

April 14, 2016

**Ms. Evangeline F. Racelis**  
**Senior Manger Treasury Department**  
**PHILHEALTH**  
 Tel. No. (632) 634 0239  
 Mobile No.: 0921 412 8040  
 Email Address: [jellysoriano@yahoo.com.ph](mailto:jellysoriano@yahoo.com.ph)

**CONFIRMATION CONTRACT**

Apr. 20, 2016

Dear Ms. Racelis,

Thank you very much for providing Crowne Plaza Manila Galleria the opportunity to quote for your upcoming **Event on Apr. 20, 2016.**

*At Crowne Plaza® expects that we put our guests back in the driver's seat to have greater control over their hotel experience.*

*Meetings is the currency of today's business world, whether an organized conference with hundreds of attendees, a casual face-to-face meeting of business colleagues or a virtual conference call, Crowne Plaza® offer comprehensive meetings and event facilities, the Crowne Plaza Sleep Advantage®, 24 hour business services and fully-equipped fitness centres, ensuring guests can work productively, connect with colleagues, and re-energize in order to perform at the top of their game*

*We are proud to offer perfect menu options designed for guests who may not have the time to sit for a leisurely breakfast -- through the **Breakfast To Go** program. This provides guests with the flexibility to start their day with a light meal or a more comprehensive breakfast selection that can be easily and quickly prepared for take-away.*

We offer a service guarantee that your event will truly be the complete success that you expect. A few benefits of holding your event with us are:

- A dedicated Crowne Meetings Director to aid you in your journey to success
- A Daily Meetings Debrief to help you stay on top of things
- A wide menu variety to especially prepared daily by our Executive Chef
- Our Handy Meeting Kit to provide you of the essential materials you need

I will be your key contact person throughout the event and I am delighted to present to you our quotation. Please refer to the details below:

**FUNCTION ROOM REQUIREMENTS and BANQUET RATES**

Date	Time	Event	Function Space	Attendance
Apr. 20, 2016	08:00 - 17:00	Whole Day	Available	180

Whole Day Buffet Package Rate: **Php 1,400.00 net per person**  
**Inclusions: AM snack, Buffet Lunch and PM snack**

*\*Rates are inclusive of 12% VAT, 10% service charge and city tax*

*\*Above special rates valid solely for this date and booking only*

**Inclusions:**

Required Meals  
 (1) Round of Iced Tea during lunch  
 Free flowing coffee or tea  
 Complimentary Wifi Access for all  
 Complimentary use of Function Venue  
 Complimentary use of PA system and (4) Microphones  
 Complimentary Parking Passes based on 10% of guaranteed guests; not applicable in valet service  
 Floral centerpiece per table

  
 APR 14 2016



# CROWNE PLAZA

MANILA GALLERIA

<b>SPECIAL BEVERAGE RATE for OPEN BAR ARRANGEMENTS:</b>	
Sodas / Bottled Water / Iced Tea / Chilled Juice	Php 180.00 nett per order

<b>EQUIPMENT RENTAL FEES:</b> Please advise us of the following requirements so we can make them available for you.	
5000 Lumens Portable LCD Projector	Php 6,000.00 net per day

**CUT-OFF DATES AND BILLING ARRANGEMENT:**

To confirm your reservation, we will appreciate receiving a signed copy of this confirmation contract on or before **Apr. 15, 2016**. Otherwise, we would automatically release the space and accept other reservations. If another organization reserves the function rooms on a definite basis prior to or before **Apr. 15, 2016**, we shall give you a 48-hour option to confirm the space reserved.

For request of special billing arrangement, we will appreciate receiving your Certificate of Availability of Funds (CAF) and Letter of Authorization (LOA). Request addressed to Ms. Churros Maranan, Director of Finance and Business Support (subject for approval). We will appreciate receiving the needed requirements on or before **Apr. 15, 2016**

We will require the function full details on or before **Apr. 15, 2016**.

