requirements or clarifications. Should all the above arrangements meet your approval, kindly indicate your confirmation by signing on the space provided below and return the same to us not later than May 23, 2016, 2016 After such date, all reservations shall be automatically released in favor of pending reservations. Dates may be re-booked but will be subject to availability. Again, thank you for choosing Astoria Plaza for your booking requirements. We are looking forward to welcome you and your group at the hotel!

Very truly yours,  
**ASTORIA PLAZA**

  
**ROWENA HERNANDEZ**  
Sales, Account Manager

Conforme:  
**PHILHEALTH**

  
**MS. ROCHELLE ANN L. SAN PEDRO**  
OIC Senior Manager/ Corp. Mktg Devp.

Noted by:

  
**MR. PING J. REGALADO**  
Hotel Manager



**ASTORIA PLAZA**  
FULL SERVICE RESIDENTIAL SUITES

**LETTER OF AGREEMENT**

May 23, 2016

**DR. MELANIE C. SANTILLAN**

OIC Senior Manager- Benefits Devp. And Research Dept.

**PHILIPPINE HEALTH INSURANCE CORPORATION**

Rm. 114 Citystate Centre 709 Shaw Blvd Pasig City

**SUBJECT: ROOM ACCOMMODATION**

**May 26 to 27, 2016**

**(05) Five Rooms**

Dear Dr. Santillan:

Warm greetings! Thank you for your valued support of Astoria Plaza. Herewith, we are pleased to submit the room arrangements as per discussed under confirmation no. 297396:

**I. ROOM REQUIREMENTS**

<i>Dates</i>	<i>Booking Period</i>	<i>Total Estimated Cost</i>
1. Two Bedroom Suite (four single beds)	May 26 to 27, 2016	5,800.00 X 1night X 1 room = 5,800.00
2. Two Bedroom Suite (four single beds)	May 26 to 27, 2016	5,800.00 X 1night X 1 room = 5,800.00
3. Two Bedroom Suite (four single beds)	May 26 to 27, 2016	5,800.00 X 1night X 1 room = 5,800.00
4. Two Bedroom Suite (four single beds)	May 26 to 27, 2016	5,800.00 X 1night X 1 room = 5,800.00
5. One Bedroom Suite (two single beds)	May 26 to 27, 2016	3,800.00 X 1night X 1 room = 3,800.00
		<b>ESTIMATED TOTAL: Php 27,000.00</b>

***Inclusions/Amenities:***

- Daily buffet breakfast per registered guest:  
4 persons in 2-bedroom suite and 2 persons in 1-bedroom suite  
*Breakfast is served daily from 6:30AM to 10:00AM at the coffeshop located at the ground floor.  
Breakfast coupons will be issued upon registration.*
- Welcome fruits upon arrival
- Daily newspaper and one bottled water per registered person, replenished daily
- Use of the outdoor swimming pool and gym
- **Complimentary wifi internet (for one user only)**
- **Complimentary parking (one vehicle only)**
- Scheduled common shuttle drop-off to and pick-up from Ortigas Center. Allowed number of occupants: 2 persons in the deluxe and 1-bedroom suite; 4 persons in the 2-bedroom suite. *Only one (1) additional person is allowed in the 1-bedroom suite; two (2) additional persons in the 2-bedroom suite. Rate of extra person is at Php1,300nett (inclusive of breakfast & extra bed-subject to availability)*

15 J. ESCRIVA DRIVE, ORTIGAS BUSINESS DISTRICT, PASIG CITY 1600, PHILIPPINES  
TELEPHONE : (+632) 687.1111 FAX : (+632) 910.0370 SALES@ASTORIAPLAZA.COM WWW.ASTORIAPLAZA.COM

MANAGED WITH DISTINCTION BY GENESIS HOTELS & RESORTS



**ASTORIA PLAZA**  
FULL SERVICE RESIDENTIAL SUITES

- Rates inclusive of service charge and applicable government tax.
- Standard check-in time – 2:00 PM, Standard check-out time – 12:00 NN. Request for early check-in or late check-out is subject to availability and applicable charges.

**II. BILLING ARRANGEMENTS**

- 100% of the total room charges or (27,000) Twenty Seven Thousand Pesos will be billed to the Company (Benefits Development and Research Department).
- Incidental charges outside of room, (i.e. room service, laundry service, telephone calls, mini-bar, etc.) will be charged to the guests' **personal account**, payable upon check-out. As a standard policy, a security deposit in cash or credit card guarantee (at PhP 5,000 nett/room/1<sup>st</sup> night & PhP 1,500nett/succeeding nights) to cover possible personal incidental charges is required from the guests upon check-in, unconsumed balance to be reimbursed to the guest upon check-out.
- As a standard policy, a security deposit in cash or credit card guarantee (at PhP 5,000 nett/room/1<sup>st</sup> night & PhP 1,500nett/succeeding nights) to cover possible personal incidental charges is required from the guests upon check-in, unconsumed balance to be reimbursed to the guest upon check-out. Payment maybe made through cash, bank transfer or credit cards acceptable by the hotel.

**III. REVISION/CANCELLATION POLICIES:**

- In the event of cancellation on the same day, a cancellation fee equivalent to one hundred percent (100%) based on the total number of rooms cancelled (either partial or total cancellation) shall be imposed and such rooms will be released accordingly.
- No-show Policy: Likewise, a **no-show fee** equivalent to **the total number of rooms** that has been cancelled/no-show will be charged accordingly in case of failure of the guest to appear on the reserved dates; in view of the business opportunity lost by the hotel in anticipation of the reservation made by the client. Such cancellations or no-shows are not transferable to other future dates.

