



Client : **Atty. Jonathan B. Mangaoang**  
 Designation : OIC Senior Manager HRD  
 Organization : Philhealth  
 Contact Person : Ms. Melody Montante  
 Contact Number : (632) 441-7444 Loc. 7522/ 0915-1922507  
 Email Address : pgea\_staff@yahoo.com  
 From : **Gianne Carla Bacalares**  
 Contact Number : 793-5700 Loc. 5740 / 0915-7226069/ 0999-8851665  
 Date : March 30, 2016  
 Subject : Labor Management Mid-Year Assessment Form for 100 participants

Dear **Atty. Mangaoang**:

We are delighted to learn that you are considering **Timberland Sports and Nature Club** for the event. We are pleased to submit our special rate for your group for your future bookings.

**Date of Function** : April 6-9, 2016  
**No. of Persons** : 100 participants  
**Banquet Requirements:**

STATEMENT OF ACCOUNT			
PACKAGE RATE	Rate /head	No.of pax	TOTAL
Package Rate	7,800.00	100	780,000.00
<b>GRAND TOTAL</b>			<b>780,000.00</b>

**Inclusions:**

- **Three (3) Nights room accommodation for 100 pax (Check-in: 2pm, Check-out: 12nn)**
  - 16 Rooms : Quad Sharing
  - 12 Rooms : Triple Sharing
- **Room Amenities Included:** Safety Deposit Box, Mini Bar (Company Charge or Personal Account), Cable TV, Internet LAN Connection, Laundry and Dry Cleaning (Company Charge or Personal Account), Room Service
- Complimentary use of swimming pool and shower area
- **1<sup>st</sup> Day Meals: Set PM Snack and Buffet Dinner**
- **2<sup>nd</sup> Day Meals: Set Breakfast, Set AM Snack, Buffet Lunch, Set PM Snack, Buffet Dinner**
- **3<sup>rd</sup> Day Meals: Set Breakfast, Set AM Snack, Buffet Lunch, Set PM Snack, Buffet Dinner**
- **4<sup>th</sup> Day Meals: Set Breakfast, Set AM Snack and Buffet Lunch**
- One round of iced tea or soda for lunch and dinner only
- Complimentary use of one (1) function room for eight (8) hours
- Flowing coffee or tea inside the function room
- Pads, Mints, Pencils, Whiteboard w/ Markers, Flipchart w/ Papers
- Projector and Screen (1 set)
- Basic sound system with microphones (optional)
- Welcome Banner
- 12% VAT and 10% SC

**Teambuilding Rates with game facilitators: Outside the package (Optional)**

Php 10,000++ ( Php 12,200.00 nett). Good for 25 persons; in excess Php 250++ (Php 305 nett per person)

**Beverage Requirements:**

Additional drinks served during the event may be charged on consumption to the master bill or individual cash basis.

\*\*\*Prices are subject to 12% of government taxes and subject to 10% service charge.

\*\*\*All Prices are subject to change without prior notice

**Access & Security**

Bodyguards and Drivers are not allowed inside the Clubhouse. A paging system is available in the waiting area of the covered car park, close to the main entrance of the Club. Only Members & Guests are allowed to enter the Club and use the facilities. Carrying of firearms within the Club Premises is strictly prohibited.



**Billing Arrangements:**

**Send Bill.** Payment should be settled one (1) week upon receipt of the SOA. All company check payments should be made accounts payable to **TIMBERLAND SPORTS & NATURE CLUB INC.**

**East West Bank Marikina Branch**

**Account Name: Timberland Sports and Nature Club, Inc.**

**Account Number # 50-02-01002-1 (Savings)**

**Buffer Allowance and Overflow:**

Timberland Sports and Nature Club allows a 10% buffer from the minimum guaranteed number guests for reasonable overflow. Charge for guests falling within the 10% buffer allowance is the contracted price. However, if the overflow is beyond the 10% buffer allowance, **10% surcharge** on the banquet base prices before the gratuities, i.e service charge and EVAT will be levied.