**CANCELLATION CLAUSE:**

Please refer to the corresponding charges that will apply for any Cancelled Function made after contract signing:

0-15 Days prior:	100% Cancellation Fee charged for the Event charges.
------------------	--

**TERMS & CONDITIONS:**

Standard Terms & Conditions apply:

- All food and beverage items will be purchased exclusively from CROWNE PLAZA GALLERIA MANILA (herein referred as the HOTEL) It is agreed that the party named on the Banquet Event Order hereof (herein referred to as the PATRON) is not permitted to bring in or take out from the hotel any food or beverage items.
- The PATRON agrees to pay for the number of covers, drinks, incidentals and other charges as stated on the Banquet Event Order. Patron agrees that the number of persons shall be determined exclusively by the authorized representative of the Hotel and shall be the basis for final billing.
- The PATRON also agrees to pay for the guaranteed number of guests as indicated on the Banquet Event Order hereof or the actual number of guests, whichever is higher.
- The PATRON shall advise the Hotel in writing of the guaranteed number of persons at least (1) week before the date and the time indicated on the Banquet Event Order hereof. In case no such notice is received by the hotel, it is understood and agreed that the number of persons shall be that already indicated in the contract.
- The HOTEL shall set up facilities to the Patron's guaranteed number of persons. The Hotel likewise extends its services for additional guests up to ten percent (10%) for buffet and five percent (5%) for Set/Lauriat Menu of the guaranteed number of persons/tables. Likewise, the hotel shall not be responsible for insufficiency of food or beverage during the function.
- In case of cancellation by the PATRON for whatever reason, the 50% deposit shall be retained and forfeited in favor of the HOTEL. If the cancellation is made (1) week before the function, the PATRON shall pay for the full amount of the guaranteed cost.
- The PATRON shall be held solely responsible for the security and safekeeping of any and all articles brought into the premises of the HOTEL during the contracted function and the former hereby releases the latter from any and all liability whatsoever in case of any loss, damage or injury to any of the aforesaid articles except when the PATRON declares such articles to the HOTEL for proper safekeeping. However, any loss, damage or injury that the HOTEL and or HOTEL guest may suffer directly or indirectly attributed to the acts or omissions of the PATRON and or guests during the contracted function shall be for the account and or liability of the PATRON.
- Notwithstanding any other provisions of the agreement, neither party shall be liable for any failure to perform its obligations if such a failure is by circumstances due to cause of "force majeure". The PATRON likewise, agrees not to hold the HOTEL liable for the failure to comply with tis contract due to labor disputes, strikes, and other causes beyond its control.

  
APR 14 2016



# CROWNE PLAZA

MANILA GALLERIA

9. The HOTEL reserves the right to change the menu as indicated in this contract at any time in the event of non-availability of raw materials and other justified reasons. Likewise, prices may be subject to change without prior notice to the PATRON.
10. All amenities offered by the HOTEL as indicated in this contract shall be subject to availability of raw materials and/or facilities.
11. The HOTEL reserves the right to assign an alternate function room should the contracted function room become unavailable for any reason whatsoever.
12. The PATRON and all of the Patron's outside Vendors/Contractors of their event shall make prior arrangements with the HOTEL together with a list of all items they will bring in.
13. The HOTEL reserves the right to approve/disapprove the set up of any equipments, booths, backdrop, flowers, etc. of the Patron's outside Vendors/Contractors, depending on the Hotel's Safety and Security Standards.
14. The PATRON's outside Vendors/Contractors must be cleared from all Hotel's representatives before leaving the Hotel premises.
15. The PATRON and PATRON's outside Vendors/Contractors shall be held liable if they failed to comply with the agreed Hotel Exhibit Do's and Don'ts.
16. The Hotel's Engineers and Security shall identify corresponding charges to be billed to the PATRON/Patron's outside Vendors/Contractors prior egress if damage occurs.
17. In case of suit against the PATRON by the HOTEL for the collection of unpaid accounts, attorney's fees, litigation cost, and other expenses shall be charged to the PATRON.
18. The Court of Quezon City shall have the exclusive venue to try and dispute legal action which may arise between the parties under this contract.
19. Payment may be in cash, manager's check or cashier's check.
20. The PATRON hereby authorizes the HOTEL to check his/her credit references.

Should you have any further queries, please do not hesitate to contact me at telephone 633-7222 local 7272. We would be glad to discuss and finalize with you all other details for this important event.

Again, thank you for considering Crowne Plaza Manila Galleria; I am truly looking forward to working with you.

Sincerely,

Conforme:

Nadi Dimayuga  
Crowne Meetings Executive

Noted by:

02.14.16  
Nimi Luna  
Crowne Meetings Director

Ms. Evangeline F. Racelis  
Senior Manager Treasury Department  
PHILHEALTH