



BANQUET RESERVATION CONTRACT

This agreement entered into by and between **SENTERA HOTEL VENTURES, INC.** a hotel business entity with principal office address at Pison Avenue, Atria Park District, Barangay San Rafael, Mandurriao, Iloilo City, 5000 Philippines
Hereinafter referred to as the **HOTEL**

-and-

Department of Justice - Office of Cybercrime

Represented by:

ERIKA MAE S. JOSE

Hereinafter referred to as **CLIENT**

WITNESSETH:

WHEREAS, the **CLIENT** booked for minimum guarantee of **36 pax**
On **July 4-7, 2023**

WHEREAS, the **HOTEL** has the capability to provide meals on the
above-mentioned dates at reasonable cost;

NOW, THEREFORE, the **PARTIES** both hereunto have agreed, as they hereby agree in
Consideration herein stipulated as follows:

In terms of Rooms arrangement, the **HOTEL** shall provide room arrangement for the following:

I. ACCOMMODATION

Check-In	Check-out	Type of Room	Occ.	Group Rate	No. of Rooms	Total No. of Nights	Total
July 4, 2023	July 6, 2023	Deluxe King Room	1	Php 3,200	10	2	Php 64,000.00
July 4, 2023	July 6, 2023	Deluxe Twin Room	2	Php 3,200	15	2	Php 96,000.00
July 6, 2023	July 7, 2023	Deluxe Twin Room	2	Php 3,200	2	1	Php 6,400.00
July 6, 2023	July 7, 2023	Deluxe Twin Room	2	Php 3,200	10	1	Php 32,000.00
							Php 198,400.00

INCLUSIONS:

- Complimentary **buffet breakfasts** for registered guests
- In room broadband internet access and Wi-Fi access in public areas
- Complimentary bottled water daily
- Complimentary use of the gym

TERMS & CONDITIONS

- Extra Person Charge in the room is at PHP 1,250.00 inclusive of breakfast.



- Rooms are subject to room availability and shall be blocked off upon receipt of written confirmation.
- Official Check in time is at 1400H onwards and Check out is at 1200H. Early check-in and late check-out are subject to corresponding charges.

II. In terms of Banquet arrangement, the HOTEL shall provide room arrangement for the following:

• **FUNCTION ROOM**

Date	Start Time	End Time	Function	Room	Setup	Pax	Meal Requirement	GRAND TOTAL BANQUET
July 4, 2023	7:00 AM	8:00 PM	Dinner	Satin 2-3	Rounds	36	Buffet Dinner	Php 850/ PAX = Php 30,600
							Rental Fee	FREE
								= Php 30,600

Date	Start Time	End Time	Function	Room	Setup	Pax	Meal Requirement	GRAND TOTAL BANQUET
July 5, 2023	7:00 AM	8:00 PM	Dinner	Satin 2-3	Rounds	36	Am Snacks, Buffet Lunch, PM Snacks, Buffet Dinner	Php 2,200/ PAX = Php 79,200
							Rental Fee	FREE
								= Php 79,200

Date	Start Time	End Time	Function	Room	Setup	Pax	Meal Requirement	GRAND TOTAL BANQUET
July 6, 2023	7:00 AM	8:00 PM	Dinner	Satin 2-3	Rounds	36	Am Snacks, Buffet Lunch, PM Snacks	Php 1,350/ PAX = Php 48,600
						10	Plated Dinner	Php 8,500
						Rental Fee		FREE
								= Php 57,100

INCLUSIONS

- Use of function room based on the above contracted time
- Complimentary use of LCD Projector and wide screen



- Complimentary use of Wifi Access
- Complimentary use of stage and podium
- Complimentary use of microphones, extension cords and basic sound system
- Flowing water, coffee and tea
- Writings pads and pens

I. TRANSPORTATION

DATE	VEHICLE TYPE	ROUTE	RATE
July 7	One (1) Grandia	Seda Atria – Iloilo Airport	Php 1,100.00
TOTAL			PHP 1,100.00

SUMMARY OF CHARGES

TOTAL AMOUNT FOR ROOMS	PHP 198,400.00
TOTAL AMOUNT FOR BANQUET	PHP 166,900.00
TOTAL AMOUNT FOR TRANSPORTATION	PHP 1,100.00
GRAND TOTAL	PHP 366,400.00

1. BILLING AND PAYMENT ARRANGEMENT

- Banquet Signed Contract must be submitted to the hotel on or before **May 11, 2023** to secure the venue.
- Total charges for food and rental must be settled thru cash or credit card on **the day of the event**.

