

COMMISSION ON AUDIT
 NGS-4-TEAMR6-11
RECEIVED
 DATE: OCT 04 2022
 BY: _____

DIVERSION21 HOTEL

Owned & Managed by: ILOILO 21 HOTELS, INC.
 Diversion Road, Mandurao, Iloilo City 5000
 TIN: 432-008505-000 V/A FAX# (033) 321-1669
 (033) 321-7721, 321-1856 to 57, 517-0504
 0917-716-5097 / 0998-544-8721
 Email Add: diversion21@iilo@gmail.com

DEPARTMENT OF JUSTICE

FUNCTION CONTRACT

Thank you very much for booking with us. We wanted to confirm the following agreement stated below. DEPARTMENT OF JUSTICE and DIVERSION21 HOTEL represented by Ms. Lory S. Deximo, Sales and Marketing Officer.

Date of Booking : September 14-15, 2022
 Occasion : Seminar
 Time : LIVE - IN
 Venue : Premier 7
 Guaranteed # of Guests : 70 Pax

Room Accommodation

September 14-16, 2022 (2 Nights)
 10 Rooms Double Occupancy w/ Breakfast @ 2300 x 2nights = 46,000.00
 8 Rooms Triple Occupancy w/ Breakfast @ 2900 x 2nights = 46,400.00
TOTAL: PHP92,400.00

Meals and Venue

September 14, 2022
 Am Snacks @ 150 x 70pax = Php10,500.00
 Lunch Buffet @ 450 x 70pax = Php31,500.00
 Am Snacks @ 150 x 70pax = Php10,500.00
 Dinner Buffet @ 450 x 60pax = Php27,000.00
TOTAL: PHP 79,500.00

September 15, 2022

Am Snacks @ 150 x 70pax = Php10,500.00
 Lunch Buffet @ 450 x 70pax = Php31,500.00
 Am Snacks @ 150 x 70pax = Php10,500.00
 Dinner Buffet @ 450 x 60pax = Php27,000.00
TOTAL: PHP 79,500.00

TOTAL ESTIMATED BILL PHP251,400.00

INCLUSIONS:

- Free Use of Function Room w/ WIFI Connections
- Free Flowing Coffee
- Sound System w/ Microphones
- Podium
- Use of Wide Screen

NOTE: LCD Projector Rental @ Php2500/day

BILLING ARRANGEMENT

The company shall be required to submit a duly signed Letter of Authorization (LOA), in the absence of a subsequent contract for a particular send bill request prior to an approval of such credit requirement with Diversion 21 Hotel. The LOA must contain the particular items for such request, specifying the detailed expense to be uncured by its authorized guests.

All charges incurred through this credit facility shall be deemed due payable without need of demand or notice within seven (7) days upon receipt of the billing statement, or as maybe provided in separate contract otherwise indicating the terms of mode of payment agreed by both parties.

CANCELLATION CLAUSE:

Cancellation done fifteen (15) days from the scheduled date shall be charged with a cancellation penalty of 50% of the total estimated bill, and 100% shall apply if cancellation is made seven (7) days before the date of the scheduled booking.

Deposits made by the organizer shall be deemed forfeited in favor of Diversion 21 Hotel in the event such cancellation is made due to the above stated conditions.

Please sign in the space provided below to signify your conformity to all specified foregoing terms and conditions, and that the same had been made clear and likewise fully explained.

Deposits of payment may be made at:

Bank : Metrobank
Account Number : 499-349-950-3831
Account Name : Diversion 21 Hotel
Address : Diversion Road, Mandurriao, Iloilo City
TIN : 432-008-505-000VAT

MISCELLANEOUS

The Organizer and Diversion 21 Hotel understands that the company will not be held responsible for any injury or illness resulting from consumption of any outside food and beverages which the company did not prepare or provide. Likewise, Diversion 21 Hotel shall be released from any liability resulting from the condition of food and beverages that the Organizer had taken out from the banquet and further agrees to waive and release Diversion 21 Hotel and its employees, agents and representatives from all liabilities, damages, claims and losses, causes of action and lawsuits.

BANQUET ROOM LIABILITY

Prohibited types of material for decorations: Nails, thumbtacks, plastic tapes and packing tapes or any potentially damaging items, shall not be used on any surface of the function room. Masking tape shall only be allowed, instead. Liability for damages to the linens or banquet fixtures and surfaces will be charged as replacement cost during your event.

CORRESPONDING CHARGES ARE AS FOLLOWS:

LINEN DAMAGE		BACK DROP BOARD DAMAGE	Php2,000
(as per top cloth)	Php1,500	CEILING DAMAGE	Php2,000
(as per curtain)	Php2,500	WALLPAPER/FIXTURES DAMAGE	Php2,500
(as per chair cover)	Php500	RED CARPET	Php2,500

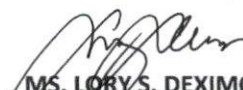
***These are the minimum charges; amount may vary depending on the actual damages incurred per assessment of the management.

NOTE: The hotel requires the Organizer/Decorators/Set-up Team to follow the Hotel's Standard Time of Set-up (from 8am to 5pm only) but still depends on the availability of the venue.

VALUABLES LOSS AND LIABILITY

Diversion 21 Hotel cannot assume responsibility for the damage to, or loss of any merchandise or articles left prior to, during or following an event.

PREPARED BY:


MS. LORY S. DEXIMO
Sales and Marketing Officer

CONFORME:


KENNETH JOHN N. AMAMANGLON
Regional Prosecutor

SIGNATURE OVER PRINTED NAME

DATE: **AUG 26 2022**