



*A Hotel in Cebu that stands for Cebu!*

## BANQUET CONTRACT

Event Signage: **"PHILHEALTH FORUM WITH DSWD AND CBHO'S MEMBERSHIP POLICIES AND BENEFIT PACKAGES FOR PANTAWID PAMILYANG PILIPINO PROGRAM"**

Venue: Diane Hall

Name of Company: **PHILHEALTH**

Time: **8:00AM-10:00PM**

Contact Person: **DR. NARISA PORTIA J. SUGAY, NFS-MMG**

Contact Number:

Motif: **Green and Yellow**

Date of Function: November 23-25, 2015

Guaranteed Attendance: **46 pax**

Fax: / Mobile no.:

Reference No. :

### BANQUET DETAILS

☐ Breakfast ☒ AM Snacks ☐ PM Snacks  
☒ Lunch ☒ Dinner ☐ Cocktails

### PHYSICAL DETAILS

☒ Buffet ☒ Plate Service ☐ A la Carte

### AMENITIES: pls. refer below for more details

☒ PA System ☒ Podium ☐ Stage / Riser  
☒ Dancefloor ☒ Presidential Table ☐ Registration table  
☒ Microphone wired ☒ Screen ☐ Table for dining at the side  
☒ Whiteboard & Marker ☒ pads pens,mints ☐ Water Station

### FUNCTION ROOM SET-UP

☒ Round Table ☐ Conference ☐ Classroom  
☐ U-Shape ☐ Theater / Fishbone ☐ Fixed - Set - Up

### INCLUSIONS:

- Use of the function room for 12 hours
- Use of the Sound system with 3 wired microphones
- Directional Signage's
- Registration table with 3 chairs
- LCD Screen
- Pads, Pencils and Mints
- Flowing Coffee / Tea
- Whiteboard and Marker
- Wifi Connection
- LCD Projector
- Waived energy fee for laptop brought in by client

### ADDITIONAL CHARGES:

- 23 rooms double occupancy @Php3, 200.00net/night (Nov. 23-25, 2015) (2Nights) = **Php147, 200.00**

### CHOSEN MENU

NOVEMBER 23, 2015 (DINNER) Serving Time:7:00PM

**SALAD:** Green & Red Coral Lettuce w/ assorted Condiments & 2 Kinds of Dressings

**SOUP:** Ham & Velvet Soup  
Served with Freshly Baked Bread and Butter

**MAIN COURSE:** Fish Sinanglay with Gata Sauce  
Pork Spareribs Adobo  
Fish Noodle Pancit w/ Meat & Seafood

### Projected Billing Summary

November 23, 2015

No. of covers 46 pax  
Rate Php550.00net/pax

**Total: Php25, 300.00**

November 24, 2015

No. of covers 46 pax  
Rate Php1, 500.00net/pax

**Total: Php69, 000.00**

Add On:

Room Charges - Php147, 200.0

Amount Payable: Php241, 500.00  
Less:

Deposit (OR# \_\_\_\_\_)

**Balance Php241, 500.00**

*\* Actual charges may vary from projected billing summary and will always be based on the actual details after the function*

NOVEMBER 24, 2015 (FULLBOARD) AM SNACKS SERVING TIME: 9:30 AM  
LUNCH SERVING TIME: 11:30AM  
PM SNACKS SERVING TIME: 2:00PM  
DINNER SERVING TIME: 7:00PM

AM SNACKS: Cassava Cake with one round of drinks

LUNCH BUFFET:

SALAD: Green & Red Coral Lettuce w/ assorted Condiments & 2 Kinds of Dressings  
SOUP: Vegetable & Macaroni Clear Soup  
Served with Freshly Baked Bread and Butter  
MAIN COURSE: Roast Chicken w/ Lemon Grass w/ Herb Sauce  
Beef Brisket Calderetas  
Guisadong Calabasa  
Plain Rice  
DESSERT: Maja Ube  
Fresh Fruits

PM SNACKS: Cheese Ensaymada with one round of drinks

DINNER BUFFET

SALAD: Green & Red Coral Lettuce w/ assorted Condiments & 2 Kinds of Dressings  
SOUP: Wonton Soup  
Served with Freshly Baked Bread and Butter  
MAIN COURSE: Chickn Stew with Vegetable in Tomato Sauce  
Buttered Fish Fillet with Black Bean Sauce  
Bam - I Noodles  
Plain Rice  
DESSERT: Mocha Chiffon Cake  
Fresh Fruits

BILLING ARRANGEMENT

"Send Bill Arrangement"

**D/P**

Cash/Check No.	:	_____	Date Received	:	_____
Amount	:	_____	Received By	:	_____
Amount in Words	:	_____			
OR#	:	_____			

**TERMS AND CONDITIONS OF THE CONTRACT**

1. This Contract is between the SIGNATORY/IES below herein referred to as the CLIENT and Cebu Parklane International Hotel hereinafter referred to as the HOTEL.
2. Food and beverage items shall be solely purchased from the Hotel.
3. All banners/streamers to be displayed during the event shall be provided by the Client/Organizer/Engager and must conform to the standard sizes set by the hotel. All display spaces are subject to availability on a "first come first served" basis.
  - Driveway : 1x3 meters, vertical
  - Open parking: 1.8 x 2.4 meters, horizontal or 0.9 x 2.4 meters, horizontal
  - Banners/streamers should have the hotel's corporate logo.
4. The Client/Organizer/Engager shall be held fully responsible for any actions that his/her guest will or may commit within the Hotel premises.



