

**MANILA**  
770 Pedro Gil Street, Malate 1004  
Metro Manila, Philippines  
Call (02) 521-1888 Fax (02) 526-7270



**TAGAYTAY**  
Crisanto M. Delos Reyes Avenue  
(formerly Amadeo Road) Brgy. Kaybagal North  
Tagaytay City, Philippines  
Call (046) 483-8888 Fax (046) 483-5210

## HOTEL KIMBERLYTAGAYTAY CLIENT CONTRACT

Issued Date: April 4, 2016

**NAME OF CLIENT**  
PHILHEALTH  
PARD DEPARTMENT

**DATE OF FUNCTION**  
April 11-15, 2016

**TYPE OF FUNCTION**  
Live-in Seminar

**ORGANIZER**  
Ms. Ma. Cristine Dira  
Ms. Lorna Bernas

**ADDRESS**  
18 /F Unit 1807 Citystate Bldg.  
709 Shaw Blvd. Pasig City

**TEL NO.**  
02 441-7442 loc. 7554

**ACCOUNT MANAGER**  
Gerald Cruzat  
Senior Account Manager

**GUARANTEED # of PAX**  
Min. of 16-20pax

**FUNCTIONROOM**  
Venue: Zalameda

### A. RATES APPLIED (Live – in Package Rate)

Single Occupancy  
Twin Sharing  
Triple Sharing  
Quad Sharing

Php3,600.00 per person per night  
Php2,400.00 per person per night  
Php2,000.00 per person per night  
Php1,800.00 per person per night

#### Inclusions:

- Overnight room accommodation with Breakfast
- AM Snack
- Lunch with one round of Iced Tea
- PM Snack
- Dinner with one round of Iced Tea
- Use of function room for nine (9) hours
- Free Flowing Of Coffee
- Wi-Fi Access
- Notepad and Pencils/ White Screen / White Board with marker

**Note: Managed Buffet Meals minimum of 20persons and above  
Plated meals for 12-19persons**

#### Meal Schedule:

**April 11, 2016**  
(6:00pm to 7:00pm)

Pm Snack – **15pax**  
Zalameda –Managed Buffet Dinner (6:00pm) – **15pax**

**April 12, 2016**  
(8:00am to 7:00pm)

Zalameda – Breakfast (6:00am-9:00am) - **15pax**  
Am Snack– **15pax**  
Zalameda –Plated Lunch (12:00nn) – **15pax**  
Zalameda – Pm Snack (3:00pm) – **15pax**  
Zalameda –Plated Dinner (6:00pm) –**15pax**

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**April 13, 2016**  
(8:00am to 7:00pm)

Zalameda – Breakfast (6:00am-9:00am) - **15pax**  
Am Snack- **15pax**  
Zalameda –Plated Lunch (12:00nn) – **15pax**  
Zalameda – Pm Snack (3:00pm) – **15pax**  
Zalameda –Plated Dinner (6:00pm) –**15pax**

**April 14, 2016**  
(8:00am to 7:00pm)

Zalameda – Breakfast (6:00am-9:00am) - **15pax**  
Am Snack- **15pax**  
Zalameda – Buffet Lunch (12:00nn) – **15pax / 5pax**  
Zalameda – Pm Snack (3:00pm) – **15pax / 5pax**  
Zalameda – Buffet Dinner (6:00pm) –**15pax / 5pax**

**April 15, 2016**  
(8:00am to 10:00pm)

Zalameda – Breakfast (6:00am-9:00am) - **15pax / 5pax**  
to be Pack – Am Snack (for Take-out) – **15pax / 5pax**  
Plated Lunch – **15pax**

**Live-In Total Package –**

**April 11-15, 2016 (15 persons)**

Php129,600.00net

**April 14-15, 2016 (5 persons)**

Php 30,000.00net

**Estimated Total of Charges**

**Php159,600.00 net**

**Terms and Condition :** Send Bill Arrangement together with the Letter of Authorization from the Company/ Certificate of Fund, should be submitted to the Hotel representative upon signing of the contract. And as per agreed by both parties, the total charges stated in the contract shall be settled on or before Fifteen (15) days.

**OTHER CONDITIONS**

**Rooms**

1. Please note that we shall strictly impose the hotel policy on check-in and check-out
2. Registration will be at the front desk
3. Please be advised that check-out time is 12:00 noon and check-in is 2:00 PM. An extension on the use of the room/s is subject to space availability and is subject to one night charge unless otherwise prior arrangement/s had been made.

