



February 18, 2016

LETTER OF AGREEMENT

MS. CHERIE CARMEN B. DIVINA
Head, SBAC and Procurement Office
PHILHEALTH- PROCUREMENT
Pasig

Dear Ms. Divina,

Subject: **WORKSHOP / 25 PERSONS**
MARCH 2-4, 2016 (WEDNESDAY-FRIDAY)
3 days / 2 nights

Thank you for choosing **LAS CASAS FILIPINAS DE ACUZAR** as the final venue for the above-mentioned function. Following are the special arrangements which we have mutually agreed upon.

I. MICE PROMO :

MICE PROMO		
Single Occupancy	7,800	nett per person
Twin Occupancy	6,500	nett per person
Triple Occupancy	5,500	nett per person
Quadruple Occupancy	5,300	nett per person
Inclusions:		
•Two (2) Nights' Accommodations		
•Two (2) Breakfast		
•Two (2) Lunch		
•Two (2) Dinner		
•Four (4) Snacks		
•Use of Function Room for 2 days		
•Group Photo		
•Spa Service		
•Guided Heritage Tour (30 mins. - 1 hour)		
•Use of Swimming Pool and Beach Area		
• All taxes and service charge		

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Bo. Pag-asa, Bagac, Bataan T: (63 2) 546.9123 M: (0917) 872. 9371 Manila Sales & Reservation Office: Mezzanine Floor, Victoria Towers,
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I. ROOM BLOCKING

OCCUPANCY	NO. OF ROOMS	TOTAL NO. OF PERSONS
Run of the House- Single	2	2
Run of the House- Twin	2	4
Run of the House- Triple	1	3
Run of the House- Quad	4	16
TOTAL:	9	25

Check-In date: March 2, 2016
Check-Out date: March 4, 2016

Time: 2:00 pm
Time: 12:00 nn

- We strictly enforce check-out time of 12:00 noon for the guestrooms only. Any request for late check-out shall be coordinated to our front desk personnel in the resort.
- A Service Fee shall be imposed for late check-out beyond 12:00 NN, without prior approval. These charges shall be imposed:

12:01 PM – 2:00 PM	50% of the room rate
2:01 PM – 12 Midnight	100% of the room rate or equivalent to one (1) night

II. MEAL REQUIREMENTS:

DATE	MEAL	GUARANTEED NO. OF PERSONS
March 2	Lunch	25
	PM Snack	25
	Dinner	25
March 3	Breakfast	25
	AM Snack	25
	Lunch	25
	PM Snack	25
March 4	Dinner	25
	Breakfast	25
	AM Snack	25

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PRIDE IN THE PAST...HOPE FOR THE FUTURE

HOTEL TERMS AND CONDITIONS

ROOMS:

1. Request for early check-in / check-out is subject to space availability. Additional room requirement shall be subject to space availability.
2. All guests assigned in each room should sign-up and acknowledge amenities inside room to avoid dispute of charges upon check-out.
3. No transfer of amenities from each room to avoid delay during check-out.
4. **The hotel provides safety deposit box in all of the rooms free of charge. Please keep all your valuables (ie. Jewelry,cash payment,etc.)**
5. Lost keys shall be charged Php 3,500.00
6. Checks are not accepted

BANQUETS:

1. We shall provide your scheduled meals as per the guaranteed minimum stipulated for each function with a 10% allowance for possible increase in attendance. In excess of the 10% allowance on the guaranteed number of covers, a surcharge of 20% shall be added per extra cover or person.
2. All Food and Beverage items shall be supplied exclusively by the HOTEL.
3. Bringing in of Food and Beverage items are not allowed. A corkage fee of Php 500.00 per head shall be charged should guest insist on bringing food item.
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.

FUNCTION ACTIVITIES AND MATERIALS:

1. The HOTEL will not accept any request for storage for props and equipment brought in by the ENGAGER. Appropriate security pass should be obtained prior to function date.
2. The ENGAGER shall be solely liable for its guests' personal belongings such as gifts, prizes, exhibits, props, displays and other materials.
3. 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 one 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 or a performance shall abide by hotel policy.

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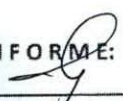
CANCELLATION

1. Any reduction of rooms made after signing of contract may be allowed until **February 19, 2016 only and it should not exceed 15% of total rooms booked.**
2. Any reduction of persons made after signing of contract may be allowed until **February 19, 2016 only and it should not exceed 15% of total persons booked.**
3. Should guest released more than the allowed number of rooms, ONE HUNDRED PERCENT 100% of the total room nights shall be charged
4. The HOTEL shall charge a cancellation fee equivalent to ONE HUNDRED PERCENT (100%) of total rooms booked.

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 ENAGAGER cancellation charges in cases of force majeure.

I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.

CONFORME:



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Head, SBAC and Procurement Office



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