

TRAINING/WORKSHOP ON THE USE OF AGENCY PROCUREMENT COMPLIANCE PERFORMANCE INDICATORS (APCPI) SYSTEM AND UPDATES IN THE REVISED IMPLEMENTING RULES AND REGULATIONS OF RA 9184

SUMMARY OF CONTRACT

<p>3 days 2 nights accommodation (1st Batch) Use of function room, use of standard conference equipment, free flowing coffee or Tea Inclusions: -Breakfast, AM & PM Snacks, Lunch and Dinner -complimentary 15% of guaranteed number of guests -Use of LCD Projector & Screen, Basic Sound System, Flip Chart w/Markers, Meeting Kit</p>	<p>March 29 1,000.00/pax X 1 day X 84 pax 84,000.00 650.00/pax X 1 day X 67 pax (dinner) 43,550.00 March 30 1,000.00/pax X 1 day X 84 pax 84,000.00 March 28-30 (2 nights accommodation) 1,900.00/pax X 2 nights X 64 pax 243,200.00 <hr/> 454,750.00</p>
<p>2 days whole days meeting package (2nd Batch) Use of function room, use of standard conference equipment, free flowing coffee or Tea Inclusions: -Breakfast, AM & PM Snacks, and Lunch -complimentary 10% of guaranteed number of guests Flip Chart w/Markers, Meeting Kit</p>	<p>March 31 1,000.00/pax X 1 day X 65 pax 65,000.00 April 1 1,000.00/pax X 1 day X 65 pax 65,000.00 <hr/> 130,000.00 <hr/> 584,750.00 =====</p>

03/16/16
D. Ramos
 Danielle Ramos



RICHMONDE HOTEL
ORTIGAS

March 9, 2016

MS. CHERIE CARMEN B. DIVINA
PHILIPPINE HEALTH INSURANCE CORP.
Tel: +63 9988609209
Email: dejesuse@philhealth.gov.ph

GUESTROOM REQUIREMENTS
March 28-30, 2016

Dear MS. DIVINA:

Greetings from **Richmonde Hotel Ortigas!**

We are pleased to submit for your review our proposed rates for your room requirement scheduled on **March 28-30, 2016**. Indeed, we are grateful for the opportunity to be considered the venue for your forthcoming event.

1. ROOM RATE

Room Type	No. of pax	Room Rate per pax/night
Deluxe Twin	64	Php 1,900.00 nett
TOTAL		Php 243,200.00 nett

- Rate is applicable only for the above mentioned period.
- Rate is only applicable strictly for twin sharing room only.
- Rate is only applicable for a minimum of thirty two (32) rooms.

Room Rate Inclusions:

- Daily **buffet breakfast** at Richmonde Café
- Daily local newspaper
- Bottled water, replenished daily
- Complimentary use of Health Club facilities
- Complimentary use of heated indoor swimming pool, steam and sauna rooms
- **1 Complimentary room for March 28-30, 2016** on top of the 32 paying rooms.



RICHMONDE HOTEL
ORTIGAS

Page Three – PHILHEALTH

Ms. Divina, we hope that these arrangements meet all your requirements and should you require any clarification, please let us know. Currently, your booking is held on a tentative basis until we receive this signed contract.

Meanwhile, if you have questions or additional requirements, please feel to call us at 689 8408 and fax number 638 4650.

Once again, we thank you and look forward to welcoming you and your valued guests to Richmonde Hotel Ortigas, where service is distinctly personal!

Sincerely,

RICHMONDE HOTEL ORTIGAS

Danielle C. Ramos
Sales Account Manager

Conforme:

PHILHEALTH

Cherie Carmen Divina
Head of SBAC and Procurement

Lynette Quinto-Ermac
Director of Sales & Marketing

RICHMONDE HOTEL ORTIGAS
BANQUET EVENT CONTRACT

Company / Account : PHILIPPINE HEALTH INSURANCE CORP.
 Contact : Ms. Ems de Jesus
 Authorized Signatory : Ms. Cherie Carmen B. Divina
 Address : 709 City State Centre Bldg., Shaw Blvd., Pasig City
 Main/Direct Phone : +63 9988609209
 Fax /mobile/email : dejesuse@philhealth.gov.ph
 Account Manager: **Angela Angelo**
 Date Issued : March 10, 2016

Date : Tuesday, 29 March 2016 (Day 1 of 4) **Event Dates: Mar. 29- Apr. 01, 2016**

VENUE **Time** **Guaranteed Pax**
 Sequoia/Redwood/Sycamore (3/f) 08:00AM-08:00 PM 84 pax

LIVE-IN

A Conference Package rate of **Php 1,000.00 nett per person** for a minimum of 84 persons for 2 Snacks and Buffet Lunch from the Banquet menu and **Php 650.00 nett per person** for a minimum of 67 persons for Buffet Dinner from the Banquet menu shall be availed by the group.