Please feel free to discuss with us should you have additional requirements or clarifications. Should all the above arrangements meet your approval, kindly indicate your confirmation by signing on the space provided below and return the same to us not later than May 23, 2016. After such date, all reservations shall be automatically released in favor of pending reservations. Dates may be re-booked but will be subject to availability. Again, thank you for choosing Astoria Plaza for your booking requirements. We are looking forward to welcome you and your group at the hotel!

Very truly yours,  
**ASTORIA PLAZA**

  
**ROWENA HERNANDEZ**  
Sales Account Manager

Conforme:  
**PHILHEALTH**

  
**DR. MELANIE C. SANTILLAN**  
OIC Senior Manager – Benefits Devp & Research Dept.

Noted by:

  
**MR. PING J. REGALADO**  
Hotel Manager



**BANQUET EVENT CONTRACT**

EVENTS COORDINATOR: PIA LAGAN  
SALES ACCOUNT MANAGER: ROWENA HERNANDEAZ  
DATE: MAY 19, 2016

BEC #214818

<b>DATE OF EVENT:</b> 23 MAY 2016	<b>DAY:</b> MONDAY	<b>FUNCTION:</b> MEETING	<b>SEGMENT:</b> GOVERNMENT <b>SOURCE:</b> OLD ACCOUNT
<b>ENGAGER:</b>  PHILHEALTH		<b>Contact Person:</b> CATHERINE PAGAYON - SOCIAL INSURANCE ASSISTANT 1 <b>Telephone No.:</b> 441-7444 LOC 7436 <b>Fax No.:</b> <b>Mobile No.:</b> 0948-151-9115 <b>Email:</b> cathyhabiatan@gmail.com; pagayonc2014@gmail.com <b>Signatory:</b> MS. ROCHELLE ANN L. SAN PEDRO OIC SENIOR MANAGER/ CORPORATE MARKETING DEPARTMENT	

**BILLING ADDRESS:** RM. 114 CITYSTATE CENTRE BUILDING, SHAW BOULEVARD, PASIG CITY

**BILLING ARRANGEMENTS:**

- Send bill arrangement.
- Full payment based on total contract price and possible incidental charges incurred during actual day/s of function should be settled **seven (7) days** after receipt of billing.
- A Letter of Authority (LOA) indicating banquet confirmation and billing arrangement (that such charges will be billed to your company, payable **seven (7) days** after receipt of billing of statement) should be submitted along with confirmation of this contract.
- Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.

**ANNOUNCEMENT BOARD:**

**"TRAINING WORKSHOP FOR DEVELOPMENT OF EFFECTIVE INFORMATION, EDUCATIONAL AND COMMUNICATION MATERIALS"**

<b>Venue:</b> CAFÉ ASTORIA GROUND FLOOR	<b>USE OF FUNCTION ROOM:</b> 6:00PM – 9:00PM  <b>CHARGE IN EXCESS PER HOUR:</b> N/A  <b>MEAL REQUIREMENTS:</b> AM BUFFET DINNER	<b>GUARANTEED NO. OF PAX:</b>  19PAX	<b>BUFFET DINNER AT CAFÉ ASTORIA:</b> PHP 670.00 NETT PER PERSON <b>Inclusions:</b> One Buffet Dinner at Café Astoria with Bottomless Iced Tea  <b>CHARGE IN EXCESS PER PERSON:</b> BUFFET DINNER: PHP 700.00 NETT
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**BEVERAGE REQUIREMENT:**

- Free flowing iced tea during lunch.
- Free flowing coffee and hot tea during the meeting proper.
- Provide Water Station.

**NOTE:** Kindly coordinate with **MS. CATHERINE PAGAYON** with regards to any additional orders during the actual event.

**MENU:**

**Buffet Dinner (6:00PM at CAFÉ ASTORIA) – 19PAX (ON STAGGERED BASIS)**  
CAFÉ ASTORIA MENU OF THE DAY  
**NOTE: PLEASE DO NOT PUT ANY PORK DERIVATIVES ON VEGETABLE AND SOUP**

**BILLING COMPUTATIONS**

Date of Event: 23 MAY 2016

**BUFFET DINNER**

PHP 670.00 NETT PER PERSON X 19 PERSONS = PHP 12,730.00 NETT

**TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL = PHP 12,730.00 NETT**

**SET UP/ INCLUSIONS:**

- CLASSROOM SET-UP** (Any changes with regards to set-up is not allowed during the actual day of event).
- Complimentary use of Function Room.
  - Candy mints, papers & pencils
  - Please provide registration table for 3 persons.
  - Please provide stage and podium.
  - Complimentary use of Philippine Flag with flag holder.
  - Extension cord.
  - Please provide IBM for the documenters at the back area

**ENGINEERING REQUIREMENTS:**

- Complimentary use of one (1) unit of projector.
- Complimentary use of one (1) widescreen.
- Complimentary use of two (3) wired microphones.
- Please make sure lights, airconditioning units and sound system are in good condition.

**NOTE:** Units of laptop.

**HOUSEKEEPING REQUIREMENTS:**

- Please make the assigned function room clean and presentable.

**FRONT OFFICE/BELL/SECURITY REQUIREMENTS:**

- THREE (3) complimentary parking pass/es.  
-Please apply PhP 120.00 net flat rate for parking.

**MIS REQUIREMENTS:**

THREE complimentary WiFi access.