The hotel only accepts Cash or Credit Card as form of settlement. Company check has to be made payable to **Sentera Hotel Ventures Inc.**

Please address your payments to Sentera Hotel Ventures, Inc.

Bank Name: Bank of the Philippines Islands

Account No. : Current Account 9143-0015-36

Swift Code: BOIPHMM

2. OFFICIAL SIGNATORY:

That **Department of Justice - Office of Cybercrime** is the authorized person to sign all F&B Charges in behalf of the guests.

3. CANCELLATION POLICY

In case of cancellation by the CLIENT for whatever reason, please refer to the corresponding charges that will apply in favor of the HOTEL for any function room cancellation/postponement and reduction of rooms made after contract signing:

- 14 days or less prior to Event date charge 100% of total charges



4. Bringing in of food and drinks from outside shall not be allowed inside the hotel. HOTEL has the right to refuse entry of all other food and beverage items that was bought and prepared outside the hotel.
5. The HOTEL strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue. In case of damages, the client agreed to be charged accordingly. (Separate Terms and Conditions will be issued for any bookings that require such requirements.)
6. The CLIENT shall be held solely responsible for the security and safekeeping of any and all article(s) brought into the premises of the HOTEL during the contracted event and the former hereby releases the latter from any and all liability whatsoever in case of any loss, damage or injury to any aforesaid article(s): Except when the CLIENT declares such articles to the HOTEL for proper safekeeping. However, any loss, damage or injury that the HOTEL and/or the HOTEL's guests may suffer directly or indirectly attributed to the acts or omissions of the CLIENT and/or guests during the contracted event shall be for the account and/or liability of the CLIENT.
7. The HOTEL serves the right to issue further terms and conditions as, in the judgment of the HOTEL may from time to time be necessary for the safety, protection and preservation of the interest of the HOTEL. Such terms and conditions when so issued shall have the same force and effect as if originally made a part of this Agreement.
8. Any disturbance or discontinuance of this agreement due to causes beyond the control of the HOTEL shall confer no right or cause of actions against the HOTEL, nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.
9. By signing this agreement, **Department of Justice - Office of Cybercrime** agrees not to hold Sentera Hotel Ventures, Inc. liable for the failure to comply with this contract and carry out such arrangements due to force majeure, labor disputes, strikes, any Act of God causes or beyond our control, including government regulation (including government regulations due to state of public health emergency). In case of Force Majeure, any deposit made by **Department of Justice - Office of Cybercrime** shall serve as down payment and can be consumed anytime within six (6) months or in the case of force majeure situation due to government regulations by virtue of a state of public health emergency, within one (1) year from the lifting of the restrictions imposed by the government. Failure to consume the deposit shall mean forfeiture of the said amount.
10. In case of law suit against the CLIENT by the HOTEL for the collection of unpaid account, attorney's fees, litigation costs and other expenses shall be charged to the CLIENT.
11. The CLIENT hereby authorizes the HOTEL to check the company credit references or his/her credit references.

IN WITNESS WHEREOFF, the parties hereto sign this document at Iloilo City on this 9th day of May, year 2023.

ON BEHALF OF THE HOTEL



MS. JERELYN FAITH L. SALIBIO
Sales Coordinator
Sentera Hotel Ventures, Inc.

ON BEHALF OF THE CLIENT


ATTY. ANGELA MARIE M. DE GRACIA-CRUZ
OIC-Director
Department of Justice-Office of Cybercrime

05 JUN 2023


MR. NELJUN GUION
Director of Sales
Sentera Hotel Ventures, Inc.


USEC. NICHOLAS FELIX L. TY
OIC-Head of Procuring Entity
as per D.O. No. 297
dated 12 May 2023