



May 9, 2019

**MS. GILDA SALVACION A. DIAZ**

Vice President  
PhilHealth Regional Office - NCR  
VCP Building, 68 Kalayaan Avenue,  
Teacher's Village, West, Quezon City

Dear Ms. Diaz,

We are delighted to learn that Philhealth PRO NCR has selected the *The B Hotel Quezon City* as the venue for the *Philhealth PRO NCR event on May 15, 2019*.

With your specific requirements in mind, we have prepared the following arrangements:

***Function Arrangements***

Date	Start Time	End Time	Function	Room	Setup	Agr	Status
5/15/2019	8:00 AM	5:00 PM	Meeting	BQC Tent	Classroom	50	Available

Menu rate is inclusive of 10% service charge and 12% VAT, which are subject to change as mandated by the government. Price is subject to change without prior notice.

The minimum revenue requirement per function room per day is consumable through pre-arranged food and beverage. Should the actual amount fall below the minimum revenue requirements, the difference shall be charged as room rental.

Please review and confirm the expected and guaranteed number of attendance upon signing of contract. The number of persons should not be lower than the minimum guaranteed number of persons corresponding to the function space booked. Any variance between the expected and guaranteed number should be within 10%. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

If overnight set-up of the meeting room is required, a charge will be levied. The Hotel reserves the right to make the appropriate changes in function venues should there be amendments to the above or availability in more suitable venues.

The Meeting Package includes the following:

- LCD Projector and Projection screen
- (2) Wired microphones
- Whiteboard with markers
- Pads, pencils and mint candies
- Standard sound system
- Rostrum with microphone
- Flipchart with paper supply and markers
- Telephone unit for city calls
- Complimentary parking for 10% of the guaranteed number of guests

Please be advised that signages and promotional materials are not allowed in the Hotel Lobby. Promotional materials may only be placed at the Grand Ballroom lobby and at the foyer of the function rooms that will be used.



You are kindly requested to ensure that any set-up for props, decoration or equipment installed by your Company or your appointed contractor is in compliance with safety and fire regulations prescribed by local authorities. Please be informed that the hotel will not be held responsible for any adverse consequence arising from non-compliance.

### **Maximum Function Room Capacity**

The maximum capacity of the function room is 80 persons for Classroom set-up. In the interest of safety and in compliance with local regulations, we respectfully regret our inability to permit entry in excess of this number.

### **Parking**

We would appreciate if you could advise your requirements prior to the event in order for us to make the appropriate arrangements.

### **Directional Signage**

Our Hotel will indicate the following in our digital signages board:

Date	Event Signage
May 15, 2019	Philhealth PRO NCR

### **Exhibit and Other Set-ups**

The Company is requested to submit a lay-out of exhibit, stage and other kinds of set-up including lighting and technical specifications. All lay-outs are subject to approval of the Hotel's Security Supervisor, Mr. Frederico C. Valdez. ***All contractors and suppliers must secure a restricted pass from Mr. Valdez at least seven (7) days before the event.***

You are kindly requested to ensure that all set-ups shall not compromise the safety and security of the Hotel and the guests. We respectfully regret that the Hotel shall not be responsible for any adverse consequences arising from non-compliance.

The **ORGANIZERS, EXHIBITORS AND SUPPLIERS** shall use the Hotel's service entrance for any entry and exit of equipment, materials and crew at a time **mutually** agreed.

### **Ingress**

You are kindly requested to ensure that any set-up for props and backdrops installed is in compliance with safety and fire regulations prescribed by local authorities.

### **Payment & Release Date Schedule**

All organized meals and meeting packages, including authorized expenses incurred during the event, will be charged to **PHILIPPINE HEALTH INSURANCE CORPORATION**.

The hotel shall require a signed contract on 10 May 2019, Friday.

- (1) Certificate of Availability of Funds and/or Allocation & Obligation Slip, Notice of Award and Notice to Proceed shall be submitted on 10 May 2019, Friday.
- (2) Total contracted price amounting to Php 60,000.00 and all incidental charges incurred during the stay shall be settled by the company through **Special Send Bill Arrangement**.