Should the total bill be more than the minimum revenue required or the number of guaranteed persons, the Engager shall be billed based on the actual banquet cost or head count.

SET-UP: Round Table

LOBBY POSTING: Training /Workshop on the Use of APCPI and Updates on IRR of R.A. 9184

<u>MENU</u>	<u>GUARANTEED NO. OF PERSONS</u>	<u>Rate</u>
AM SNACKS Serve Time: 10:00 am <i>Cheesy Potato Sald with Bacon Bits</i> <i>Served with Coffee or Tea</i>	84 persons	Php 1,000.00 nett/head

<u>MENU</u>	<u>GUARANTEED NO. OF PERSONS</u>	<u>Rate</u>
BUFFET LUNCH Serve time: 12:00 NN	84 persons	

Appetizer/Salad
Tropical Pineapple Salad
Chicken Roulade
Served with Bread Rolls and Butter

Soup
Egg Drop Soup

Main Course
Emince of Pork with Mushroom Sauce
Chicken Inasal
Fettuccini Putanesca
Buttered Seasonal Vegetable
Steamed Rice

Dessert
Apple Strudel with Vanilla Cream
Crema de Fruta
Assorted Cookies

Served with 1 Round of Iced Tea

<u>MENU</u>	<u>GUARANTEED NO. OF PERSONS</u>	<u>Rate</u>
PM SNACKS Serve Time: 03:00 pm <i>Mini Bacon and Cheese Pizza</i> <i>Served with Coffee or Tea</i>	84 persons	

RICHMONDE HOTEL ORTIGAS
BANQUET EVENT CONTRACT

Company / Account : PHILIPPINE HEALTH INSURANCE CORP.

Contact : Ms. Ems de Jesus

Authorized Signatory : Ms. Cherie Carmen B. Divina

Address : 709 City State Centre Bldg., Shaw Blvd., Pasig City

Main/Direct Phone : +63 9988609209

Account Manager: **Angela Angelo**

Fax /mobile/email : dejesuse@philhealth.gov.ph

Date Issued : March 09, 2016

Date : Tuesday, 29 March 2016 (Day 1 of 4)

Event Dates: Mar. 29- Apr. 01, 2016

<u>MENU</u>	<u>GUARANTEED NO. OF PERSONS</u>	<u>Rate</u>
BUFFET DINNER	67 persons	Php 650.00 nett per head
Serve time: 07:00 pm		

Appetizer/Salad

Salad Nicoise

Lumpiang Sariwa with Sweet Peanut & Garlic sauce

Served with Bread Rolls and Butter

Soup

Corn and Crab Soup

Main Course

Grilled Chicken with Honey Mustard Sauce

Steamed Fish Fillet with Coconut Ginger Sauce

Tagliatelle Alfredo

Oriental Wok Fried Vegetable in Season

Steamed Rice

Dessert

Plain Cheese Cake

Fresh Fruit Slice

Served with 1 Round of Iced Tea

BEVERAGE REQUIREMENTS

CPCMB.

- All other additional orders to be charged on a per consumption basis to the masterbill.
- Free Flowing Coffee and Tea

ENGINEERING REQUIREMENTS

- Extension Cord/ wires(2)
- Telephone Extension/local
- Microphone (2)
- Sound System

MEETING AND CONFERENCE ITEMS

- Complimentary parking passes (10)
- *** *First come, first served basis, no reservations*
- Pads and Pencils, Mint Candies
- Rostrum
- Whiteboard
- Laptop and LCD Projector c/o client- waived Electricity Charge
- White Screen
- Projector Table
- Flipcharts

COMPUTATION OF CHARGES:

Package Rate (whole day):	Php 1,000.00 nett per head
Guaranteed no. of Persons:	x <u>84 persons</u>
Total:	Php 84,000.00 nett