**Meal Banquet**

1. Reduction in the guaranteed minimum within 7 days prior to arrival date will no longer be accepted.
2. All beverages ordered except for the one round of drink included in the meals shall be charged on a cash and carry basis.
3. We shall provide your scheduled meals as per the guaranteed minimum stipulated in each function with a 10% allowance for the increase in attendance. In excess of the guaranteed minimum, additional persons shall be charged the same rate as quoted.
4. Should there be any last minute changes or if the actual attendance exceeds the 10% allowance this shall be subject to our chef's discretion, meal preparation, pricing and availability of operating equipment.
5. The hotel shall not be held responsible for the delay in food replenishment should the actual attendance exceed the 10% allowance for the spillover stated above.
6. In the event that fewer people attend the function, the guaranteed minimum shall be charged.
7. In case of cancellation of any scheduled function, the hotel will post charges equivalent to the guaranteed minimum of the pertinent organized function.
8. Guests are strictly prohibited to take out left over foods from the buffet station.

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**PRODUCT DISPLAY AND SECURITY**

Hotel Kimberly, Inc. shall only provide a 24 hour roving Security Services for its guests. However, it will be the discretion of the ORGANIZER or CONTRACTOR to provide a 24 hour stationed security during ingress, show days and egress days to closely monitor the items of the exhibitors. For additional request the Hotel will charge accordingly.

**SET-UP POLICIES**

The clients/exhibitors are requested to adhere the following regulations and stipulations:

- Posters, signage (if any) are to be incorporated into the Hotel's existing signboard or lobby postings and subject to the Hotel's approval.
- Location of the ORGANIZER or CONTRACTOR signages must be confined within the exhibit area or function room premises.
- For exhibitions, dimensional drawings/ floor plans showing layout of booths must be submitted to the Hotel before ingress day or must be advised to the sales person during the negotiation.
- No nails, staples or screws shall be driven or holes drilled in the walls, doors, pillars, or other parts of the structure of the premises.
- Sticking of materials with masking tape/ double sided tape, staples etc. to any surfaces of the function rooms to be used by the ORGANIZER or CONTRACTOR are strictly prohibited.
- Moving of heavy equipment in the function rooms with out proper protection is not permitted.
- Obstruction and Locking of the Fire exit is strictly not permitted.
- Tampering or removal of the Hotel's electrical and power installation are not permitted.
- Painting and major carpentry inside the exhibit area or function rooms are not allowed.
- Dumping of unused construction materials or exhibit equipments at the Hotel's back areas are strictly prohibited.

Payment may be settled thru bank deposit or telegraphic transfer to our bank account. Pls. see the details below.

<b>Bank Account Name</b>	:	Hotel Kimberly, Inc.
<b>Bank Account Number</b>	:	1801-0200-69
<b>Bank Name</b>	:	Bank of the Philippine Islands
<b>Branch</b>	:	Ayala Serin Mall

*Note: Please fax the deposit slip at 526-7270 or email through [gerald.cruzat@hotelkimberly.com](mailto:gerald.cruzat@hotelkimberly.com)*

1. The guaranteed number of reservations made shall be charged accordingly whether the said party attained the said number of reservation or not. In excess, of the guaranteed number of reservations, same rate shall be applied.
2. In case of no show, guaranteed room nights shall be charged to the contracting party
3. Incidental charges such as telephone bills, laundry, room service, corkage fee, minibus consumption etc. that are not included in the contract/ package shall be for the personal account of the guest to be incorporated in their individual guest folios to be settled upon check-out.
4. Rooming list must be properly coordinated by the contracting party two weeks before the function date or else the hotel will not be held responsible should problems or complain arises.
5. Losses or damages of hotel property done by the contracting party shall be charged accordingly to the contracting party.
6. The hotel requires that a waiver be signed between the contracting party and the hotel concerning **PACKED MEALS**
7. **CHOSEN MENU** must be provided two (2) weeks prior to actual date of the function; otherwise meals to be served shall be on chef's discretion.
8. Last minute requirements shall not be entertained or shall be charged accordingly.
9. For proper coordination or to avoid confusions, only the official coordinator of the contracting party representative **Ms. Ma. Cristine Dira / Ms. Lorna Bernas** shall be entertained by the Sales & Marketing

