

CONTRACT (Banquet)

August 28, 2019

Ms. Gilda Salvacion A. Diaz
Vice President
Philhealth
PRO – NCR
claimsinfo.proqc@philhealth.gov.ph

Dear **Ms. Diaz**,

Warm greetings from Prime Hotel!

Thank you for choosing Prime Hotel for your upcoming event on **August 31, 2019**. The Hotel is very pleased to submit to you the following information for your confirmation.

Function Room cut off schedule has been drawn up for your reference. Should you find the rates and arrangements amenable.

BANQUET ARRANGEMENT

FUNCTION ROOM	DATE/TIME	NO. OF PERSON	MEAL RATES	TOTAL
Grand Ballroom✓	August 31, 2019 ✓ (8am-5pm)	105 ✓	Php1,380.00net/person	Php144,900.00net
TOTAL BANQUET CHARGES				Php144,900.00net ✓

AMENITIES AND IN-ROOM FEATURES:

- ✓ Registration table
- ✓ Free flowing of coffee
- ✓ Free parking (subject to availability)
- ✓ 1 LCD projector with widescreen
- Lobby and function room signages
- ✓ Complimentary WIFI access



Date	No. of pax	MENU
August 31, 2018	105 persons	<p>AM Snacks:</p> <ul style="list-style-type: none"> • Baked Macaroni • Mango Juice <p>Manage Buffet Lunch</p> <ul style="list-style-type: none"> • Pumpkin Soup • Lemon Chicken • Chicken Teriyaki • Sweet & Sour Fish • Chopsuey • Mixed Fruits • Plain Rice <p>PM Snacks</p> <ul style="list-style-type: none"> • Clubhouse Sandwich • Orange Juice

****Rates are net. Above rates are subject to change without prior notice.**

- Above rates are inclusive of 10% service charge and applicable government taxes.
- The HOTEL will require at least one (1) week or the latest, forty eight (48) hours prior advice in the event of increase in the minimum guarantee. Otherwise, surcharge of 20% shall apply.
- The HOTEL has the right to provide meals on chef's discretion in the event of change in minimum guarantee is not relayed within the specific time required.
- INGRESS: the HOTEL shall allow three (3) hours ingress before the event time free of charge. Excess hours shall be charged of Php12,000/hour.
- In the event that the CLIENT would want to extend the event, an excess hour rental fee of Php12,000/hour shall be charged accordingly.

TERMS AND CONDITIONS

RESERVATIONS:

- Reservations can only be made by the Company's authorized representative(s).
- **For government accounts, we require CERTIFICATE OF AVAILABILITY OF FUND upon signing of contract.**
- Extension of stay and modifications on reservation dates are subject to availability. Additional charges may apply.
- Please note that the above rates are applicable only until the **Hotel receives a signed copy of this contract on or before an agreed date.**
- **MODIFICATION POLICY:** amendments on check-in and check-out dates may be made without penalty up to three (3) days before expected check-in date by the authorized company representative(s). Subject to availability; additional charges may apply.

CANCELLATION POLICY:

- We understand that from time to time, arrangements may change. We have developed a flexible approach to room cancellations, so please be reminded of deadlines to avoid any penalty fees:

Room and Events Cancellation		Deadline for Cancellation / Modification
1-5	Rooms	3 days prior to expected date of check-in
6-10	Rooms	7 days prior to expected date of check-in
11-15	Rooms	14 days prior to expected date of check-in
16-20	Rooms	21 days prior to expected date of check-in
21-30	Rooms	30 days prior to expected date of check-in
31	Rooms & Above	45 days prior to expected date of check-in
	Social Events / Meetings	45 days prior to expected date of event

- 100% of the total estimated accommodation fees shall be charged beyond the prescribed deadlines
- Only cancellations made by authorized representative(s) duly received by the Hotel shall be honoured.

BILLING TERMS AND CONDITIONS:

- For **SEND BILL** arrangement: Certificate of Availability of Funds (for government), Purchase Order or Letter of Authorization shall be submitted to the HOTEL upon contract signing. Full payment should be settled at least thirty (30) days after receipt of Statement of Account.
- All amounts unpaid after the lapse of 30 days from receipt of billings shall be considered overdue.
- The debtor shall pay all the charges of authorized representative within 30 days upon receipt of billings.
- ✗ We will not acknowledge without CWT/EWT Certificate upon payment.

MODES OF PAYMENT:

Company Account

- We require certificate of availability of fund upon signing of contract.
- Full payment will be settled within thirty (30) days after receipt of the final Statement of Account.

Please arrange fund transfer in favor of bank details below:

Account Name	:	Mega Global MFC Corporation
Bank	:	BDO
Bank Address	:	Quezon City
Php Current Account #	:	003930206808

ESTIMATED TOTAL CHARGES:

Banquets	Php144,900.00 net
TOTAL BALANCE	Php144,900.00

*Note: Exclusive of other arrangement and incidental charges

NO-SHOWS:

- No show policy: guests who do not arrive within twenty-four (24) hours of expected check-in date and time will be charged the total amount of the reservation *not applicable.*

OTHERS:

- Prime Hotel reserves the right to inspect and control all private functions. Liability for damages within the hotel premises will be charged accordingly.
- Any amendments to the policy will be on a case-to-case basis and subject to management approval

FORCE MAJEURE:

Neither party may be held for any act, omission or circumstance due to an event beyond their control which that party could not have avoided with a reasonable effort, providing it advises the other party in detail and in writing, as soon as possible after the occurrence of the said event, and that it takes reasonable steps to remedy the situation quickly and remove the cause of those acts, omissions or circumstances.

These acts, omissions or circumstances may include but not limited to:

- War, declared or undeclared, revolution or action taken by public enemies; riots or civil disturbances; strikes; lock outs or work stoppage, affecting all or part of the Hotel staff; acts of God; fire, floods, storms, constraints imposed by any government or public authority; or any other cause that is reasonably beyond the control of one of the other party
- The duty to remedy any one of these causes quickly in no way includes the duty to end strikes or industrial conflict by accepting the demands of the other party or parties

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Should you have any questions or need further information, please do not hesitate to contact me anytime.

Thank you very much and we look forward to accommodating you and your guests at Prime Hotel.

Sincerely,

.....
MARY JANE DELA CRUZ
Sales Manager

PRIME HOTEL

Tel: (02) 962 8000

Mobile: 0908.8680019

Email: primehotelph@gmail.com

Noted By:

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MR. CONSTANCE PARAYNO

Operations Manager

PRIME HOTEL

CONFORME:

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MS. GILDA SALVACION A. DIAZ

Vice President

PHILHEALTH

Date:

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MS. MARGARET TIU LIM

General Manager

PRIME HOTEL