Package Rate (dinner):	Php 650.00 nett per head
Guaranteed no. of Persons:	x <u>67 persons</u>
Total:	Php 43,550.00 nett

TOTAL CHARGES: Php 127,550.00 nett

**RICHMONDE HOTEL ORTIGAS
BANQUET EVENT CONTRACT**

Company / Account : **PHILIPPINE HEALTH INSURANCE CORP.**

Contact : Ms. Ems de Jesus

Authorized Signatory : Ms. Cherie Carmen B. Divina

Address : 709 City State Centre Bldg., Shaw Blvd., Pasig City

Main/Direct Phone : +63 9988609209

Account Manager: **Angela Angelo**

Fax /mobile/email : dejesuse@philhealth.gov.ph

Date Issued : March 10, 2016

Date : Tuesday, 29 March 2016 (Day 1 of 4)

Event Dates: Mar. 29- Apr. 01, 2016

BILLING ARRANGEMENT:


- 1) **The Hotel should receive a copy of the signed Banquet Event Contract on or before March 14, 2016.** Non receipt of this contract by this date would mean that the Hotel's offer was not accepted, hence, the Hotel has no further obligation under this contract.
- 2) **SEND BILL ARRANGEMENT. A LETTER OF AUTHORIZATION/ PURCHASE ORDER** is requested to serve as guarantee. Kindly have all bills signed by the signatory immediately after the event.
- 3) A non-consumable room rental of Php 2,000.00 nett per hour per room will be charged should the function extend. Extension of the use of function room is subject to availability.
- 4) **CANCELLATION OF THIS BOOKING IS NO LONGER ALLOWED.** Should you decide to cancel **Today, 10 March 2016** onwards, a cancellation fee equivalent to 100% of the total bill will be charged.
- 5) For function food to be taken out, the maximum guaranteed or the actual headcount whichever is greater will be charged.

PLEASE SEE ATTACHED GENERAL TERMS AND CONDITIONS OVERLEAF. KINDLY SIGN ON ALL PAGES TO INDICATE YOUR AGREEMENT AND FAX BACK A SIGNED COPY THROUGH 689-8401.

RICHMONDE HOTEL ORTIGAS:


Angela Angelo
Banquet Sales Manager

CONFORME:


Ms. Cherie Carmen B. Divina
Head, SBAC and Procurement Office
Phil. Health Insurance Corporation

**RICHMONDE HOTEL ORTIGAS
BANQUET EVENT CONTRACT**

Company / Account : **PHILIPPINE HEALTH INSURANCE CORP.**
 Contact : Ms. Ems de Jesus
 Authorized Signatory : Ms. Cherie Carmen B. Divina
 Address : 709 City State Centre Bldg., Shaw Blvd., Pasig City
 Main/Direct Phone : +63 9988609209 Account Manager: **Angela Angelo**
 Fax /mobile/email : dejesusc@philhealth.gov.ph Date Issued : March 10, 2016

Date : Wednesday, 30 March 2016 (Day 2 of 4) Event Dates: Mar. 29- Apr. 01, 2016

VENUE	Time	Guaranteed Pax
Sequoia/Redwood/Sycamore (3/f)	08:00AM-08:00 PM	84 pax

LIVE-IN

A Conference Package rate of **Php 1,000.00 nett per person** for a minimum of 84 persons for 2 Snacks and Buffet Lunch from the Banquet menu shall be availed by the group.

Should the total bill be more than the minimum revenue required or the number of guaranteed persons, the Engager shall be billed based on the actual banquet cost or head count.

SET-UP: Round Table

LOBBY POSTING: Training /Workshop on the Use of APCPI and Updates on IRR of R.A. 9184

MENU	GUARANTEED NO. OF PERSONS	Rate
AM SNACKS Serve Time: 10:00 am <i>Ham and Cheese Macaroni Salad</i> <i>Served with Coffee or Tea</i>	84 persons	Php 1,000.00 nett/head

MENU	GUARANTEED NO. OF PERSONS	Rate
BUFFET LUNCH Serve time: 12:00 NN	84 persons	

Appetizer/Salad
Chicken Barbecue Salad
Hawaiian Tuna and Macaroni Salad
Served with Bread Rolls and Butter