**CLUB POLICIES**

1. Club Member/Engager shall inform his guests that bodyguards are not allowed inside the Club except for the President and former Presidents of the Philippines. A paging system is available in the waiting area of the covered car park, close to the main entrance of the Club. Only Members & Guests are allowed entry to the Club and use the facilities. Carrying of firearms within the Club Premise is strictly prohibited.
2. Use of any Club equipment required by the Member is subject to availability and fee as stipulated by the Club. If the equipment required is not available, the Club informs the Member. If Member is interested to rent from an outside provider thru the Club, he may do so but the corresponding fees, i.e. rental or transportation, will be levied to the Member.
3. Any electrical wiring, equipment or system, brought in to the Club by any contractor or Member will be subjected to a mandatory safety check by the Club's technicians. Any sub-standard wiring, sockets, plugs, jacks, connections, or other pieces of equipment which is deemed unsafe, faulty or too worn to be used, must be replaced by the contractor before use or replaced by the Club's technician and cost of that replacement charged to the Members.
4. The Club reserves the right to stop any function that does not comply with the set policies of the Club or contract.
5. All food and beverage items shall be purchased exclusively from the Club. Any food items taken out from the Club shall be subject to the policies established by the Club.
6. Members are not allowed to bring in food, soft drinks, wines and spirits to the Club unless previously arranged and authorized, in which case, the waiver in a form provided by the Club should be signed by the ENGAGER or his authorized personnel and corkage charges as determined by the COMPANY shall be applicable.
7. The number of actual covers (i.e actual number of persons served) of the contracted function is the established number to be served. This will be determined by an authorized personnel of the COMPANY, shall be deemed correct, and his count shall be accepted as final. The ENGAGER may, however, appoint a representative to assist and ensure the accuracy of the count.
8. In keeping with the Club's policy, photo or video taking is restricted within the area reserved for your function. Should you need photos for whatever purpose this may serve in your organization, please course your request through the PR & Activities Department for evaluation.
9. Guests are restricted to the function areas only, and are not allowed to loiter around other areas.
10. For outdoor venues, food will be served for a maximum of 2 hours only to prevent spoilage. After which, the food will be brought to the Kitchen and will be packed depending on the agreed billing terms.

**DISCRETION**

- In cases of unforeseen events or those that are beyond the control of the club, the club shall have the right to substitute, with or without notice, the function venue/space, the menu and other amenities, as may be required under the circumstances.
- The Club does not give any assurance or guaranty as regards the quality or freshness of the 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 fully well that the Club does not encourage its guests to take out from the function any "Left Over" food. The Client therefore assumes full responsibility and holds the Club free from any and all liability arising out of the "left-over" food taken out of the function room by his/her guests after function. That the F & B Manager or the Duty Manager has the final discretion as to which type of food can be taken out but should be accompanied by a **"Waiver"** specifying that the Club should not be liable for any food poisoning, discomfort, damages or any other causes that may seem unfavorable to the client.

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SPORTS AND NATURE CLUB

- The Client assumes full responsibility for any and all damages, which may be caused by his/her guests and other invitees whether function space, rooms or in any part of the Club, without prejudice to the right of the Client to seek reimbursement from the erring guests/invitees.
- The Club shall not be liable for damages resulting from physical injuries, death, loss or damage to guests or properties of the Client while at the Club cause directly / indirectly by the Clients other guests, the materials or goods brought-in by the Client or guests of the Client or by fortuitous event, force majeure or causes beyond the control of the Club.

**Cancellation Policy:**

All bookings are guaranteed.

We hope that our letter covers your specific requirements. Should you need additional information or assistance, please do not hesitate to reach me at (02) 793-5729 loc .5723

We look forward to welcoming you and your guests to **Timberland Sports and Nature Club** for successful event!

Prepared by:



**Gianni Carla Bacalares**  
Sales Manager

Conforme:



**Atty. Jonathan B. Mangaang**  
OIC, Senior Manager HRD