

BAYVIEW PARK HOTEL MANILA

"Your Home by the Bay"

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BANQUET CONTRACT

JUNE 11, 2019

Name of Company: **PHILHEALTH PRO NCR NORTH**

Name of Function: **NCR North Employer's Forum 2019**

Date of Event: **JUNE 19-20, 2019**

Day: **WEDNESDAY/THURSDAY**

Time: **8AM-5PM**

Number of Persons: PLEASE SEE DETAILS BELOW

Venue: **BALLROOM 10/F**

Signatory: **Ms. Gilda Salvacion A. Diaz**— Vice President, PRO NCR

Engager/Organizer: **Ms. Jennifer Rose L. Lacasandile**- OIC, Collection Section

Contact: 361- 0706 / 361- 0713 / 0905-3661210

Address: 4/Floor 10 Commandments Building, 689 Rizal Ave. Extension Calocan

Billing Arrangement: For accounts with Credit Lines, a Letter of Authorization (LOA) and a Certificate of Availability of Funds (CAF) are required at least one week before the function. Total charges to be settled within fifteen (15) days upon receipt of final statement of account.

ESTIMATED EXPENSES

DATE OF EVENT: JUNE 19-20, 2019

LIVE OUT PACKAGE:

JUNE 19, 2019 (WED.) : PHP930/NET/PERSON

AM Snacks	Php 165.00 x 125 persons	Php 20, 625.00net
Guided Buffet Lunch	Php 600.00 x 125 persons	Php 75,000.00net
PM Snacks	Php 165.00 x 125 persons	Php 20,625.00net
		Php 116,250.00net

JUNE 20, 2019 (THU.) : PHP930/NET/PERSON

AM Snacks	Php 165.00 x 125 persons	Php 20, 625.00net
Guided Buffet Lunch	Php 600.00 x 125 persons	Php 75,000.00net
PM Snacks	Php 165.00 x 125 persons	Php 20,625.00net
		Php 116,250.00net

GRAND TOTAL: Php 232,500.00net

MENU		OTHER REQUIREMENTS:
<ul style="list-style-type: none">• AM Snack: (TO FOLLOW)		<ul style="list-style-type: none">➤ 9 hours use of the venue➤ Class Room set-up➤ Complimentary one (1) LCD projector (LCD c/o BAYVIEW).➤ Complimentary Wi-fi Connection for 5 (five) Laptops inside the function room during the seminar proper➤ Flowing Coffee or Tea Station➤ Assorted candies & mints / water dispenser inside the Function room➤ Set- up Banquet Memo Pad/ Pencil➤ Waived Electricity charge for 5 (five) Laptops (c/o Engager)➤ 1 Whiteboard with marker & eraser /1 Flipchart with paper & pens➤ Philippine Flag and National Anthem➤ Rostrum with microphone➤ PA System with 1 wired microphone and 1 wireless / Widescreen➤ Registration Table / telephone➤ 10 Parking tickets for free; Php100.00net in excess
<ul style="list-style-type: none">• Guided Buffet Lunch: (TO FOLLOW)		
SOUP: _____		
SALAD: _____		
MAIN ENTRÉE: _____		
DESSERTS: _____		
<p style="text-align: center;">Steamed Rice</p>		
<ul style="list-style-type: none">• PM Snack: (TO FOLLOW)		
Engager/Organizer:		
BEVERAGE REQUIREMENTS:		
*Cash bar – Charge on personal account		
Beverage Rates:		
Php95.00net/glass for iced tea, & chilled juice		
Php85.00net/can for local beers & soft drinks		

Contract Provisions:

1. The ENGAGER agrees to pay for a minimum number of **PLEASE SEE DETAILS ABOVE** covers, drinks, incidentals, and other charges as stated above.
2. The HOTEL shall charge the ENGAGER for the guaranteed number or actual number of persons whichever is higher. The HOTEL shall set-up facilities for 10% in excess of the guaranteed number of persons.
3. No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should not be made later than 48 hours.
4. All food and beverage items shall be exclusively purchased from THE BAYVIEW PARK HOTEL MANILA. ENGAGER is not permitted to bring in food and beverages items in the hotel unless there is an agreement to the contrary. Corkage fees shall be at N/A (750 ml) for premium brands, P750 net/ bottle (750 ml) for standard brands and N/A for every key of beer. Waiver of corkage fee shall be subject to discretion.
5. Taking home of unserved portions shall be under the discretion of the Executive Chef or the Banquet Manager. Taking home of unserved portions for the buffet is strictly prohibited.
6. Unless otherwise stated, a full payment must be forwarded by the ENGAGER upon signing of the contract and excess charges immediately after function. Food, beverage and incidental bills which left unsigned by the ENGAGER after the function shall be forwarded for billing.
7. For accounts with Credit Lines, a Letter of Authorization (LOA) and a Certificate of Availability of Funds (CAF) are required at least one week before the function. Total charges to be settled within fifteen (15) days upon receipt of final statement of account.
8. Any loss, damage or injury that the HOTEL and/or other HOTEL guests may suffer, attributable to acts or omissions of the ENGAGER and/or his guest/s during the contracted function, shall give rise to the latter's liabilities which the Hotel/Guests may recover under existing laws.
9. For accounts with Credit Lines, a Letter of Authorization (LOA) and a Certificate of Availability of Funds (CAF) are required at least one week before the function. Total charges to be settled within fifteen (15) days upon receipt of final statement of account.
10. The HOTEL will not be held responsible for any damages or loss of unattended merchandise left in the guestrooms and in all public areas, including but limited to, function rooms, food & beverage outlets, and toilets, prior, during or after the function.
11. The ENGAGER ensures that nothing shall be attached to the floors, walls, ceilings or columns of the HOTEL premises by nails, screws, pins, tapes or other means; otherwise, any damage caused shall be chargeable to the ENGAGER.

12. The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the ENGAGER as full compliance/performance under this agreement.
13. Please refer to billing statement.
14. This contract is valid only if signed and return on or before **JUNE 17, 2019**. If returned by fax, this contract is valid only if receipt is acknowledged by BAYVIEW PARK HOTEL MANILA.
15. Any/all city/national permits/licenses before holding of the function covered by this Agreement shall be the full responsibility of the ENGAGER.
16. The courts of the City of Manila shall have jurisdiction over any dispute or claim which may arise between the parties under this contract.

We hope that the above terms merit your approval. Should you have further queries and concerns, please do not hesitate to contact, SALES & MARKETING at telephone numbers (632) 526-1555 loc. 1821, Sales & Marketing direct line (632) 526-1538, mobile number (0917) 8061203/(0949) 3175814, official email add: francialomibao@bayviewparkhotel.com and fax number (632) 521-1285.

Again, thank you very much and we look forward to welcoming you and your guests, and assure them of the best personal service to make your stay pleasant and memorable.

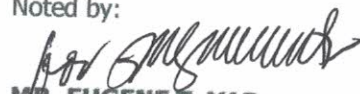
Prepared by:


MS. FRANCIA RONICA C. LOMIBAO
Sales Account Executive

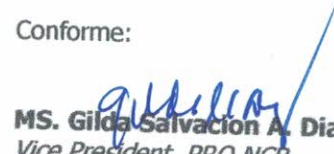
Reviewed by:


MS. JASMIN M. ZAPANTA
Manager - Corporate Sales

Noted by:


MR. EUGENE T. YAP
General Manager
BAYVIEW PARK HOTEL MANILA

Conforme:


MS. Gilda Salvacion A. Diaz
Vice President, PRO NCR
PHILHEALTH REGIONAL OFFICE,
PRO NCR NORTH