**MS. ROCHELLE ANN L. SAN PEDRO**  
OIC – SENIOR MANAGER  
PHILHEALTH / CORPORATE MKTG. DEPT.

**MS. BELLE K. CASTRO**  
F&B Sales Manager  
ASTORIA PLAZA

**MR. JOY P. GREGORIO**  
Corporate Director – F&B  
ASTORIA HOTELS & RESORTS



**BANQUET EVENT CONTRACT**

EVENTS COORDINATOR: PIA ILAGAN  
SALES ACCOUNT MANAGER: ROWENA HERNANDEAZ  
DATE: MAY 19, 2016

BEC #214819

<b>DATE OF EVENT:</b> 24 MAY 2016	<b>DAY:</b> TUESDAY	<b>FUNCTION:</b> MEETING	<b>SEGMENT:</b> GOVERNMENT <b>SOURCE:</b> OLD ACCOUNT
<b>ENGAGER:</b>  PHILHEALTH		<b>Contact Person:</b> CATHERINE PAGAYON - SOCIAL INSURANCE ASSISTANT 1 <b>Telephone No.:</b> 441-7444 LOC 7436 <b>Fax No.:</b> <b>Mobile No.:</b> 0948-151-9115 <b>Email:</b> cathyhabiatan@gmail.com; pagayonc2014@gmail.com <b>Signatory:</b> MS. ROCHELLE ANN L. SAN PEDRO OIC SENIOR MANAGER/ CORPORATE MARKETING DEPARTMENT	

**BILLING ADDRESS:** RM. 114 CITYSTATE CENTRE BUILDING, SHAW BOULEVARD, PASIG CITY

**BILLING ARRANGEMENTS:**

- Send bill arrangement.
- Full payment based on total contract price and possible incidental charges incurred during actual day/s of function should be settled **seven (7) days** after receipt of billing.
- A Letter of Authority (LOA) indicating banquet confirmation and billing arrangement (that such charges will be billed to your company, payable **seven (7) days** after receipt of billing of statement) should be submitted along with confirmation of this contract.
- Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.

**ANNOUNCEMENT BOARD:**

**"TRAINING WORKSHOP FOR DEVELOPMENT OF EFFECTIVE INFORMATION, EDUCATIONAL AND COMMUNICATION MATERIALS"**

<b>Venue:</b>  MAD/PARK 2 <sup>ND</sup> FLOOR	<b>USE OF FUNCTION ROOM:</b> 9:00AM TO 6:00PM  <b>CHARGE IN EXCESS PER HOUR:</b> PHP 7,000.00 NETT PER PERSON  <b>MEAL REQUIREMENTS:</b> AM SNACK BUFFET LUNCH PM SNACK BUFFET DINNER	<b>GUARANTEED NO. OF PAX:</b>  35 PAX – AM/BL/PM  19PAX – BUFFET DINNER	<b>MEETING PACKAGE: AM SNACK, BUFFET LUNCH, PM SNACK</b> PHP 1,250.00 NETT PER PERSON Inclusions: One (1) AM Snack. One (1) Buffet Lunch with bottomless Iced Tea. One (1) PM Snack. Free-flowing hot coffee/hot tea during meeting proper.  <b>BUFFET DINNER AT CAFÉ ASTORIA:</b> PHP 670.00 NETT PER PERSON Inclusions: One Buffet Dinner at Café Astoria with Bottomless Iced Tea  <b>CHARGE IN EXCESS PER PERSON:</b> AM SNACK: PHP 250.00 NETT BUFFET LUNCH: PHP 978.00 NETT PM SNACK: PHP 250.00 NETT BUFFET DINNER: PHP 700.00 NETT
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**BEVERAGE REQUIREMENT:**

- Free flowing iced tea during lunch.
- Free flowing coffee and hot tea during the meeting proper.
- Provide Water Station.

**NOTE:** Kindly coordinate with **MS. CATHERINE PAGAYON** with regards to any additional orders during the actual event.

**MENU:**

**AM Snack (9:00AM at MAD/PARK) – 35 PAX**  
CHICKEN AND MUSHROOM CROUTES

**Buffet Lunch (11:30AM at CAFÉ ASTORIA) – 35 PAX**  
CAFÉ ASTORIA MENU OF THE DAY  
*NOTE: PLEASE DO NOT PUT ANY PORK DERIVATIVES ON VEGETABLE AND SOUP*

**PM Snack (3:00PM at MAD/PARK) – 35PAX**  
ENSAYMADA AT TSOKOLATE

**Buffet Dinner (6:00PM at CAFÉ ASTORIA) – 19PAX (ON STAGGERED BASIS)**  
CAFÉ ASTORIA MENU OF THE DAY  
*NOTE: PLEASE DO NOT PUT ANY PORK DERIVATIVES ON VEGETABLE AND SOUP*

**SET UP/ INCLUSIONS:**

- CLASSROOM SET-UP** (Any changes with regards to set-up is not allowed during the actual day of event).
- Complimentary use of Function Room.
- Candy mints, papers & pencils
- Please provide registration table for 3 persons.
- Please provide stage and podium.
- Complimentary use of Philippine Flag with flag holder.
- Extension cord.
- Please provide IBM for the documenters at the back area

**BILLING COMPUTATIONS**  
Date of Event: 24 MAY 2016

**MEETING PACKAGES: 2 SNACKS AND 1 BUFFET LUNCH**

PHP 1,250.00 NETT PER PERSON x 35 PERSONS = PhP 43,750.00 NETT

**BUFFET DINNER**

PHP 670.00 NETT PER PERSON X 19 PERSONS = PHP 12,730.00 NETT

**TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL = PHP 56,480.00 NETT**

**ENGINEERING REQUIREMENTS:**

- Complimentary use of one (1) unit of projector.
- Complimentary use of one (1) widescreen.
- Complimentary use of two (3) wired microphones.
- Please make sure lights, airconditioning units and sound system are in good condition.

**NOTE:** Units of laptop.

**HOUSEKEEPING REQUIREMENTS:**

- Please make the assigned function room clean and presentable.

**FRONT OFFICE/BELL/SECURITY REQUIREMENTS:**

- THREE (3) complimentary parking pass/es.
- Please apply PhP 120.00 net flat rate for parking.

**MIS REQUIREMENTS:**

- THREE complimentary WiFi access.

