

February 6, 2020

ATTY. ROSARIO ELENA L. CUEVAS

Senior State Counsel V

DEPARTMENT OF JUSTICE

Padre Faura, Ermita, Manila

M: 0917 768 1147

E: normina.hadjula@gmail.com

**RE: Meeting (Contract)
February 11, 2020 / 75 Persons**

Dear Atty. Cuevas:

Thank you for choosing us for your event on February 11, 2020.

A. Function Room Package Rate

Php1,100.00net per person (Inclusive of 10 % service charge and gov't tax)

Minimum guaranteed no. of persons: 75

Nine (9) Hours use of Function Room

Inclusion:

One (1) AM Snack, One (1) Buffet Lunch with One (1) round of iced tea, and One (1) PM Snack

In Excess rate per meal:

One (1) AM Snack – Php150.00net per person

One (1) Buffet Lunch with One (1) round of iced tea – Php800.00net per person

One (1) PM Snack – Php150.00net per person

B. Function Room Blocking

Date	Time	Event	Venue	Set-up / No. of person gtd.	Status
February 11, 2020	8am to 5pm	Meeting	Muralla 2&3 (3 rd Floor)	Round Tables/ 75 persons	Definite

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- One (1) LCD Projector and Screen
- Basic sound system with three (3) microphones
- Banquet Set-up and Service
- Papers and Pencils
- Whiteboard with Markers and Eraser
- Seven (7) Wifi Access
- Seven (7) Parking Passes
- Complimentary Flowing Coffee or Tea

C. Billing Arrangement

1. CAF (Certificate of Availability of Funds) and LOG (Letter of Guarantee) must be issued based on total estimated banquet charges on or before February 7, 2020.
2. Full settlement must be received 15 days after the receipt of the SOA (Statement of Account).

Muralla corner Victoria Streets, Intramuros Manila 1002, Philippines
• Tel: +63 2 318-5000 • www.thebayleaf.com.ph



D. Estimated total charges based on contract

Php1,100.00net x 75 persons x 1 day = Php82,500.00net

E. Cut-off Dates / Cancellations

1. February 6, 2020 The hotel should receive a copy of this contract duly signed by an authorized representative. Non-receipt by this date, the hotel will automatically release the function room reservations.
2. February 6, 2020 Cancellation made from this date onwards, less than the minimum persons guaranteed, will be subject to full charge based on the estimated charges stated on item D.

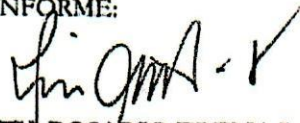
Atty. Cuevas, we truly hope that these arrangements meet all your requirements and should you require any clarification, please do not hesitate to get in touch with the undersigned at telephone number 5318 5000 ext. 78005 / 0917 8795075 or send us a message at e-mail address eunice.reyes@thebayleaf.com.ph.

Once again, thank you and we look forward to the pleasure of welcoming you and your guests to The Bayleaf Intramuros.

Sincerely,


EUNICE REYES
Sales Manager

CONFORME:


ATTY ROSARIO ELENA L. CUEVAS
Senior State Counsel V