

# PRIME HOTEL

Contract #: 2019-0278

## CONTRACT (Banquet)

November 13, 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 **Nov. 15, 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
Grand Ballroom	Nov. 15, 2019 (8AM-5PM)	150	Php 1,500.00nett / person (SM Snack, Lunch Buffet, Pm Snack)	Php 225,000.00
<b>TOTAL BANQUET CHARGES</b>				<b>Php 225,000.00</b>

#### 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

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## Banquet Inclusions:

- Exact Venue: **Grand Ballroom ( 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**  
Centerpiece: **N/A**  
Buffet Ways: **1 Way Buffet with Menu Label**  
Buffet Table Cloth: **-To follow-**  
Stage: **N/A**  
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

Php225,000.00net

**TOTAL BALANCE**

**Php225,000.00net**

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## 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 CETINA HURTADO  
Sales and Marketing Manager  
**PRIME HOTEL**

Tel: (02) 962 8000  
Mobile: 0908.8680019  
Email: [primehotelph@gmail.com](mailto: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  
Vice President, PRO NCR  
**Philippine Health Insurance Corp**

Date: 11/14

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