

BAYVIEW PARK HOTEL MANILA

"Your Home by the Bay"

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BANQUET CONTRACT

November 26, 2019

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

Name of Function: **"TO FOLLOW"**

Date of Event: **DECEMBER 17, 2019**

Day: **TUESDAY**

Time: **2pm-7pm**

Number of Persons: **PLEASE SEE DETAILS BELOW**

Venue: **Ballroom & Luneta 10/f**

Signatory: **Ms. Gilda Salvacion A. Diaz** – Vice President

Engager/Organizer: **Ms. Christina Zuniga** - Reachout

Contact: 361-0716 / 0905-3661210

Address: 7/Floor 10 Commandments Building, 689 Rizal Ave. Extension Caloocan

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

LIVE OUT PACKAGE:

**(CUSTOMIZED CHRISTMAS PARTY GUIDED BUFFET DINNER WITH FLAVORED ICE TEA)
DECEMBER 17, 2019 (TUE.) : PHP650.00/NET/PERSON**

Guided Buffet Dinner

Php 650.00 x 354 persons

Php 230,100.00net

GRAND TOTAL: Php 230,100.00net

MENU

• **Guided Buffet Dinner:**
(TO FOLLOW)

SOUP: _____

SALAD: _____

MAIN ENTRÉE: _____

Steamed Rice

DESSERTS: _____

Engager/Organizer:

BEVERAGE REQUIREMENTS:

*Cash bar – Charge on personal account

Beverage Rates:

Php95.00net/glass for iced tea, & chilled juice

Php135.00net/can for local beers

Php85.00net/soft drinks

OTHER REQUIREMENTS:

- **5 hours use of the venue**
- **Round table 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

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 of unserved portions shall be under the discretion of the Executive Chef or the Banquet Manager. Taking 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. The ENGAGER shall pay 50% of the function room rental if cancellation of a confirmed booking made 30 days before the function, 75%, if made 29 – 15 days before; and full rent if made 15 – 7 days before the function – unless the function is merely postponed, or if the ENGAGER compensates for the cancellation by booking a new function within 30 days.
9. The ENGAGER shall pay 100% of the contracted price and guaranteed minimum number of covers if cancellation is made less than 7 days before the function.
10. 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.
11. 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 not limited to, function rooms, food & beverage outlets, and toilets, prior, during or after the function.

12. 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.
13. 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.
14. The quoted rates of government tax are the rates presently applicable. They are subject to adjustment based on subsequent enactment of laws, rules and regulations.
15. This contract is valid only if signed and return on or before **DECEMBER 02, 2019**. If returned by fax, this contract is valid only if receipt is acknowledged by BAYVIEW PARK HOTEL MANILA.
16. This contract is not valid if the required payment is not settled on or before as per above agreement.
17. Any/all city/national permits/licenses before holding of the function covered by this Agreement shall be the full responsibility of the ENGAGER.
18. 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
**PHILHEALTH REGIONAL OFFICE,
PRO NCR NORTH**