

CONTRACT

(Banquet)

October 15, 2019

Ms. Gilda Salvacion Diaz
Vice President, PRO NCR
Phil. Health Insurance Corp

Dear **Ms. Diaz**,

Warm greetings from Prime Hotel!

Thank you for choosing Prime Hotel for your upcoming event on **Oct. 21-25, 2019**. The Hotel is very pleased to submit to you the following information for your confirmation.

BANQUET ARRANGEMENT

FUNCTION ROOM	DATE/TIME	NO. OF PERSON	MEAL RATES	TOTAL
BALLROOM B	Oct. 21, 2019 (8AM-5PM)	56	Php 1,300.00nett / person (SM Snack, Lunch Buffet, Pm Snack)	Php 72,800.00
BALLROOM B	Oct. 22, 2019 (8AM-5PM)	56	Php 1,300.00nett / person (SM Snack, Lunch Buffet, Pm Snack)	Php 72,800.00
BALLROOM B	Oct. 23, 2019 (8AM-5PM)	56	Php 1,300.00nett / person (SM Snack, Lunch Buffet, Pm Snack)	Php 72,800.00
BALLROOM B	Oct. 24, 2019 (8AM-5PM)	56	Php 1,300.00nett / person (SM Snack, Lunch Buffet, Pm Snack)	Php 72,800.00
BALLROOM B	Oct. 25, 2019 (8AM-5PM)	56	Php 1,300.00nett / person (SM Snack, Lunch Buffet, Pm Snack)	Php 72,800.00
TOTAL BANQUET CHARGES				Php364,000.00

Inclusions/Amenities:

- Complete Buffet Set up for the minimum guaranteed of persons
- Buffet Menu Labels
- Table Linens in a stunning array of colors
- Complete Dining Set up with Chinaware, Glassware and Silverware
- Free flowing of coffee
- One (1) White Board with marker
- One (1) LCD projector with white screen
- Pads & Pencil
- Professional Waiter Service
- Podium & Microphone
- Basic Sound System with 2 microphones
- Complimentary 10 parking slots per day
- Complimentary Unlimited Wi-fi Access

Banquet Inclusions:

- Exact Venue: **Ballroom B (8 hours use)**
- Timeline of the Event
Event Start: **8:00AM**
AM Snack: **9:00AM**
Lunch: **11:30AM**
PM Snack: **3:00PM**
Event End: **5:00PM**
- Set Up
Table: **Classroom**
Table Cloth: **Black**
Seat Cover: **Black**
Buffet Ways: **1 Way Buffet with Menu Label**
Buffet Table Cloth: **Black**
Other Requirements: **Registration Table**

****Rates are net.**

- 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.
- The HOTEL has the right to provide meals on chef's discretion in the event of change in minimum guarantee are not relayed within the specific time required.

TERMS AND CONDITIONS

RESERVATIONS:

- Reservations can only be made by the Company's authorized representative(s).

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 fifteen (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.

PRIME HOTEL

Contract #: 2019-0277

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

Php364,000.00net

TOTAL BALANCE

Php364,000.00net

OTHERS:

- Prime Hotel reserves the right to inspect and control all private functions. Liability for damages within the hotel premises will be charged accordingly

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

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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,

.....
MAE CECILIA HURTADO
Sales and Marketing Manager
PRIME HOTEL

Tel: (02) 962 8000
Mobile: 0908.8680019
Email: primehotelph@gmail.com

Noted By:

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MR. CONSTANCIE FARAYNO
Operations Manager
PRIME HOTEL

CONFORME:

.....
MS. GILDA SALVACION DIAZ
Social Insurance Officer 1
Philippine Health Insurance Corp

Date: 10/16

.....
MS. MARGARET TIU LIM
General Manager
PRIME HOTEL

CONTRACT
(Banquet)

October 15, 2019

Ms. Gilda Salvacion Diaz
Vice President, PRO NCR
Phil. Health Insurance Corp

Dear **Ms. Diaz,**

Warm greetings from Prime Hotel!

Thank you for choosing Prime Hotel for your upcoming event on **Oct. 28, 2019**. The Hotel is very pleased to submit to you the following information for your confirmation.

BANQUET ARRANGEMENT

FUNCTION ROOM	DATE/TIME	NO. OF PERSON	MEAL RATES	TOTAL
BALLROOM B	Oct. 28, 2019 (8AM-5PM)	57	Php 1,300.00nett / person (SM Snack, Lunch Buffet, Pm Snack)	Php 74,100.00
TOTAL BANQUET CHARGES				Php 74,100.00

Inclusions/Amenities:

- Complete Buffet Set up for the minimum guaranteed of persons
- Buffet Menu Labels
- Table Linens in a stunning array of colors
- Complete Dining Set up with Chinaware, Glassware and Silverware
- Free flowing of coffee
- ~~One~~ (1) White Board with marker
- One (1) LCD projector with white screen
- Pads & Pencil
- Professional Waiter Service
- Podium & Microphone
- Basic Sound System with 2 microphones
- Complimentary 10 parking slots
- Complimentary Unlimited Wi-fi Access

PRIME HOTEL

Contract #: 2019-0278

Banquet Inclusions:

- Exact Venue: **Ballroom B (8 hours use)**
- Timeline of the Event
Event Start: **8:00AM**
AM Snack: **9:00AM**
Lunch: **11:30AM**
PM Snack: **3:00PM**
Event End: **5:00PM**
- Set Up
Table: **Classroom Set up**
Table Cloth: **-Black**
Seat Cover: **Black**
Buffet Ways: **1 Way Buffet with Menu Label**
Buffet Table Cloth: **Black**
Other Requirements: **Registration Table**

****Rates are net**

- 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.

TERMS AND CONDITIONS

RESERVATIONS:

- Reservations can only be made by the Company's authorized representative(s).

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.

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

Php74,100.00net

TOTAL BALANCE

Php74,100.00net (for 1 day)

PRIME HOTEL

Contract #: 2019-0278

OTHERS:

- Prime Hotel reserves the right to inspect and control all private functions. Liability for damages within the hotel premises will be charged accordingly

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;

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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,

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MAE CINTINA HURTADO
Sales and Marketing 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 DIAZ
Social Insurance Officer 1
Philippine Health Insurance Corp

Date: 10/16

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MS. MARGARET TIU LIM
General Manager
PRIME HOTEL