**MS. ROCHELLE ANN L. SAN PEDRO**  
OIC – SENIOR MANAGER  
PHILHEALTH / CORPORATE MKTG. DEPT.

**MS. BELLE K. CASTRO**  
F&B Sales Manager  
ASTORIA PLAZA

**MR. JOY P. GREGORIO**  
Corporate Director – F&B  
ASTORIA HOTELS & RESORTS



**BANQUET EVENT CONTRACT**

EVENTS COORDINATOR: PIA ILAGAN

SALES ACCOUNT MANAGER: ROWENA HERNANDEAZ

DATE: MAY 19, 2016

BEC #214820

<b>DATE OF EVENT:</b> 25 MAY 2016	<b>DAY:</b> WEDNESDAY	<b>FUNCTION:</b> MEETING	<b>SEGMENT:</b> GOVERNMENT <b>SOURCE:</b> OLD ACCOUNT
<b>ENGAGER:</b>  PHILHEALTH		<b>Contact Person:</b> CATHERINE PAGAYON - SOCIAL INSURANCE ASSISTANT 1 <b>Telephone No.:</b> 441-7444 LOC 7436 <b>Fax No.:</b> <b>Mobile No.:</b> 0948-151-9115 <b>Email:</b> cathyhabiatan@gmail.com; pagayonc2014@gmail.com <b>Signatory:</b> MS. ROCHELLE ANN L. SAN PEDRO OIC SENIOR MANAGER/ CORPORATE MARKETING DEPARTMENT	

**BILLING ADDRESS:** RM. 114 CITYSTATE CENTRE BUILDING, SHAW BOULEVARD, PASIG CITY

**BILLING ARRANGEMENTS:**

- Send bill arrangement.
- Full payment based on total contract price and possible incidental charges incurred during actual day/s of function should be settled **seven (7) days** after receipt of billing.
- A Letter of Authority (LOA) indicating banquet confirmation and billing arrangement (that such charges will be billed to your company, payable **seven (7) days** after receipt of billing of statement) should be submitted along with confirmation of this contract.
- Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.

**ANNOUNCEMENT BOARD:**

**"TRAINING WORKSHOP FOR DEVELOPMENT OF EFFECTIVE INFORMATION, EDUCATIONAL AND COMMUNICATION MATERIALS"**

<b>Venue:</b>  MAD/PARK 2 <sup>ND</sup> FLOOR	<b>USE OF FUNCTION ROOM:</b> 9:00AM TO 6:00PM  <b>CHARGE IN EXCESS PER HOUR:</b> PHP 7,000.00 NETT PER PERSON  <b>MEAL REQUIREMENTS: AM SNACK BUFFET LUNCH PM SNACK BUFFET DINNER</b>	<b>GUARANTEED NO. OF PAX:</b>  35 PAX – AM/BL/PM  19 PAX – BUFFE DINNER	<b>MEETING PACKAGE: AM SNACK, BUFFET LUNCH, PM SNACK</b> PHP 1,250.00 NETT PER PERSON <b>Inclusions:</b> One (1) AM Snack. One (1) Buffet Lunch with bottomless Iced Tea. One (1) PM Snack. Free-flowing hot coffee/hot tea during meeting proper.  <b>BUFFET DINNER AT CAFÉ ASTORIA</b> PHP 670.00 NETT PER PERSON <b>Inclusions:</b> One (1) Buffet Dinner with Bottomless Iced Tea  <b>CHARGE IN EXCESS PER PERSON:</b> AM SNACK: PHP 250.00 NETT BUFFET LUNCH: PHP 978.00 NETT PM SNACK: PHP 250.00 NETT BUFFET DINNER: PHP 700.00 NETT
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**BEVERAGE REQUIREMENT:**  
-Free flowing iced tea during lunch.  
-Free flowing coffee and hot tea during the meeting proper.  
-Provide Water Station.

**NOTE:** Kindly coordinate with MS. CATHERINE PAGAYON with regards to any additional orders during the actual event.

**SET UP/ INCLUSIONS:**  
**CLASSROOM SET-UP** (Any changes with regards to set-up is not allowed during the actual day of event).  
-Complimentary use of Function Room.  
-Candy mints, papers & pencils  
-Please provide registration table for 3 persons.  
-Please provide stage and podium.  
-Complimentary use of Philippine Flag with flag holder.  
-Extension cord.  
- Please provide IBM for the documenters at the back area

**ENGINEERING REQUIREMENTS:**  
-Complimentary use of one (1) unit of projector.  
-Complimentary use of one (1) widescreen.  
-Complimentary use of three (3) wired microphones.  
-Please make sure lights, airconditioning units and sound system are in good condition.

**NOTE:** Units of laptop.

**HOUSEKEEPING REQUIREMENTS:**  
-Please make the assigned function room clean and presentable.

**FRONT OFFICE/BELL/SECURITY REQUIREMENTS:**  
THREE (3) complimentary parking pass/es.  
-Please apply PhP 120.00 net flat rate for parking.

**MIS REQUIREMENTS:**  
THREE complimentary WiFi access.

**MENU:**

**AM Snack (9:00AM at MAD/PARK) – 35PAX**  
CHICKEN BURGER WITH HOMEMADE POTATO WEDGES

**Buffet Lunch (11:30AM at CAFÉ ASTORIA) – 35PAX**  
CAFÉ ASTORIA MENU OF THE DAY  
**NOTE: PLEASE DO NOT PUT ANY PORK DERIVATIVES ON VEGETABLE AND SOUP**

**PM Snack (3:00PM at MAD/PARK) – 35PAX**  
BANANA MUFFINS WITH CREAM CHEESE

**Buffet Dinner(6:00pm at CAFÉ ASTORIA) – 19PAX (ON STAGGERED BASIS)**  
CAFÉ ASTORIA MENU OF THE DAY  
**NOTE: PLEASE DO NOT PUT ANY PORK DERIVATIVES ON VEGETABLE AND SOUP**

**BILLING COMPUTATIONS**  
Date of Event: 25 MAY 2016

<b>MEETING PACKAGES: 2 SNACKS AND 1 BUFFET LUNCH</b>	
PHP 1,250.00 NETT PER PERSON x 35 PERSONS	= PhP 43,750.00 NETT
<b>BUFFET DINNER</b>	
PHP 670.00 NETT PER PERSON X 19 PERSONS	= PHP 12,730.00 NETT
<b>TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL =</b>	<b>PHP 56,480.00 NETT</b>

MS. ROCHELLE ANN L. SAN PEDRO  
OIC – SENIOR MANAGER  
PHILHEALTH / CORPORATE MKTG. DEPT.