Soup
Potato and Leek Soup
Served with Croutons

Main Course
Fillet of Fish with Aurora Sauce
Breaded Pork Chop with Mushroom Gravy
Stir Fried Oriental Noodles with Shredded Beef
Buttered Seasonal Vegetables
Steamed Rice

Dessert
Strawberry Panacotta
Mocha Squares
Assorted Cookies

Served with 1 Round of Iced Tea

MENU	GUARANTEED NO. OF PERSONS	Rate
PM SNACKS Serve Time: 03:00 pm <i>Mini Plain Ensaymada</i> <i>Served with Coffee or Tea</i>	84 persons	

BEVERAGE REQUIREMENTS

CPCMB.

- All other additional orders to be charged on a per consumption basis to the masterbill.
- Free Flowing Coffee and Tea

**RICHMONDE HOTEL ORTIGAS
BANQUET EVENT CONTRACT**

Company / Account : PHILIPPINE HEALTH INSURANCE CORP.
Contact : Ms. Ems de Jesus
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Account Manager: **Angela Angelo**
Date Issued : March 10, 2016

Date : Wednesday, 30 March 2016 (Day 2 of 4)

Event Dates: Mar. 29- Apr. 01, 2016

ENGINEERING REQUIREMENTS

- Extension Cord/ wires(2)
- Telephone Extension/local
- Microphone (2)
- Sound System

MEETING AND CONFERENCE ITEMS

- Complimentary parking passes (10)
*** *First come, first served basis, no reservations*
- Pads and Pencils, Mint Candies
- Rostrum
- Whiteboard
- Laptop and LCD Projector c/o client- waived Electricity Charge
- White Screen
- Projector Table
- Flipcharts

COMPUTATION OF CHARGES:

Package Rate :	Php 1,000.00 nett per head
Guaranteed no. of Persons:	x <u>84 persons</u>
<u>TOTAL CHARGES:</u>	Php 84,000.00 nett

BILLING ARRANGEMENT:


- 1) **The Hotel should receive a copy of the signed Banquet Event Contract on or before March 14, 2016.** Non receipt of this contract by this date would mean that the Hotel's offer was not accepted, hence, the Hotel has no further obligation under this contract.
- 2) **SEND BILL ARRANGEMENT. A LETTER OF AUTHORIZATION/ PURCHASE ORDER** is requested to serve as guarantee. Kindly have all bills signed by the signatory immediately after the event.
- 3) A non-consumable room rental of Php 2,000.00 nett per hour per room will be charged should the function extend. Extension of the use of function room is subject to availability.
- 4) **CANCELLATION OF THIS BOOKING IS NO LONGER ALLOWED.** Should you decide to cancel **Today, 10 March 2016** onwards, a cancellation fee equivalent to 100% of the total bill will be charged.
- 5) For function food to be taken out, the maximum guaranteed or the actual headcount whichever is greater will be charged.

PLEASE SEE ATTACHED GENERAL TERMS AND CONDITIONS OVERLEAF. KINDLY SIGN ON ALL PAGES TO INDICATE YOUR AGREEMENT AND FAX BACK A SIGNED COPY THROUGH 689-8401.

RICHMONDE HOTEL ORTIGAS:


Angela Angelo
Banquet Sales Manager

CONFORME:


Ms. Cherie Carmen B. Divina
Head, SBAC and Procurement Office
Phil. Health Insurance Corporation

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 Account Manager: **Angela Angelo**
 Date Issued : March 10, 2016

Date : Thursday, 31 March 2016 (Day 3 of 4) **Event Dates: Mar. 29- Apr. 01, 2016**

VENUE	Time	Guaranteed Pax
Sequoia/Redwood/Sycamore (3/f)	08:00AM-08:00 PM	65 pax

LIVE-OUT

A **Conference Package** rate of **Php 1,000.00 nett per person** for a minimum of 65 persons for 2 Snacks and Buffet Lunch from the Banquet menu shall be availed by the group.

Should the total bill be more than the minimum revenue required or the number of guaranteed persons, the Engager shall be billed based on the actual banquet cost or head count.