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- 5. Losses or damages of hotel property done by the contracting party shall be charged accordingly to the contracting party.
- 6. The hotel requires that a waiver be signed between the contracting party and the hotel concerning **PACKED MEALS**
- 7. **CHOSEN MENU** must be provided two (2) weeks prior to actual date of the function; otherwise meals to be served shall be on chef's discretion.
- 8. Last minute requirements shall not be entertained or shall be charged accordingly.
- 9. For proper coordination or to avoid confusions, only the official coordinator of the contracting party represented by **Ms. Ma. Cristine Dira / Ms. Loma Bernas** shall be entertained by the Sales & Marketing Department with regards to instructions and requirements. No other personnel from the side of the contracting party can transact except the stipulated personnel
- 10. Corkage fee :
 

Any local beer	1:1 maximum of 4 cases
Premium Brands	Php 2000.00 nett / bottle
Standard Brand	Php 1500.00 nett / bottle
Red and White Wine	Php 500.00 nett / bottle

11. Late check-out beyond 12 noon is subject to additional rate which is equivalent to a day use rate.

Prepared by:

Israel Gerald Cruzat  
Senior Account Manager

Noted by:

Janett Reyes  
Corporate Sales Manager

Reviewed by:

Grace Lyn Dailo  
Corporate Finance Manager  
ALC

**POSTPONEMENT AND CANCELLATION**

- 1.1. Should the CLIENT postpone the schedule of the event to another date or time, the CLIENT must notify the Sales Department in writing at least **SEVEN (07) days** in advance. Postponement will be subject to the availability of the function room and guest room on the alternative date. Should the CLIENT opt to cancel, par. 1.4 shall apply depending on the date of notice of cancellation was made.
- 1.2. Should the CLIENT notify the HOTEL of the postponement less than a month prior to the event date and there are no function rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel the event, par. 1.4 shall apply.
- 1.3. Postponement notice of the event received less than one week prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply.
- 1.4. **Rooms:** The following Cancellation Schedule and Charges shall apply to all cancellations of **DEFINITE/CONFIRMED** rooms & function room booking with signed contracts:

<u>Definite bookings cancelled</u>	100 % of the guaranteed deposit
<u>7 days prior to arrival date</u>	will be forfeited

**NO SHOW** on agreed arrival date shall be charged in full equivalent to the total number of room nights guarantee in favor of the Hotel.

**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

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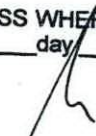
incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings

#### GENERAL CONDITIONS OF THE HOTEL


1. The CLIENT agrees to pay for number of covers, drinks, incidentals and other charges as stated on the reverse side hereof. CLIENT agrees that the number of persons (PAX) shall be determined exclusively by the representative of the HOTEL and shall be the basis for final billing.
2. The CLIENT also agrees to pay the guaranteed number of guests as indicated at the back of this contract or the actual number of guests whichever is higher. The HOTEL will set up facilities for the CLIENTS guaranteed number of guests.
3. The CLIENTS shall advise the hotel in writing of the guaranteed number of guests at leasts seventy two (72) hours before the date and time on the reverse side hereof. In case, no such notice is received by the HOTEL it shall be understood and agreed that the guaranteed number of guests shall be that already indicated in this contract.
4. The hotel reserves the right to assign an alternate room/venue should the contracted room/venue become unavailable for any reason whatsoever.
5. In case of suit against the CLIENT by the HOTEL for the collection of unpaid accounts, attorney's fees, litigation cost and other expenses shall be charged to the CLIENT.
6. The court of the City of Manila and \_\_\_\_\_ shall have exclusive venue to try and dispute of difference or legal action, which may arise between the parties under this contract. Form of payment: Payment maybe in cash, manager's or cashier's check. Personal checks are not acceptable.
7. The CLIENT hereby authorizes the HOTEL to check his/her credit references

IN WITNESS WHEREOF, the parties have hereunto set their signature at the City of Manila, Philippines this \_\_\_\_\_ day \_\_\_\_\_ 2016.

Client:

  
Atty. Ma. Teresa E. Alibanto  
Sr. Manager  
Philhealth/ PARD

Hotel:

  
Ms. Natalie Ng  
Managing Director  
Hotel Kimberly