

# BAYVIEW PARK HOTEL MANILA

"Your Home by the Bay"

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## BANQUET CONTRACT

AUGUST 14, 2019

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

Name of Function: **"Updates about point of service (POS) and No balance Billing (NBB) program with Health care providers."**

Date of Event: **SEPTEMBER 12-13, 2019**

Day: **THURSDAY/FRIDAY**

Time: **8AM-5PM**

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

Venue: **IPIL 14/F**

Signatory: **Ms. Gilda Salvacion A. Diaz** – Vice president Pro NCR

Engager/Organizer: **Ms. Girly Agas**

Contact: 361- 0718 / 0917-5852479

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

**DATE OF EVENT: SEPTEMBER 12-13, 2019**

#### **LIVE OUT PACKAGE:**

**SEPTEMBER 12, 2019 (THU.) : PHP1,400.00/NET/PERSON**

AM Snacks	Php 200.00 x 52 persons	Php 10,400.00net
Guided Buffet Lunch	Php 1,000.00 x 52 persons	Php 52,000.00net
PM Snacks	Php 200.00 x 52 persons	Php 10,400.00net

**Php 72,800.00net**

**SEPTEMBER 13, 2019 (FRI.) : PHP1,400.00/NET/PERSON**

AM Snacks	Php 200.00 x 54 persons	Php 10,800.00net
Guided Buffet Lunch	Php 1,000.00 x 54 persons	Php 54,000.00net
PM Snacks	Php 200.00 x 54 persons	Php 10,800.00net

**Php 75,600.00net**

**GRAND TOTAL: Php 148,400.00net**



MENU		OTHER REQUIREMENTS:
• <b>AM Snack: (TO FOLLOW)</b>		➤ <b>9 hours use of the venue</b>
• <b>Guided Buffet Lunch: (TO FOLLOW)</b>		➤ <b>Class Room set-up</b>
<b>SOUP:</b> _____		➤ <b>Complimentary one (1) LCD projector (LCD c/o BAYVIEW).</b>
<b>SALAD:</b> _____		➤ Complimentary Wi-fi Connection for 5 (five) Laptops inside the function room during the seminar proper
<b>MAIN ENTRÉE:</b> _____		➤ Flowing Coffee or Tea Station
	<b>Steamed Rice</b>	➤ Assorted candies & mints / water dispenser inside the Function room
<b>DESSERTS:</b> _____		➤ Set- up Banquet Memo Pad/ Pencil
• <b>PM Snack: (TO FOLLOW)</b>		➤ Waived Electricity charge for 5 (five) Laptops (c/o Engager)
Engager/Organizer:		➤ 1 Whiteboard with marker & eraser /1 Flipchart with paper & pens
<b>BEVERAGE REQUIREMENTS:</b>		➤ Philippine Flag and National Anthem
*Cash bar – Charge on personal account		➤ Rostrum with microphone
Beverage Rates:		➤ PA System with 1 wired microphone and 1 wireless / Widescreen
Php95.00net/glass for iced tea, & chilled juice		➤ Registration Table / telephone
Php85.00net/can for local beers & soft drinks		➤ <b>05</b> 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 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. 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.
10. 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.
11. 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.

12. 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.
13. This contract is valid only if signed and return on or before **SEPTEMBER 09, 2019**. If returned by fax, this contract is valid only if receipt is acknowledged by BAYVIEW PARK HOTEL MANILA.
14. This contract is not valid if the required payment is not settled on or before as per above agreement.
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](mailto: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**