MS. BELLE K. CASTRO  
F&B Sales Manager  
ASTORIA PLAZA

MR. JOY P. GREGORIO  
Corporate Director – F&B  
ASTORIA HOTELS & RESORTS

**BANQUET EVENT CONTRACT**

EVENTS COORDINATOR: PIA ILAGAN  
SALES ACCOUNT MANAGER: ROWENA HERNANDEAZ

BEC #214821

DATE: MAY 19, 2016

<b>DATE OF EVENT:</b> 26 MAY 2016	<b>DAY:</b> THURSDAY	<b>FUNCTION:</b> MEETING	<b>SEGMENT:</b> GOVERNMENT <b>SOURCE:</b> OLD ACCOUNT
<b>ENGAGER:</b>  PHILHEALTH		<b>Contact Person:</b> CATHERINE PAGAYON - SOCIAL INSURANCE ASSISTANT 1 <b>Telephone No.:</b> 441-7444 LOC 7436 <b>Fax No.:</b> <b>Mobile No.:</b> 0948-151-9115 <b>Email:</b> cathyhabiatan@gmail.com; pagayonc2014@gmail.com <b>Signatory:</b> MS. ROCHELLE ANN L. SAN PEDRO OIC SENIOR MANAGER/ CORPORATE MARKETING DEPARTMENT	

**BILLING ADDRESS:** RM. 114 CITYSTATE CENTRE BUILDING, SHAW BOULEVARD, PASIG CITY

**BILLING ARRANGEMENTS:**

- Send bill arrangement.
- Full payment based on total contract price and possible incidental charges incurred during actual day/s of function should be settled **seven (7) days** after receipt of billing.
- A Letter of Authority (LOA) indicating banquet confirmation and billing arrangement (that such charges will be billed to your company, payable **seven (7) days** after receipt of billing of statement) should be submitted along with confirmation of this contract.
- Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.

**ANNOUNCEMENT BOARD:**

**"TRAINING WORKSHOP FOR DEVELOPMENT OF EFFECTIVE INFORMATION,  
EDUCATIONAL AND COMMUNICATION MATERIALS"**

<b>Venue:</b>  MAD/PARK 2 <sup>ND</sup> FLOOR	<b>USE OF FUNCTION ROOM:</b> 9:00AM TO 6:00PM  <b>CHARGE IN EXCESS PER HOUR:</b> PHP 7,000.00 NETT PER PERSON  <b>MEAL REQUIREMENTS:</b> AM SNACK BUFFET LUNCH PM SNACK	<b>GUARANTEED NO. OF PAX:</b>  35 PAX	<b>MEETING PACKAGE:</b> AM SNACK, BUFFET LUNCH, PM SNACK PHP 1,250.00 NETT PER PERSON <b>Inclusions:</b> One (1) AM Snack. One (1) Buffet Lunch with bottomless Iced Tea. One (1) PM Snack. Free-flowing hot coffee/hot tea during meeting proper.  <b>CHARGE IN EXCESS PER PERSON:</b> AM SNACK: PHP 250.00 NETT BUFFET LUNCH: PHP 978.00 NETT PM SNACK: PHP 250.00 NETT
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**BEVERAGE REQUIREMENT:**

- Free flowing iced tea during lunch.
- Free flowing coffee and hot tea during the meeting proper.
- Provide Water Station.

**NOTE:** Kindly coordinate with **MS. CATHERINE PAGAYON** with regards to any additional orders during the actual event.

**MENU:**

**AM Snack (9:00AM at MAD/PARK) – 35PAX**  
TUNA MELT SANDWICH

**Buffet Lunch (11:30AM at CAFÉ ASTORIA) – 35PAX**  
CAFÉ ASTORIA MENU OF THE DAY

**NOTE: PLEASE DO NOT PUT ANY PORK DERIVATIVES ON VEGETABLE AND SOUP**

**PM Snack (3:00PM at MAD/PARK) – 35PAX**  
BLUEBERRY CHEESECAKE

**SET UP/ INCLUSIONS:**

- CLASSROOM SET-UP** (Any changes with regards to set-up is not allowed during the actual day of event).
- Complimentary use of Function Room.
- Candy mints, papers & pencils
- Please provide registration table for 3 persons.
- Please provide stage and podium.
- Complimentary use of Philippine Flag with flag holder.
- Extension cord.
- Please provide IBM for the documenters at the back area

**BILLING COMPUTATIONS**

Date of Event: 26 MAY 2016

**MEETING PACKAGES: 2 SNACKS AND 1 BUFFET LUNCH**

PHP 1,250.00 NETT PER PERSON x 35 PERSONS = PhP 43,750.00 NETT

**TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL = PHP 43,750.00 NETT**

**ENGINEERING REQUIREMENTS:**

- Complimentary use of one (1) unit of projector.
- Complimentary use of one (1) widescreen.
- Complimentary use of three (3) wired microphones.
- Please make sure lights, airconditioning units and sound system are in good condition.

