

CHARDONNAY BY ASTORIA

BANQUET EVENT CONTRACT

BEC #214355

EVENTS ACCOUNT MANAGER: Christian Bernardo
DATE: February 16, 2016

| | | | |
|------------------------|--|-------------------------------|---------------------|
| DATE: 19 February 2016 | DAY: Friday | FUNCTION: Meeting/Anniversary | SEGMENT: Government |
| ENGAGER: | PHILIPPINE HEALTH INSURANCE CORP. (PHILHEALTH) Contact Person: Ms. Jen Lim; Ms. Tin Gabinete Telephone No.: +63 2 441 74 44 local 7417 Mobile No.: +63 919 781 8598 Email: cormar.phic@gmail.com Signatory: Ms. Rochelle Ann L. San Pedro (OIC-Senior Manager, Corporate Marketing Department) | | |

BILLING ADDRESS: Rm. 1103, 11/F, Citystate Centre Bldg. 709 Shaw Blvd. Pasig City camaraderie

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.
- Possible incidental charges outside this contract incurred during the function shall be charged to the guest's personal account to be settled on cash basis unless otherwise advised and signed by company's authorized signatories during function.

ANNOUNCEMENT BOARD:

"PHILIPPINE HEALTH INSURANCE CORP. (PHILHEALTH)"

| | | | |
|--|--|--|---|
| Venue: -GRAND CHARDONNAY; -CABERNET ROOM; AND -SAUVIGNON ROOM Venue Address: 352 Captain Henry P. Javier, Brgy. Oranbo, Pasig City | USE OF FUNCTION ROOM: -8:00am to 5:00pm CHARGE IN EXCESS PER HOUR: -PhP 30,000.00 net per hour. MEAL REQUIREMENTS: -AM Snack -Lunch -PM Snack | GUARANTEED NO. OF PAX: -360 persons | MEETING PACKAGE: AM SNACK, LUNCH & PM SNACK -PhP 1,500.00 net per person Inclusions: -One (1) AM Snack. -One (1) Lunch with bottomless Iced Tea. -One (1) PM Snack. -Free-flowing hot coffee/hot tea during meeting proper. CHARGE IN EXCESS PER PERSON: -AM Snack: PhP 375.00 net per person. -Lunch: PhP 1,288.00 net per person. -PM Snack: PhP 375.00 net per person. |
|--|--|--|---|

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. JEN LIM** with regards to any additional orders during the actual event.

SET UP/ INCLUSIONS:

- Round table set-up for 300 persons (Any changes with regards to set-up is not allowed during the actual day of event) at Grand Chardonnay.
- Theater set-up for 100 (Any changes with regards to set-up is not allowed during the actual day of event) at Cabernet & Sauvignon.
- Round table set-up for 60 persons (Any changes with regards to set-up is not allowed during the actual day of event) at Showroom.
- Please assign two tables for PWD (at the back, right side of the stage, near the entrance. Do not install chairs to make way the wheel chairs.
- Please provide table cloth: color WHITE
- Please provide table topper: color SILVER.
- Please provide table runner: NONE.
- Please provide chair ribbon: NONE.
- Complimentary use of Ballroom, Cabernet Room, Sauvignon Room, Showroom and Boardroom.
- Please provide centerpiece: Alternate with SPUTNIK (small and big) and CRYSTAL TWIGS
- Please provide table numbers.
- Please provide registration table for 3 persons at the lobby.
- Please provide stage, size: 8x24 feet. Kindly provide 5 feet distance away from the wall.
- Complimentary use of Philippine Flag with flag holder. Please provide CD of National Anthem.
- Please provide assistance during ingress at 10:00pm on February 18, 2016.

ENGINEERING REQUIREMENTS:

- Complimentary use of two (2) built-in projectors with projector screens.
- Complimentary use of two (2) wired microphones with stand.
- Please make sure lights and airconditioning units are working properly.
- Complete mobile lights and sounds c/o supplier.
- Please provide assistance during ingress at 10:00pm on February 18, 2016.

NOTE: Client to bring one (1) unit of laptop and tarpaulin/s.

HOUSEKEEPING REQUIREMENTS:

- Please make the assigned function room clean and presentable.

FRONT OFFICE/BELL/SECURITY REQUIREMENTS:

- Fifteen (15) complimentary parking pass/es.
- Valet service at PhP 120.00 net per car.
- Please assign 3 bellman.
- Please coordinate transportation for catering.

MIS REQUIREMENTS:

- Fifteen (15) complimentary WiFi access.

MENU:

AM Snack (9:30am at Grand Chardonnay)

CREPE MILLEFOGILE
(LAYERED PAPER THIN CREPE WITH CREAMY FRUITS COMPOTE CUSTARD)

Lunch (12:00nn)

Appetizer/Salad
GATHERED GREEN SALAD WITH DRESSING WITH SEAFOOD COLD CUT

Soup

BROCCOLI BISQUE WITH PUMPKIN JUICE
BREAD & BUTTER

Main Course

BEEF - BEEF STROGANOFF WITH SOUR CREAM
SEAFOOD - BAKED TUNA BELLY WITH GREEN TOMATO SALSA

BALSAMIC FOREST MUSHROOM
STEAMED RICE

Dessert

FRESH FRUIT

PM Snack (3:00pm at Grand Chardonnay)

FRUIT PLATTER

Note: Plated service for 30 persons for VIP. No Pork and no pork derivatives.

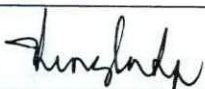
BILLING COMPUTATIONS

19 February 2016

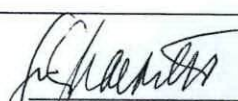
MEETING PACKAGE: 2SNACKS AND LUNCH

PhP 1,500.00 net per person x 360 persons = PhP 540,000.00 net

TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL = PHP 540,000.00 NET


MS. ROCHELLE ANN L. SAN PEDRO
Senior Manager, Corporate Marketing Department
PHILIPPINE HEALTH INSURANCE CORP. (PHILHEALTH)


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


MR. JOY P. GREGORIO
Corporate Director - F&B
ASTORIA PLAZA

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.
- Possible incidental charges outside this contract incurred during the function shall be charged to the guest's personal account to be settled on cash basis unless otherwise advised and signed by company's authorized signatories during function.

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 30,000.00 net per hour 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 16 FEBRUARY 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

PHILIPPINE HEALTH INSURANCE CORP.
(PHILHEALTH)

MS. ROCHELLE ANN L. SAN PEDRO
Senior Manager, Corporate Marketing Department