



DAISY G. MIRANDA  
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STANDARDS AND MONITORING DEPARTMENT  
Philippine Health Insurance Corporation  
City State Center Bldg.,  
709 shaw Blvd., Pasig City  
Tel. No. 637-9693

PROPOSAL for  
Live in Seminar  
June 28 to July 1, 2016 / 22 pax

Dear Ms. Daisy,

Warmest greetings from Vitalis Villas!

Located at Santiago Cove in Ilocos Sur, unwind in Vitalis Villa's 900 meters of fine sand beach surrounded by acres of natural tropical woodlands, overlooking the clean long stretch of serene blue waters, a getaway from the usually large and crowded beach resorts.

The Hotel is very pleased to submit the following specifications for your requirements. The details are as follows:

**I. Hotel Rooms**

A. Room Accommodations

4 Single occupancy rooms

9 Twin sharing rooms

- daily bottled water
- daily newspaper

B. Banquet Requirements

Day 1 – Dinner for 22 pax

Day 2 – Breakfast, AM Snack, Lunch, PM Snack & Dinner for 22 pax

Day 3 – Breakfast, AM Snack, Lunch, PM Snack & Dinner for 22 pax

- Boodle or family style meals
- Use of Function room on Day1 and 2

\*rates are subject to availability

**Grand Total      Php 222,750.00**

**II. OPTION DATE POLICY**

We have set your option date for confirmation of the above booking on **June 6, 2016**. We would appreciate receiving your signed conforme of this contract. Hotel reserves the right to release any rooms and function reservation should we fail to receive the contract upon expiry of the given option date.



### III. PAYMENT TERMS

Send Bill arrangement 15-30 Days upon receive of Statement of Account.

Any additional charges on rooms and function rooms authorized by the contact person shall be included on the master folio for billing schedule.

Checks must be made payable to:

**BANK: BDO TIMOG BRANCH**

**ACCOUNT NAME: STERN REAL ESTATE AND DEVELOPMENT CORP.**

**ACCOUNT NUMBER: 1110060495**

Please email your deposit slip at \_\_\_\_\_ or fax it to \_\_\_\_\_ for proper acknowledgement.

### IV. CANCELLATION POLICY

No-show and Cancellation fees shall be imposed for all bookings cancelled after the payment option dates given above.

For no-shows and cancellations made after **June 8, 2016**, a 50% cancellation charge will apply, as well as 50% of the function room rental charge.

No-shows and cancellations made after **June 10, 2016** shall not be entitled to a refund.

### V. TERMS AND CONDITIONS

#### 1. BILLING ARRANGEMENTS

Billing will be based on the guaranteed number of attendees contracted for, or actual attendance, whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.

- 1.1. Incidental charges will be on Cash Basis under personal account unless otherwise approved by the authorized signatory. For any unpaid incidental charges, the Client shall be held liable for the payment of the said charges.
- 1.2. Failure to comply with the agreed terms of account settlement stated in the contract, the HOTEL may charge interest based on the prevailing market, to the outstanding balance of the CLIENT.
- 1.3. Should the payment be enforced by court action, the CLIENT shall pay an additional twenty-five percent (25%) of the money judgment by way of attorney's fee.

#### 2. POSTPONEMENT AND CANCELLATION

- 2.1. Should the CLIENT postpone the schedule of the event to another date or time, the CLIENT must notify the Sales and Marketing Department in writing at least thirty (30) days in advance. Postponement will be subject to the availability of the function room on the alternative date.



Should the CLIENT opt to cancel, par. 2.4 shall apply depending on the date of notice of cancellation was made.

- 2.2. 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. 2.4 shall apply.
- 2.3. 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.
- 2.4. **Function Room:** The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE function room booking with signed contracts:
  - a. Reservations deposit shall be forfeited upon cancellation of event.
  - b. All progressive payments are non-refundable.
- 2.5. The HOTEL shall not be liable for failure to comply with this agreement due to force majeure, labor disputes, strikes or other causes beyond its control.

### 3. FOOD AND BEVERAGE

- 3.1. Unless the CLIENT gives an advice, the HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT. A confirmation on the guaranteed number of attendees will be required three (3) business days prior to the event. If a confirmation on the guaranteed is not received, the HOTEL will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.
- 3.2. Guaranteed number of attendees indicated in the contract is not subject to reduction.
- 3.3. All food and beverage arrangement must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the HOTEL. In the event that the HOTEL allows the CLIENT to bring food and drinks items, the CLIENT shall be held liable for the condition, quality and sufficiency of the items and corresponding handling and corkage fees applies on all items. The CLIENT shall be required to sign a waiver form for all food and beverage items brought in the HOTEL premises.

### 4. FUNCTION ROOM

- 4.1. Event must begin and end promptly at the scheduled time on the contract. If the space is available and the CLIENT would want to extend the event, an excess hour rental fee of **Php**\_\_\_\_\_ per hour shall be charged accordingly.
- 4.2. The HOTEL reserves the right to assign an alternate room should the contracted room becomes unavailable for any reason whatsoever.

### 5. SPECIAL ARRANGEMENT

- 5.1. The HOTEL must be advised on any additional arrangement needed. Corresponding charges for the additional amenities will apply.
- 5.2 **Damage Bond:** A damage bond will be required for special set-up and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may be incurred from ingress until egress period. Damage bond is refundable in full, but without interest, three (3) business days after the event provided that no damage was incurred at the HOTEL event venue. In the event that this is done without authorization and damage is incurred, the HOTEL will assess the damage and automatically bill the cost of repair and/or replacement to the CLIENT.

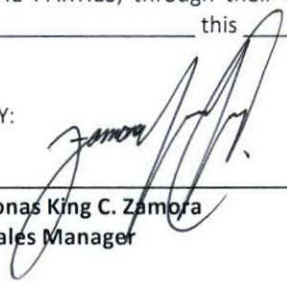
6. The CLIENT is obliged to adhere to the General Rules and Regulations/Banquet and Meeting Guidelines of the HOTEL. Any damages incurred to the HOTEL property will be properly assessed and will be charged accordingly to the CLIENT.




We trust that the above arrangements meet your approval. Should you find the above terms and conditions acceptable, kindly affix your signature on the space provided for below.

THE PARTIES, through their duly authorized representative, have hereunto affixed their signatures in \_\_\_\_\_ this \_\_\_\_\_.

BY:

  
\_\_\_\_\_  
Jonas King C. Zamora  
Sales Manager

  
\_\_\_\_\_  
GILDA SALVACION A. DIAZ  
Senior Manager  
Standards and Monitoring Dept.