



Date Issued : June 14, 2019
Company / Engager : **PHILHEALTH REGIONAL OFFICE NCR – NORT BRANCH**
Duly Represented by : **MS. GILDA SALVACION A. DIAZ**
Vice President PRO NCR
Thru : Ms. Sheryl G. Esteban – Social Insurance Officer II
Office Address : 3rd floor Ten Commandments Bldg., 689 Rizal Ave. Ext.,
Caloocan City
Contact No: (02) 361-0711
Mobile No: 0933.8278373
Email Address: estebans@philhealth.gov.ph
Event Title : **Conduct of Work Improvement Team training on
Analysis of Reported Non Conformity**

BANQUET CONTRACT
SH-214-2019

I. BANQUET ARRANGEMENT

R. Guadalupe

W. H. Jr.

Date of Event : **June 21, 2019**
Guaranteed No. of persons : 60 persons
Time : 8:00AM-5:00PM
*Succeeding hour in Excess Php 10,000.00/hour
Venue : Pine – 2nd Floor
Set-up : Classroom
Package Rate : **Php 1,200.00/person/day**
Estimated Cost : **Php 72,000.00**
Inclusions : Plated AM Snack
Managed Buffet Lunch
Plated PM Snack
Meal Serving : **Snack:** 1 Choice of Local delicacies,
Sandwich or Noodles
Lunch: 1 Soup, Steamed Rice, 1 Vegetable,
2 Hot Dishes, 1 Dessert
One Round of Drinks per Meal
Flowing coffee/Tea, Mints/Candies
Other Courtesy : Use of 1 Plenary Hall daily
Minimal Sound System with 2 Microphones
Complimentary use of 1 Wide screen
Complimentary 1 LCD projector
Complimentary use of Wi-Fi

Note:

- Above net rates are subject to change without prior notice.
- The hotel requires minimum number of 25 persons for a Managed Buffet Meal
- Venue may change without prior notice. The hotel reserves the right to change the venue at any given time depending on the availability and capacity of the function rooms.

II. BANQUET AMENITIES

The Hotel shall provide the following on complimentary basis:

- Set-up for guaranteed number of person
- Podium
- With Pads and Pencils
- Aisle Stand with paper
- White Board , Marker & eraser
- Stage set-up
- Table Set-up with banquet chairs
- Lobby Posting
- Waived electrical charges
- Six (6) VIP basement parking slots in excess @ Php 60.00 per car

The following equipment shall be available with minimal charges:

- Extra Microphone Php 500.00 net/unit/day
- DVD/CD Player Php 2,500.00 net/unit/day
- LCD Projector Php 5,000.00 net/unit/day
- 72" LCD TV Php 5,000.00 net/unit/day
- Laptop Php 5,000.00 net/unit/day
- 8 KVA Generator Set Php 10,000.00 net/unit/day

Other additional charges:

- Electrical Charges Php 5,000.00 net/ for LED WALL
- Photo Booth Php 3,000.00 net/day
- Mobile Sounds & Lights Php 10,000.00 net/day
- Full Band Php 5,000.00 net/day

All drinks during organized meals will be shouldered by CASH BAR-drinks on personal account, to be settled individually upon rendition of service. As general rule, all food and beverage shall be purchased exclusively from the HOTEL. Otherwise the ongoing rate for corkage fee shall be implemented.

The hotel will only allocate **10% allowance in excess of the minimum guaranteed number of person. Should there be any last minute change in the HOTEL or if actual attendance exceeds the 10% spill-over allowance, the menu to be served shall be subject to Chef's Discretion and 10% surcharge will be added.** The hotel will not be responsible for any delay in food replenishment, should the actual number of guests exceed more than 10% spill-over allowance. **Brown-bagging, take-out/home for buffet left-over is STRICTLY PROHIBITED.**

III. BILLING ARRANGEMENT

ESTIMATED TOTAL CONTRACT PRICE

Function Date	No. of Persons	Rate per Pax	Total
June 21, 2019	60	P 1,200.00 x 1 day	P 72,000.00

GRAND TOTAL : PHP 72,000.00

SEND BILL -

To be settled within Fifteen (15) days upon receipt of the Statement of Account

Letter of Authorization or Certificate of Availability of Funds must be forwarded upon signing of the contract

For check payment, please make check payable to **KIMBREZ CORPORATION DBA SEQUOIA HOTEL**. Payment can also be made through **LANDBANK East Avenue, Quezon City Branch. Account Number 0571-1195-87**

IV. TERMS AND CONDITIONS

1) POSTPONEMENT

Should the CLIENT wish to postpone the schedule of the event to another date or time, the CLIENT must notify the Sales & Marketing Department in writing at least fourteen (14) days prior to the original schedule.

Should the CLIENT fail to give the required notice, the CLIENT has option to proceed with the original schedule or cancel the event.

2) CANCELLATION

In case of cancellation, a written notice shall be served to the hotel before the scheduled event and cancellation charges shall apply. Basis for cancellation will be the date the hotel received the letter.

14 days before the event

50% down payment will be forfeited as payment for the Cancellation

7 days before the event

100% cancellation fee based on the computed contract price

3) CONFIDENTIALITY

All rates quoted in the Contract are confidential and may not be published in print or electronic and social media without the written permission of the Hotel. This contract may not be assigned in part or full to third parties other than those specified within.

4) LITIGATION

If the amount is referred to a lawyer for collection, the undersigned agrees to pay an additional twenty-five percent (25%) of the amount collectibles as attorney's fee and other litigation costs.

5) FORCE MAJEURE

In the event of non-performance due to the following reasons: consequence of war, change statutes of the Philippine Government, strike, riots, and other civil disturbances, typhoons, floods, natural calamities and other Acts of Nature, fire or such other conditions and events beyond our control, the HOTEL shall not be responsible for failure to execute obligations specified herein directly and indirectly occasioned by or through as mentioned above. Thus, the Hotel will extend at least 6 months to consume your deposit.

The ENGAGER herein understands and agrees that the HOTEL shall not in any way whatsoever be responsible or liable to the ENGAGER for any loss, damages or injuries caused to or sustained by the ENGAGER or his/her guests by reason of causes beyond the HOTEL's control, including but not limited to robbery, theft, pilferage, fire, flood or any contingency of whatsoever kind of nature.

6) LIABILITY

If the engager is a corporation, partnership or organization, the person or persons signing for and in behalf of the corporation, partnership or organization shall be personally, jointly and severally liable to the HOTEL for the payment of the obligation herein incurred for the FUNCTION and/or any damages and/or losses incurred by the HOTEL during or by reason of such FUNCTION caused by willful acts, omission or negligence of the client or its guest. The signing and execution of this agreement and conformity on his/her part to be jointly and severally liable personally together with the ENGAGER whom he/she represents.

Moreover, the engager 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 aforesaid articles except when the engager declares such articles to the HOTEL for proper

safekeeping. On the other hand, any loss and/or damage to the Hotel's property during use of our rooms, function halls and facilities will be charged correspondingly.

This contract will not be valid unless it is acknowledge with your acceptance of rates, terms and conditions stipulated from the date of issue. Upon agreement, please indicate your conformity by signing in the space provided per page.

Thank you and we look forward to being of service and making this event a success.


FOR AND ON BEHALF OF SEQUOIA HOTEL:

ENGAGER:

Handled by:


RHEA GUADAMOR
Sales Manager

Accepted by:


GILDA SALACION A. DIAZ
Vice President PRO NCR
Date: 6/20

Approved by:


NETTY PELICANE
Director of Sales and Marketing