SET-UP: Round Table

LOBBY POSTING: Training /Workshop on the Use of APCPI and Updates on IRR of R.A. 9184

MENU	GUARANTEED NO. OF PERSONS	Rate
AM SNACKS Serve Time: 10:00 am <i>Mini Bacon and Cheese Pizza</i> <i>Served with Coffee or Tea</i>	65 persons	Php 1,000.00 nett/head

MENU	GUARANTEED NO. OF PERSONS	Rate
BUFFET LUNCH Serve time: 12:00 NN	65 persons	

Appetizer/Salad
Mexican Quesadillas
Garden Salad with Condiments & dressing
Served with Bread Rolls and Butter

Soup
Molo soup

Main Course
Beef Salpicao
Stir Fry Seafood with oyster sauce
Bake Macaroni
Sauteed Bagnio Beans with sweet corn and dice bacon
Steamed Pandan Rice

Dessert
Mango short cake
Jello Buko Panadan

Served with 1 Round of Iced Tea

MENU	GUARANTEED NO. OF PERSONS	Rate
PM SNACKS Serve Time: 03:00 pm <i>Mini Plain Ensaymada</i> <i>Served with Coffee or Tea</i>	65 persons	

**BEVERAGE REQUIREMENTS
CPCMB.**

- All other additional orders to be charged on a per consumption basis to the masterbill.
- Free Flowing Coffee and Tea

**RICHMONDE HOTEL ORTIGAS
BANQUET EVENT CONTRACT**

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Account Manager: **Angela Angelo**
Date Issued : March 09, 2016
Date : Thursday, 31 March 2016 (Day 3 of 4) **Event Dates: Mar. 29- Apr. 01, 2016**

ENGINEERING REQUIREMENTS

- Extension Cord/ wires(2)
- Telephone Extension/local
- Microphone (2)
- Sound System

MEETING AND CONFERENCE ITEMS

- Complimentary parking passes (10)
**** First come, first served basis, no reservations*
- Pads and Pencils, Mint Candies
- Rostrum
- Whiteboard
- Laptop and LCD Projector c/o client- waived Electricity Charge
- White Screen
- Projector Table
- Flipcharts

COMPUTATION OF CHARGES:

Package Rate :	Php 1,000.00 nett per head
Guaranteed no. of Persons:	x <u>65 persons</u>
<u>TOTAL CHARGES:</u>	Php 65,000.00 nett

BILLING ARRANGEMENT:

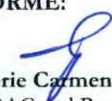
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- 3) A non-consumable room rental of Php 2,000.00 nett per hour per room will be charged should the function extend. Extension of the use of function room is subject to availability.
- 4) **CANCELLATION OF THIS BOOKING IS NO LONGER ALLOWED.** Should you decide to cancel **Today, 10 March 2016** onwards, a cancellation fee equivalent to 100% of the total bill will be charged.
- 5) For function food to be taken out, the maximum guaranteed or the actual headcount whichever is greater will be charged.

PLEASE SEE ATTACHED GENERAL TERMS AND CONDITIONS OVERLEAF. KINDLY SIGN ON ALL PAGES TO INDICATE YOUR AGREEMENT AND FAX BACK A SIGNED COPY THROUGH 689-8401.

RICHMONDE HOTEL ORTIGAS:


Angela Angelo
Banquet Sales Manager

CONFORME:


Ms. Cherie Carmen B. Divina
Head, SBAC and Procurement Office
Phil. Health Insurance Corporation

***RICHMONDE HOTEL ORTIGAS
BANQUET EVENT CONTRACT***

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 Fax / mobile/email : dejesuse@philhealth.gov.ph
 Account Manager: **Angela Angelo**
 Date Issued : March 10, 2016
Date : Friday, 01 April 2016 (Day 4 of 4) **Event Dates: Mar. 29- Apr. 01, 2016**

VENUE	Time	Guaranteed Pax
Sequoia/Redwood/Sycamore (3/f)	08:00AM-08:00 PM	65 pax

LIVE-OUT

A **Conference Package** rate of **Php 1,000.00 nett per person** for a minimum of 65 persons for 2 Snacks and Buffet Lunch from the Banquet menu shall be availed by the group.

Should the total bill be more than the minimum revenue required or the number of guaranteed persons, the Engager shall be billed based on the actual banquet cost or head count.