6. An authorized representative of the Hotel shall affix and/or establish the number of covers or drinks to be served corresponding to those actually reserved by the Client / Engager as standard laws.
7. At least forty-eight (48) hours prior to the date of the function the engager may request in writing the adjustment in the number of participants. Such adjustment shall be jointly signed by the Client / Engager and the Hotel's representative and shall form part of this contract. Should the number of participants exceed ten (10%) percent of the guaranteed attendance, the Hotel shall not in any way be held responsible for the insufficiency of food and beverage and the Client / Engager holds the Hotel harmless from any claims or complaints arising from the Client's Guest/Celebrant, and promises to protect the Hotel from any claims and/or suit.
8. The Client / Engager shall pay in accordance with the number of persons finally contracted notwithstanding under the attendance or in case of non-appearance of the guests of the Client.
9. Postponement of the function to another date or time shall be allowed only if made within seven (7) calendar days prior to the date of function and if a function room is available on the re-scheduled date of function, otherwise such postponement shall be considered a cancellation. The Hotel reserves the rights to change the venue of the function. The Hotel reserves the rights to change the menu item/s depending upon the availability of the ingredients.
10. Should a cancellation be made within five (5) calendar days before the scheduled affair, fifty percent (50%) of the total F&B amount of the Booking, to the Hotel shall be paid. Any booking made within five calendar (5) days or below from the date of the function (please see item # 14).
11. In case of labor troubles or other causes such as force majeure (fire, earthquake, or any acts of God) beyond the control of the Hotel, it is mutually agreed that the Hotel shall not be held responsible for the fulfillment of this contract.
12. In case of suit against the Client / Engager by the Hotel, to enforce collection of unpaid account, attorney's fees and expenses of collection whether actually incurred or not shall be charged to the Client. Venue shall be the Courts of Cebu City, to the exclusion of all other Courts of similar Jurisdiction.

### 13. Authorized Signatories (ANY)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### 14. Bank Details - For your payments, please find hereunder the following details. (Bank Payments)

Bank Name : **BPI - Ayala Branch, Cebu City**  
 Current Account: **135 1003 002**  
 Check payments must be payable to: **Five Power Venture Development**  
 (Check payments must be accredited by the Hotel and should be cleared first prior to the Function Date)

15. **Payment Arrangements** - The Hotel will require, Seven calendar (7) days prior to the function, a fifty (50%) percent deposit of the total expected. **Full Payment** - The remaining balance of payment must be settled forty eight (48) hrs before the function. Incidentals must be paid right after the function (in Cash / Credit Card or Check). For send bill, pls see below
16. For "send bill" request only client with approved credit line will be allowed provided that an LOA / MOA must be submitted 48 hrs prior to the function date otherwise, the function will be deemed as cancelled. Collection shall be based on the Clients Credit Accreditation with the Hotel. The Client allows and agrees to let the Hotel check his or her or the Company's credit references.

### 17. If Booking is made within (5) five days or below from the function date: (Last minute function category)

- When Booking is done within the period of (5) five to (2) two calendar days prior to the Function Date, then a fifty percent (50%) deposit is required within 24hrs (For any postponement or cancellation, the 50% deposit is **Non-Refundable**). Otherwise, the Hotel reserves the right to cancel the Booking/s. Full payment right after the function.
- Bookings done within the period of (5) five to (2) two calendar days prior to the Function Date, all requirements (Contract, Conforme, Waiver Statement, Standards for Function Room Maintenance, Function Room Reservation Checklist and other pertinent details), should be signed and submitted to Banquet Sales not later than forty eight (48) hrs prior to the function date. Otherwise, the Hotel reserves the rights to cancel the function.
- Any Last minute function / booking will be subject to a fifty percent (50%) surcharge base on the total amount of Food & beverage to be consumed. The surcharge will be applicable to any additional orders for the function, whether as part of the function or on personal account basis. The client to inform their guest or participant with regards to the surcharge.
- The Hotel reserves the rights "NOT" to accept any Booking/s made within two (2) calendar days or less.

18. If the Client is a Company or Corporation, then the representative of the Client hereby warrants that he/she is authorized to represent the Company or the Board of directors of the Corporation to sign this contract

19. In case of Court litigation, the proper court of Cebu City shall be the exclusive venue to the exclusion of all other courts of similar jurisdiction

20. The engager hereby states that he has read the terms and conditions aforestated.

Mr. / Mrs. \_\_\_\_\_, we hope that the above terms meet with your approval. Should you have no further queries or concerns, we would appreciate your confirmation by way of affixing your signature on the space provided for conforme and please send us a copy on or before \_\_\_\_\_.

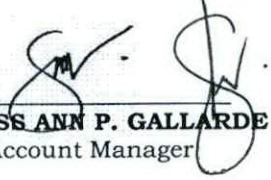
We look forward to being of service to you and your guests.


Sincerely,

Conforme: (Do not sign if you have not read & agree to the above terms & conditions)

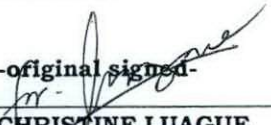
For and in behalf of

**Cebu Parklane International Hotel**

  
\_\_\_\_\_  
**PHYLISS ANN P. GALLARDE**  
Sales Account Manager

  
\_\_\_\_\_  
**JENNY D. FLUCTA**  
Signature over Printed Name

**Noted By:**

  
~~original signed~~  
\_\_\_\_\_  
**CHRISTINE LUAGUE**  
Business Development Manager