- (3) Full payment of the total contracted price amounting to **Php 60,000.00 and all incidental charges incurred during the event** shall be settled **15 days** upon receipt of the Statement of Account

### *Summary of Charges*

Meeting Package	Price Per Person
<b>AM Snack + Buffet Lunch + PM Snack</b> <i>(inclusive of free flowing coffee and one round of iced tea or juice for Lunch)</i>	Php 1,200.00
Php 1,200 x 50 persons =	<b>Php 60,000.00 net</b>

Should payment be settled through fund transfer, please forward a copy of the bank's confirmation to the hotel for reference and for proper monitoring of deposits made. Arrange this to:

### Payment for B Hotel Quezon City:

ACCOUNT NAME: NORTHBELLE PROPERTIES INC.

Bank	Bank Banco De Oro Richville Center-Ayala Alabang
Address	Richville Ctr. 1314 Commerce Ave . Ext.Madrigal Business Park, Ayala Alabang Muntinlupa
Peso C/A No.	473-801-6345

The authorized signatories of this event are:      Specimen Signature

a. \_\_\_\_\_

b. \_\_\_\_\_

### *Cancellation Policy*

The following charges for the event will be levied if this booking is totally canceled:

<u>Notification of Cancellation Period prior to date of event</u>	<u>Cancellation Fee</u>
100 days	100% of the total room and function charges

### *Fire and Safety Regulations*

In order to ensure the safety of our guests, the Hotel requests the Company and any outside contractors hired by the Company to adhere to Hotel rules & regulations, that the obstruction of any fire escapes inside the function room by seating, stages, equipment and set-up etc., are not permitted under any circumstances.



In addition, the Company must inform the Hotel of any use of inflammable materials in the function room (and the quantity) in advance. Such inflammable materials could be used only with the permission granted by the Hotel's Management.

### ***Damage***

Should there be any damage to our Hotel property during your function, we will charge the Company for any repair costs.

### ***Exclusion of Liability***

The Hotel will be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, strikes, riots and acts of God or conditions beyond the control of the Hotel.

The Engager shall hold free, harmless and indemnify the Hotel and its directors, officers, employees, agents and representatives from and for any and all suits, actions, proceedings, causes of action, liabilities, damages, costs, expenses, etc. of whatever kind and nature, arising out of, or in connection with, the unauthorized use within the Hotel premises of any prescription / prohibited / illegal drugs or any extract or derivative thereof.

The Engager shall also be liable and shall indemnify the Hotel and all its representatives for any incidents, accidents, circumstances, situations attributable to the fault or negligence of the Engager or anyone connected with it or acting in its behalf while inside the Hotel premises.

### ***Safety and Security***

To ensure the safety of our guests within the hotel, we have strong security personnel assigned in key posts on a 24-hour basis. This team patrols the perimeter of the property at all times. The Hotel has also invested in the latest in close circuit camera technology to enhance and back-up the surveillance capability our highly trained security force.

Please do not leave your valuables unattended. You shall be solely responsible for all event materials, equipment and your guests' personal belongings, such as wardrobes, gifts, prizes, exhibits, props, displays and other related materials. The Hotel shall, in no instance, be held liable for any damage to or loss of such items, in the Hotel's public areas unless you or your guest/s arranges with the Hotel for additional security who shall personally attend to these items. Special security arrangements shall be for your account and subject to a separate contract.

We hope that these arrangements meet with your satisfaction and should you wish to make any amendments please let us know. Currently, your booking is held on a tentative basis and we would appreciate your approval and confirmation by signing and returning the copy of this letter by May 10, 2019. We will then contact you to finalize all outstanding details. After this date, the Hotel regrettably reserves the right to release the space blocked, or to revise the terms and conditions based on the availability of guest rooms and function space.

The Hotel will only consider your booking valid and confirmed upon receipt of this contract duly signed on all pages and with required payment based on the Payment and Release schedule. Furthermore, the Hotel reserves the right to release the rooms and banquet bookings for non-compliance.

Verbal agreements will not be honored. The Hotel reserves the right to sell the guestrooms and function rooms as long as this contract is not yet signed.





Thank you for selecting The B Hotel Quezon City. We are committed to ensure that your event is a great success. Please do not hesitate to contact us if we can be of any assistance at any time.

Yours sincerely,

**THE B HOTEL QUEZON CITY**

**CONFORME:**

  
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**IYA B. CENZON**  
Senior Sales Manager

  
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**MS. GILDA SALVACION A. DIAZ**  
Philhealth PRO NCR