**NOTE:** Units of laptop.

**HOUSEKEEPING REQUIREMENTS:**

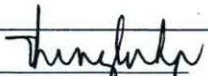
- Please make the assigned function room clean and presentable.


**FRONT OFFICE/BELL/SECURITY REQUIREMENTS:**

- THREE (3) complimentary parking pass/es.
- Please apply PhP 120.00 net flat rate for parking.

**MIS REQUIREMENTS:**

- THREE complimentary WiFi access.

  
MS. ROCHELLE ANN L. SAN PEDRO  
OIC – SENIOR MANAGER  
PHILHEALTH / CORPORATE MKTG. DEPT.

  
MS. BELLE K. CASTRO  
F&B Sales Manager  
ASTORIA PLAZA

  
MR. JOY P. GREGORIO  
Corporate Director – F&B  
ASTORIA HOTELS & RESORTS



**BANQUET EVENT ORDER**

EVENTS COORDINATOR: PIA ILAGAN

SALES ACCOUNT MANAGER: ROWENA HERNANDEAZ

DATE: MAY 19, 2016

BEO #214822

DATE OF EVENT: 26 MAY 2016	DAY: WEDNESDAY	FUNCTION: MEETING	SEGMENT: GOVERNMENT SOURCE: OLD ACCOUNT
ENGAGER:  PHILHEALTH		Contact Person: CATHERINE PAGAYON - SOCIAL INSURANCE ASSSISTANT 1 Telephone No.: 441-7444 LOC 7436 Fax No.: Mobile No.: 0948-151-9115 Email: <a href="mailto:cathyhabiatan@gmail.com">cathyhabiatan@gmail.com</a> ; <a href="mailto:pagayonc2014@gmail.com">pagayonc2014@gmail.com</a> Signatory: DR. MELANIE C. SANTILLAN OIC SENIOR MANAGER – BENEFITS DEVP. & RESEARCH DEPT.	

**BILLING ADDRESS: RM. 11/F CITYSTATE CENTRE BUILDING, SHAW BOULEVARD, PASIG CITY**

**BILLING ARRANGEMENTS:**

- Send bill arrangement.
- Full payment based on total contract price and possible incidental charges incurred during actual day/s of function should be settled **seven (7) days** after receipt of billing.
- A Letter of Authority (LOA) indicating banquet confirmation and billing arrangement (that such charges will be billed to your company, payable **seven (7) days** after receipt of billing of statement) should be submitted along with confirmation of this contract.
- Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.
- Please create a master folio for PHILHEALTH at Banquets from MAY 26, 2016. Summary of charges to be presented to client for review at 4:00PM.

**ANNOUNCEMENT BOARD:**

**“WORKSHOP FOR THE TRANSLATION OF MEMBER EMPOWERMENT “ ME” FORM TO FILIPINO LANGUAGE/DIALECT”**

Venue:  HAMPTON 2 <sup>ND</sup> FLOOR	USE OF FUNCTION ROOM: 9:00AM TO 6:00PM  CHARGE IN EXCESS PER HOUR: PHP 11,000.00 NETT PER PERSON  MEAL REQUIREMENTS: AM SNACK BUFFET LUNCH PM SNACK BUFFET DINNER	GUARANTEED NO. OF PAX:  42 PAX – AM/BL/PM  18 PAX – BUFFET DINNER	MEETING PACKAGE: AM SNACK, BUFFET LUNCH, PM SNACK PHP 1,250.00 NETT PER PERSON Inclusions: One (1) AM Snack. One (1) Buffet Lunch with bottomless Iced Tea. One (1) PM Snack. Free-flowing hot coffee/hot tea during meeting proper.  BUFFET DINNER AT CAFÉ ASTORIA PHP 670.00 NETT PER PERSON Inclusions: One (1) Buffet Dinner with Bottomless Iced Tea  CHARGE IN EXCESS PER PERSON: AM SNACK: PHP 250.00 NETT BUFFET LUNCH: PHP 978.00 NETT PM SNACK: PHP 250.00 NETT BUFFET DINNER: PHP 700.00 NETT
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- BEVERAGE REQUIREMENT:**
- Free flowing iced tea during lunch.
  - Free flowing coffee and hot tea during the meeting proper.
  - Provide Water Station.

**NOTE:** Kindly coordinate with MS. CATHERINE PAGAYON with regards to any additional orders during the actual event.

- SET UP/ INCLUSIONS:**  
CLASSROOM SET-UP (Any changes with regards to set-up is not allowed during the actual day of event).
- Complimentary use of Function Room.
  - Candy mints, papers & pencils
  - Please provide registration table for 3 persons.
  - Please provide stage and podium.
  - Complimentary use of Philippine Flag with flag holder.
  - Extension cord.
  - Please provide IBM for the documenters at the back area

- ENGINEERING REQUIREMENTS:**
- Complimentary use of one (1) unit of projector.
  - Complimentary use of one (1) widescreen.
  - Complimentary use of three (3) wired microphones.
  - Please make sure lights, airconditioning units and sound system are in good condition.

**NOTE:** Units of laptop.

- HOUSEKEEPING REQUIREMENTS:**
- Please make the assigned function room clean and presentable.

- FRONT OFFICE/BELL/SECURITY REQUIREMENTS:**
- FOUR(4) complimentary parking pass/es.
  - Please apply Php 120.00 net flat rate for parking.

- MIS REQUIREMENTS:**
- FOUR (4) complimentary WiFi access.