SET-UP: Round Table

LOBBY POSTING: Training /Workshop on the Use of APCPI and Updates on IRR of R.A. 9184

<u>MENU</u>	<u>GUARANTEED NO. OF PERSONS</u>	<u>Rate</u>
AM SNACKS	65 persons	Php 1,000.00 nett/head
Serve Time: 10:00 am		
<i>Ham and Cheese Macaroni Salad</i>		
<i>Served with Coffee or Tea</i>		

<u>MENU</u>	<u>GUARANTEED NO. OF PERSONS</u>	<u>Rate</u>
BUFFET LUNCH	65 persons	
Serve time: 12:00 NN		

Appetizer/Salad

Chicken Barbecue Salad
Hawaiian Tuna and Macaroni Salad
Served with Bread Rolls and Butter

Soup

Potato and Leek Soup
Served with Croutons

Main Course

Fillet of Fish with Aurora Sauce
Breaded Pork Chop with Mushroom Gravy
Stir Fried Oriental Noodles with Shredded Beef
Buttered Seasonal Vegetables
Steamed Rice

Dessert

Strawberry Panacotta
Mocha Squares
Assorted Cookies

Served with 1 Round of Iced Tea

<u>MENU</u>	<u>GUARANTEED NO. OF PERSONS</u>	<u>Rate</u>
PM SNACKS	65 persons	
Serve Time: 03:00 pm		
<i>Cheesy Potato Salad with Salad</i>		
<i>Served with Coffee or Tea</i>		

BEVERAGE REQUIREMENTS

CPCMB.

- All other additional orders to be charged on a per consumption basis to the masterbill.
- Free Flowing Coffee and Tea

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BANQUET EVENT CONTRACT**

Company / Account : PHILIPPINE HEALTH INSURANCE CORP.
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Account Manager: **Angela Angelo**
Date Issued : March 10, 2016

Date : Friday, 01 April 2016 (Day 4 of 4)

Event Dates: Mar. 29- Apr. 01, 2016

ENGINEERING REQUIREMENTS

- Extension Cord/ wires(2)
- Telephone Extension/local
- Microphone (2)
- Sound System

MEETING AND CONFERENCE ITEMS

- Complimentary parking passes (10)
**** First come, first served basis, no reservations*
- Pads and Pencils, Mint Candies
- Rostrum
- Whiteboard
- Laptop and LCD Projector c/o client- waived Electricity Charge
- White Screen
- Projector Table
- Flipcharts

COMPUTATION OF CHARGES:

Package Rate :	Php 1,000.00 nett per head
Guaranteed no. of Persons:	x <u>65 persons</u>
<u>TOTAL CHARGES:</u>	Php 65,000.00 nett

BILLING ARRANGEMENT:


- 1) **The Hotel should receive a copy of the signed Banquet Event Contract on or before March 14, 2016.** Non receipt of this contract by this date would mean that the Hotel's offer was not accepted, hence, the Hotel has no further obligation under this contract.
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- 4) **CANCELLATION OF THIS BOOKING IS NO LONGER ALLOWED.** Should you decide to cancel **Today, 10 March 2016** onwards, a cancellation fee equivalent to 100% of the total bill will be charged.
- 5) For function food to be taken out, the maximum guaranteed or the actual headcount whichever is greater will be charged.

PLEASE SEE ATTACHED GENERAL TERMS AND CONDITIONS OVERLEAF. KINDLY SIGN ON ALL PAGES TO INDICATE YOUR AGREEMENT AND FAX BACK A SIGNED COPY THROUGH 689-8401.

RICHMONDE HOTEL ORTIGAS:


Angela Angelo
Banquet Sales Manager

CONFORME:


Ms. Cherie Carmen B. Divina
Head, SBAC and Procurement Office
Phil. Health Insurance Corporation

GENERAL TERMS AND CONDITIONS



1. DEPOSIT AND PAYMENT REQUIREMENTS

It is agreed that the details on this Banquet Event Order / Contract are complete and correct. To consider our agreement definite and confirmed, the non-refundable deposit required under the billing arrangement of the contract shall be paid. The billing arrangement must be fully complied with otherwise; we shall cancel your function with no obligation to **Richmonde Hotel Ortigas** and vice versa.

