

BEC #215148

CHARLOTTE BY ASTORIA

BANQUET EVENT CONTRACT

EVENTS ACCOUNT MANAGER: Christian Bernado

DATE: July 28, 2016

DATE OF EVENT: 10 August 2016	DAY: Wednesday	FUNCTION: Meeting/Workshop	SEGMENT: Government
ENGAGER:	Contact Person: Mr. Fernando Antonio (Planning Officer 2)		
	Telephone No.: +63 2 441 74 44 local 7664		
	Mobile No.: +63 917 896 1959		
	Email: nhando5159@gmail.com		
	Signatory: Mr. Lemuel T. Intalan (Sr. Manager – Corporate Planning Dept.)		

BILLING ADDRESS: Rm. 1401 Citystate Centre, 709 Shaw Blvd., Pasig City

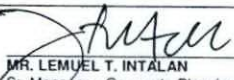
BILLING ARRANGEMENTS:

- 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.
- Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.


ANNOUNCEMENT BOARD:

"WRITESHOP ON POLICY FORMULATION"

Venue: -CABERNET ROOM; SAUVIGNON ROOM; AND SHOWROOM 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 15,000.00 net per hour MEAL REQUIREMENTS: -AM Snack -Buffet Lunch -PM Snack	GUARANTEED NO. OF PAX: -43 persons	MEETING PACKAGE: AM SNACK, BUFFET LUNCH, AND PM SNACK -PhP 1,350.00 net per person. Inclusions: -One (1) AM Snack. -One (1) Buffet 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 300.00 net per person. -Buffet Lunch: PhP 978.00 net per person. -PM Snack: PhP 300.00 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 MR. FERNANDO ANTONIO with regards to any additional orders during the actual event. SET UP/ INCLUSIONS: -Round table set-up (Any changes with regards to set-up is not allowed during the actual day of event). -Please provide table cloth: color WHITE -Please provide table topper: color TBA. -Please provide table runner: color TBA. -Please provide chair ribbon: color TBA. -Please provide centerpiece: ARTIFICIAL FLOWER. -Complimentary use of function room. -Complimentary use of one (1) flipchart, one (1) whiteboard with markers, candy mints, papers & pencils. -Please provide table numbers. -Please provide registration table for 3 persons at the lobby. -Complimentary use of Philippine Flag with flag holder. Please provide CD of National Anthem. -Please provide assistance during ingress at 6:00am on August 10, 2016. -Extension cord. 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, airconditioning units and sound system are working properly. -Please provide assistance during ingress at 6:00am on August 10, 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: -Four (4) complimentary parking pass/es. -Valet service at PhP 120.00 net per car. -Please coordinate transportation for catering. -Please assign 3 bellman. MIS REQUIREMENTS: -Four (4) complimentary WiFi access.	MENU: AM Snack (9:00am at Cabernet and Sauvignon Room) Menu is to be submitted by on or before August 4, 2016 Buffet Lunch (12:00nn at Showroom) Menu is to be submitted by on or before August 4, 2016 PM Snack (3:00pm at Cabernet and Sauvignon Room) Menu is to be submitted by on or before August 4, 2016	BILLING COMPUTATIONS 10 August 2016 MEETING PACKAGE: 2 SNACKS AND BUFFET LUNCH PhP 1,350.00 net per person x 43 persons = PhP 58,050.00 net TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL = PHP 58,050.00 NET	


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Sr. Manager – Corporate Planning Dept.
PHILHEALTH


MS. BELLE CASTRO
F&B Sales Manager
ASTORIA PLAZA


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

TERMS AND CONDITIONS

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.
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- Incidentals, remaining balance plus official charges to be settled after each function before departure from the hotel through cash or credit card only.

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 15,000.00 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.

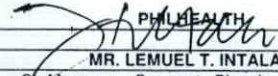
CANCELLATION:

- 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 03 AUGUST 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


MR. LEMUEL T. INTALAN
Sr-Manager – Corporate Planning Dept.

CHARDONIA BY ASTORIA

BANQUET EVENT CONTRACT

BEC #215149

EVENTS ACCOUNT MANAGER: Christian Bernado

DATE: July 28, 2016

DATE OF EVENT: 11 August 2016	DAY: Thursday	FUNCTION: Meeting/Workshop	SEGMENT: Government
ENGAGER: PHILHEALTH	Contact Person: Mr. Fernando Antonio (Planning Officer 2) Telephone No.: +63 2 441 74 44 local 7664 Mobile No.: +63 917 896 1959 Email: rhandos159@gmail.com Signatory: Mr. Lemuel T. Intalan (Sr. Manager - Corporate Planning Dept.)		

BILLING ADDRESS: Rm. 1401 Citystate Centre, 709 Shaw Blvd., Pasig City

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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 **MR. FERNANDO ANTONIO** with regards to any additional orders during the actual event.

SET UP/ INCLUSIONS:

- Round table set-up (Any changes with regards to set-up is not allowed during the actual day of event).
- Please provide table cloth: color WHITE
- Please provide table topper: color TBA.
- Please provide table runner: color TBA.
- Please provide chair ribbon: color TBA.
- Please provide centerpiece: ARTIFICIAL FLOWER.
- Complimentary use of function room.
- Complimentary use of one (1) flipchart, one (1) whiteboard with markers, candy mints, papers & pencils.
- Please provide table numbers.
- Please provide registration table for 3 persons at the lobby.
- Complimentary use of Philippine Flag with flag holder. Please provide CD of National Anthem.
- Please provide assistance during ingress at 6:00am on August 10, 2016.
- Extension cord.

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, airconditioning units and sound system are working properly.
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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:

- Four (4) complimentary parking pass/es.
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- Please assign 3 bellman.

MIS REQUIREMENTS:

- Four (4) complimentary WiFi access.

MENU:

AM Snack (9:00am at Cabernet and Sauvignon Room)
 Menu is to be submitted by on or before August 4, 2016

Buffet Lunch (12:00nn at Showroom)
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BILLING COMPUTATIONS

11 August 2016

MEETING PACKAGE: 2 SNACKS AND BUFFET LUNCH

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MR. LEMUEL T. INTALAN
Sr. Manager - Corporate Planning Dept.

DATE OF EVENT: 12 August 2016	DAY: Friday	FUNCTION: Meeting/Workshop	SEGMENT: Government
ENGAGER: PHILHEALTH	Contact Person: Mr. Fernando Antonio (Planning Officer 2) Telephone No.: +63 2 441 74 44 local 7664 Mobile No.: +63 917 896 1959 Email: nhando5159@gmail.com Signatory: Mr. Lemuel T. Intalan (Sr. Manager – Corporate Planning Dept.)		

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