- MENU:**
- AM Snack (9:00AM at HAMPTON) – 42 PAX**  
SEAFOOD PATTIE ON BURGER BUN WITH GARLIC MASHED POTATO
- Buffet Lunch (11:30AM at HAMPTON) – 42PAX**  
CRABMEAT CUCUMBER SALAD WITH JAPANESE MAYO DRESSING  
GRILLED EGGPLANT SALAD AND SALTED EGGS WITH CRISPY DILIS  
SAFRON FLAVORED POTATO SALAD WITH COTTAGE CHEESE
- BREAD AND BUTTER  
LEMON GRASS PUMPKIN SOUP
- CRISPY PORK BELLY WITH LIVER SAUCE  
PAN FRIED FISH FILLET WITH BLACK BEAN PUREE  
ROAST BEEF SHORT PLATE WITH MUSTARD PEPPER SAUCE  
GRILLED HERB MUSTARD CHICKEN
- SQUASH AND STRING BEANS IN COCONUT CREAM  
PANDAN STEAMED RICE
- LECHEFLAN AT MACAPUNO  
UBE BRAZO DE MERCEDEZ  
FRESH FRUITS
- PM Snack (3:00PM at HAMPTON) – 42 PAX**  
CREPE MILLEFOGILE
- Buffet Dinner(6:00pm at CAFÉ ASTORIA) – 18PAX (ON STAGGERED BASIS)**  
CAFÉ ASTORIA MENU OF THE DAY  
**NOTE: PLEASE DO NOT PUT ANY PORK DERIVATIVES ON VEGETABLE AND SOUP**

**BILLING COMPUTATIONS**  
Date of Event: 26 MAY 2016

<b>MEETING PACKAGES: 2 SNACKS AND 1 BUFFET LUNCH</b>	
PHP 1,250.00 NETT PER PERSON x 42 PERSONS	= Php 52,500.00 NETT
<b>BUFFET DINNER</b>	
PHP 670.00 NETT PER PERSON X 18 PERSONS	= PHP 12,060.00 NETT
<b>TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL</b>	<b>= PHP 64,560.00 NETT</b>

**DR. MELANIE C SANTILLAN**  
OIC – SENIOR MANAGER  
PHILHEALTH / BDRD

**MS. BELLE K. CASTRO**  
F&B Sales Manager  
ASTORIA PLAZA

**MR. JOY P. GREGORIO**  
Corporate Director – F&B  
ASTORIA HOTELS & RESORTS



**BANQUET EVENT CONTRACT**

EVENTS COORDINATOR: PIA ILAGAN  
SALES ACCOUNT MANAGER: ROWENA HERNANDEAZ

BEC #214823

DATE: MAY 19, 2016

<b>DATE OF EVENT:</b> 27 MAY 2016	<b>DAY:</b> FRIDAY	<b>FUNCTION:</b> MEETING	<b>SEGMENT:</b> GOVERNMENT <b>SOURCE:</b> OLD ACCOUNT
<b>ENGAGER:</b>  PHILHEALTH		<b>Contact Person:</b> CATHERINE PAGAYON – SOCIAL INSURANCE ASSISTANT 1 <b>Telephone No.:</b> 441-7444 LOC 7436 <b>Fax No.:</b> <b>Mobile No.:</b> 0948-151-9115 <b>Email:</b> cathyhabiatan@gmail.com; pagayonc2014@gmail.com <b>Signatory:</b> MS. ROCHELLE ANN L. SAN PEDRO OIC SENIOR MANAGER/ CORPORATE MARKETING DEPARTMENT	

**BILLING ADDRESS:** RM. 114 CITYSTATE CENTRE BUILDING, SHAW BOULEVARD, PASIG CITY

**BILLING ARRANGEMENTS:**

- Send bill arrangement.
- Full payment based on total contract price and possible incidental charges incurred during actual day/s of function should be settled **seven (7) days** after receipt of billing.
- A Letter of Authority (LOA) indicating banquet confirmation and billing arrangement (that such charges will be billed to your company, payable **seven (7) days** after receipt of billing of statement) should be submitted along with confirmation of this contract.
- Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.

**ANNOUNCEMENT BOARD:**

**"TRAINING WORKSHOP FOR DEVELOPMENT OF EFFECTIVE INFORMATION, EDUCATIONAL AND COMMUNICATION MATERIALS"**

<b>Venue:</b>  HAMPTON 2 <sup>ND</sup> FLOOR	<b>USE OF FUNCTION ROOM:</b> 9:00AM TO 6:00PM  <b>CHARGE IN EXCESS PER HOUR:</b> PHP 11,000.00 NETT PER PERSON  <b>MEAL REQUIREMENTS:</b> AM SNACK BUFFET LUNCH PM SNACK	<b>GUARANTEED NO. OF PAX:</b>  35 PAX	<b>MEETING PACKAGE: AM SNACK, BUFFET LUNCH, PM SNACK</b> PHP 1,250.00 NETT PER PERSON Inclusions: One (1) AM Snack. One (1) Buffet Lunch with bottomless Iced Tea. One (1) PM Snack. Free-flowing hot coffee/hot tea during meeting proper.  <b>CHARGE IN EXCESS PER PERSON:</b> AM SNACK: PHP 250.00 NETT BUFFET LUNCH: PHP 978.00 NETT PM SNACK: PHP 250.00 NETT
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**BEVERAGE REQUIREMENT:**

- Free flowing iced tea during lunch.
- Free flowing coffee and hot tea during the meeting proper.
- Provide Water Station.

**NOTE:** Kindly coordinate with **MS. CATHERINE PAGAYON** with regards to any additional orders during the actual event.

**SET UP/ INCLUSIONS:**

- CLASSROOM SET-UP** (Any changes with regards to set-up is not allowed during the actual day of event).
- Complimentary use of Function Room.
- Candy mints, papers & pencils
- Please provide registration table for 3 persons.
- Please provide stage and podium.
- Complimentary use of Philippine Flag with flag holder.
- Extension cord.
- Please provide IBM for the documenters at the back area

**ENGINEERING REQUIREMENTS:**

- Complimentary use of one (1) unit of projector.
- Complimentary use of one (1) widescreen.
- Complimentary use of three (3) wired microphones.
- Please make sure lights, airconditioning units and sound system are in good condition.