2. CANCELLATION

- 2.1 If the contract has already been signed and without any prior notice of cancellation, the Hotel may opt to proceed with the function on the date and according to the details stated in the Contract even without the deposit. In such a case, you shall settle the total price with the Hotel in accordance with the terms of the Contract. The option, however, to proceed with the function without the required deposit, shall remain solely with the Hotel and shall not be construed herewith as a demandable obligation on its part.
- 2.2 Please refer to the Billing Arrangement stated in the Banquet Event Contract.
- 2.3 Deposit paid shall be applied to the cancellation fee and any balance outstanding is payable immediately.
- 2.4 In the event of force majeure, fortuitous events, acts of God and all other acts beyond the control of or not attributable to the fault or negligence of the Hotel, the occurrence of which event may compel the Hotel to cancel the reservation, the Hotel shall not be liable for any and all claims demands, liabilities, actions and causes of action which may arise from or in connection with such cancellation. However the client shall be refunded in full (without interest) of any payment already made.

3. MINIMUM GUARANTEE ATTENDANCE AND VENUE ALLOCATION

Charges of your function will be based on the minimum guaranteed number of persons attending the function or the actual number, whichever is greater. Adjustments in your guaranteed number can be made three (3) calendar days before the function date subject to the capacity of the function room. Any reduction in the minimum guarantee will be subject to reallocation of venue and or increase in food charges / room hire. Likewise, the hotel has the right to reallocate the venue of a function not in accordance to the minimum guaranteed number of persons attending the function.

4. FOOD AND BEVERAGE POLICY

- 4.1 Should your actual number of guests exceed more than 10% of the guaranteed number, you shall hold us free and harmless from any liability whatsoever which may be suffered by us, by any person, or for any inconvenience that may be caused thereby.
- 4.2 All food and beverage items shall be purchased exclusively from the Hotel. Any food items taken out from the Hotel shall be subject to the policies established by the Hotel. The Hotel shall charge corkage fee should it authorize the bringing in of additional food and beverage items.

5. FUNCTION ROOM HOURS/SURCHARGE / NIGHT SET-UP FEE

- 5.1 Client's function shall begin promptly at the scheduled time and function room / s shall be vacated promptly as scheduled. Function rooms shall not be available for use earlier or later than the time stated in the contract.
- 5.2 Should the function room be available for extension, an overstay charge based on a per hour cost will be applicable to the client at the discretion of the Banquet Account Manager

6. ENTERTAINMENT NOISE LEVEL

All entertainments requirements for the event are to be approved prior to the event by the hotel in addition to place, timing, and noise pollution levels of the planned entertainment. The hotel reserves the right to reduce volume levels should these levels exceed the comfort level and cause inconvenience to other guests

7. GUESTS CONDUCT

Richmonde Hotel Ortigas reserves the right of admission and entry of persons entering the hotel premises. Management / Security reserves the right to have individual/s removed from the hotel in the event that the client/s, clients guests or their guests' behavior become unacceptable and cause embarrassment or discomfort to others (guests or hotel staff).

8. DAMAGES AND LIABILITY

- 8.1 Decorations filled with highly flammable or combustible materials shall not be displayed within the premises of the Hotel. Likewise, the Hotel disallows tacking, posting, hammering or painting any of the walls, carpet or ceiling of the function room of the Hotel. The client shall provide carpet protectors during set-up and breakdown of exhibits, décor, displays, etc.
- 8.2 The client shall be responsible for the retrieval of the items from the Hotel after the function. If any item/s remain/s unclaimed within 12 hours after the function, the Hotel shall dispose of the said item/s.
- 8.3 Any loss, damages or injury that the Hotel and or the Hotel guests may suffer attributed to the acts or omission on part of the client and/or client's guests during the contracted function shall be for client's account and/or liability.
- 8.4 Clients shall be solely responsible for his/her and guest's personal belongings or items exhibited. The Hotel shall not be held liable for any damage to or loss of client and guest's personal belongings.
- 8.5 In case of a suit due to non-settlement of your obligation arising from this contract, attorney's fees litigation cost and other expenses shall be charged to the client.

If the foregoing terms and conditions meet with your approval, please indicate your conformity on the space provided and return to us the signed duplicate copy of this contract.

Thank you for choosing **The Richmonde Hotel Ortigas**. We will do our best to make your function a success.

Prepared By: _____ Date: _____
Angela/Angelo _____ March 10, 2016
Banquet Sales Manager

Conforme :

Ms. Cherie Carmen B. Divina
Head, SBAC and Procurement Office
Philippine Health Insurance Corporation