

GROUP/MEETING AGREEMENT

February 5, 2020

MR. MARKK PERETE

Undersecretary

Department of Justice

Email: russ.trasmonte@gmail.com

Contact number: (02)523-1581

Re: **CONTRACT OF AGREEMENT**

Dear Mr. Perete,

Thank you for choosing Manila Prince Hotel as the venue for your group scheduled on **February 19- 20 and March 11-13,2020**. Further to our discussions, we are pleased to confirm the following discounted rates and arrangements:

I. BANQUET REQUIREMENTS:

Inclusive Dates	Function Room	Meal Type	Total Person	Total
February 19-20, 2020 8:00am-5:00pm	AM Snack Buffet Lunch, PM snack	40	The Vault	PHP 80,000.00 nett
March 11- 13, 2020 8:00am-5:00pm	AM Snack Buffet Lunch, PM snack	40	Lower Level C	PHP 122,600.00 nett
April 1 - 3, 2020 8:00am-5:00pm	AM Snack Buffet Lunch, PM snack	40	Lower Level A	PHP 122,600.00 nett
TOTAL BANQUET CHARGES				PHP 325,200.00 nett

A minimum guaranteed attendance for the event must be finalized upon confirmation. Charges for the events will apply to the guaranteed or actual number of people attending, whichever is higher.

- Rates are inclusive of service charge and all applicable government taxes.
- Rates and packages may change without prior notice.
- Succeeding Hour Rate: Php 5,000.00 net/hour in excess of the agreed time

Venue may change without prior notice. The hotel reserves the right to change the venue at any given time depending on the availability and capacity of the function rooms.



Inclusions/Amenities:

- Set-up for the minimum guaranteed no. of persons
- Flowing coffee/tea
- LCD Projector and widescreen
- Registration Table
- Complimentary parking slot/s
- WIFI Access
- Writing Pads and Pencil

Should you have specific requirements, please let us know so we can make the necessary arrangements

III. DEPOSITS & BILLING

- **Send Bill Arrangement.** Full payment must be settled 30 calendar days upon receiving of the statement of account. Certificate of Availability of Funds should be submitted upon signing of contract

For any bank payment, please remit to:

Account Name: MH F&B Ideas Inc

Bank name: PHILTRUST BANK

Branch: HEAD OFFICE

Branch Address: UN AVENUE COR. MARCELINO ST. ERMITA MANILA

Account Number: 00320-015826-7

IV. CANCELLATION & NO SHOW POLICY

Any cancellations made **after February 07, 2020**, a cancellation fee for the whole duration of stay and event will be charged.

In case of **No Shows or Cancellations** on arrival date, guaranteed reservations will be subject to No Show fee computed based on the entire duration of stay.

We hope you find the above information in order. We would appreciate your signature on the space provided below and return this agreement to us in order to facilitate the above arrangements for your group.

Thank you once again and we look forward to welcome you and your guests at Manila Prince Hotel.

Yours Sincerely,

Divine Ocampo

Sales Account Manager

CONFORME:

MR. MARKK PERETE

Undersecretary

Department of Justice

FEB 18 2020

APPROVED BY:

Jae Hwan Lee

Director of Room Sales