**NOTE:** Units of laptop.

**HOUSEKEEPING REQUIREMENTS:**

- Please make the assigned function room clean and presentable.

**FRONT OFFICE/BELL/SECURITY REQUIREMENTS:**

- THREE (3) complimentary parking pass/es.
- Please apply PhP 120.00 net flat rate for parking.

**MIS REQUIREMENTS:**

- THREE complimentary WiFi access.

**MENU:**

**AM Snack (9:00AM at HAMPTON)**  
CHICKEN AND CHEESE SANDWICH

**Buffet Lunch (11:30AM at CAFÉ ASTORIA)**  
CAFÉ ASTORIA MENU OF THE DAY

*NOTE: PLEASE DO NOT PUT ANY PORK DERIVATIVES ON VEGETABLE AND SOUP*

**PM Snack (3:00PM at HAMPTON)**  
BAKED TUNA MACARONI

**BILLING COMPUTATIONS**

Date of Event: 27 MAY 2016

**MEETING PACKAGES: 2 SNACKS AND 1 BUFFET LUNCH**

PHP 1,250.00 NETT PER PERSON x 35 PERSONS = PhP 43,750.00 NETT

**TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL = PHP 43,750.00 NETT**

**MS. ROCHELLE ANN L. SAN PEDRO**  
OIC – SENIOR MANAGER  
PHILHEALTH / CORPORATE MKTG. DEPT.

**MS. BELLE K. CASTRO**  
F&B Sales Manager  
ASTORIA PLAZA

**MR. JOY P. GREGORIO**  
Corporate Director – F&B  
ASTORIA HOTELS & RESORTS

TERMS AND CONDITIONS

**BANQUETS:**

- 1.The Engager shall be billed in accordance with the minimum number of persons finally contracted notwithstanding under-attendance or in some cases, non-appearance of the Engager. In case the actual number of persons fall short of the minimum guaranteed number during this scheduled function, the said minimum guaranteed number shall still be charged, accordingly.
2. Should the attendance be more than the minimum number stipulated, the Engager shall be billed for actual number of persons, whichever is higher.
- 3.The HOTEL shall provide all arrangements based on the guaranteed minimum stipulated in each organized meal with a 10% allowance for a possible increase in attendance. Each person counted with this allowance shall be charged the same quoted rate.
- 4.In case attendance goes beyond the 10% allowance based on the minimum guaranteed covers, the hotel shall not be responsible or liable for the delay in food replenishment and/ or service.
- 5.All Food and Beverage items shall be exclusively purchased from ASTORIA PLAZA. Engager is not permitted to bring in food and beverage items in the hotel unless there is an agreement to the contrary. Waiver of corkage shall be subject to the discretion of the Food and Beverage Director.
- 6.Taking home of unserved portions for buffet meals is strictly prohibited. Sudden change of temperature may cause spoilage that may result undue effects or illness caused by food consumed.

**BILLING:**

- -Send bill arrangement.
- -Full payment based on total contract price and possible incidental charges incurred during actual day/s of function should be settled **seven (7) days** after receipt of billing.
- -A Letter of Authority (LOA) indicating banquet confirmation and billing arrangement (that such charges will be billed to your company, payable **seven (7) days** after receipt of billing of statement) should be submitted along with confirmation of this contract.
- -Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.

**FUNCTION ACTIVITIES AND MATERIALS:**

- 1.It is expected that the client's function shall start promptly at the specified time stated herein; thus, the assigned function room is expected to be vacated promptly as scheduled. The use of the assigned function room is limited **FROM 8:00AM TO 5:00PM ONLY**. Beyond which, hourly rate of PHP 7,000.00 net per hour for Mad/Park or Tribeca and Php 11,000.00 nett per hour for Hampton for every fraction thereof shall be charged, accordingly.
- 2.The HOTEL will not accept any request for storage of props and equipment brought in by the ENGAGER. Appropriate security pass should be obtained prior to function date.
- 3.The ENGAGER shall be solely liable for its guests' personal belongings such as gifts, prizes, exhibits, props, displays and other materials.
- 4.The ENGAGER shall be liable to the HOTEL for any loss, damage or injury caused by the act, negligence or omission of the client, his/her representative, contractor, agent, guests/visitors or any person acting in his/her behalf while in the performance of any activity in connection with the contracted function: where the engager undertakes or contracts for a special set-up of the function, he must ensure that the premises assigned to the function are protected from damages. Ensure that the people working/ rehearsing for a performance shall abide by hotel policy.
- 5.The hotel reserves the right to assign an alternative function room should the assigned venue be unavailable or for other justified reasons.

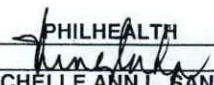
**CANCELLATION:**

- 1.Cancellation of this function is no longer allowed. In the event of cancellation after signing this contract, the HOTEL shall charge a cancellation fee equivalent to ONE HUNDRED PERCENT (100%) of the total contract price.
- 2.The HOTEL shall not be liable for failure on its part to comply with the provisions of this contract in cases of labor disputes, natural disasters, fortuitous events and such other cause beyond the control of the Management. In turn, the HOTEL shall not charge the ENGAGER cancellation charges in cases of force majeure.

SHOULD ALL THE ABOVE ARRANGEMENTS MEET YOUR APPROVAL, KINDLY INDICATE CONFIRMATION BY SIGNING BELOW AND FORWARD SIGNED COPY TO US **NOT LATER THAN 20 MAY 2016**

I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.

Company Name  
 Signature  
 Name  
 Designation  
 Date

PHILHEALTH  
  
 MS. ROCHELLE ANN L. SAN PEDRO  
 OIC – SENIOR MANAGER / CORPORATE MKTG.  
 DEPT/  
 MAY 20, 2016