



**CONTRACT**

(Banquet & Room Accommodation)

To : **ATTY. CHARITO A. ZAMORA (Officer-in-Charge)**

Company : **OFFICE OF CYBERCRIME**

Email Address :

Contact No. :

Date of Event : **DECEMBER 18-19 2019**

Contract No. : **000814**

Number of Pages : **3**

**SUBJECT :**

*Greetings from the home of Xceptional memories!*

Thank you for considering The Hotel XYZ as official Hotel of your event on December 18-19 2019 for 42 persons. Further to our discussion, the hotel is very pleased to submit the following information for your confirmation. The details are as follows:

**TERMS & CONDITIONS**

**I. CATERING/MEETING ARRANGEMENT**

Below is the function room reserved as secretariat office based on the following date/s:

NAME OF FUNCTION ROOM/S	DATE / TIME	MEAL RATE	Excess rate per hour
AXyZ 2 <sup>nd</sup> Floor	December 18, 2019 / 8:0am – 8:00pm	AM SNACK @PHP 150.0 NET X 42 PAX BUFFET LUNCH @PHP 450.00 NET X 42 PAX PM SNACK @PHP 150.00 NET X 42 PAX <u>BUFFET DINNER @PHP 450.00 NET X 42 PAX</u>	12 HOURS USE OF VENUE Php 1,000.00/ Hours for every succeeding hours
	December 19, 2019 / 8:0am – 8:00pm	AM SNACK @PHP 150.0 NET X 42 PAX BUFFET LUNCH @PHP 450.00 NET X 42 PAX PM SNACK @PHP 150.00 NET X 42 PAX BUFFET DINNER @PHP 450.00 NET X 42 PAX	

**PAYMENT SCHEME**

**AXyZ Ballroom**

**Date: December 18-19 2019**

**Guaranteed total amount of Php 270,270.00 net**

*(Please be informed that the Guaranteed Total Amount is adjustable depending on your choice of menu and requests.)*

**AM SNACK @Php 150.00 net x 42 pax x 2 days**

**Date: December 18-19 2019**

**Time: 8:00am – 8:00pm**

**Total: Php 12,600.00 net**

**BUFFET LUNCH @Php 450.00 net x 42 pax x 2 days**

**Date: December 18-19 2019**

**Time: 8:00am – 8:00pm**

**Total: Php 37,800.00 net**

**PM SNACK @Php 150.00 net x 42 pax x 2 days**

**Date: December 18-19 2019**

**Time: 8:00am – 8:00pm**

**Total: Php 12,600.00 net**

2.4. **Function Rooms:** The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE rooms & function room booking with signed contracts:

Definite bookings cancelled (7) days prior to arrival date	100% of the guaranteed deposit will be forfeited
Definite bookings cancelled (7) days prior to arrival date	100% of the total guaranteed rooms will be charged
Definite bookings cancelled (7) days prior to arrival date	100% of the total guaranteed rooms will be charged

2.5. **Force Majeure:** The HOTEL will not be held liable for services not rendered due to acts of God, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.

**3. FOOD AND BEVERAGE**

- 3.1. Unless the CLIENT gives an advice, the HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT. A confirmation on the guaranteed number of attendees will be required three (3) business days prior to the event. If a confirmation on the guaranteed is not received, the HOTEL will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.
- 3.2. Guaranteed number of attendees indicated in the contract is not subject to reduction.
- 3.3. The HOTEL prepares an allowance of ten percent (10%) from the minimum guaranteed number of attendees. Should the actual number of attendees exceed the minimum guaranteed number, the HOTEL will not be held liable for any damage or inconvenience it may cause.
- 3.4. All food and beverage arrangement must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the HOTEL. In the event that the HOTEL allows the CLIENT to bring food and drinks items, the CLIENT shall be held liable for the condition, quality and sufficiency of the items and corresponding handling and corkage fees applies on all items. The CLIENT shall be required to sign a waiver form for all food and beverage items brought in the HOTEL premises.

**4. FUNCTION ROOM**

- 4.1. Event must begin and end promptly at the scheduled time on the contract. If the space is available and the CLIENT would want to extend the event, an excess hour rental fee of Php 1,000.00 per hour shall be charged accordingly.
- 4.2. The HOTEL reserves the right to change the function room assignment to a space more suitable as needed with prior notice.

**5. SPECIAL ARRANGEMENT**

- 5.1. The HOTEL must be advised on any additional arrangement needed. Corresponding charges for the additional amenities will apply.
- 5.2. **Damage Bond:** A damage bond in the amount of **PHP 5,000** will be required for special set-up and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may be incurred from ingress until egress period. Damage bond is refundable in full, but without interest, seven (7) business days after the event provided that no damage was incurred at the HOTEL event venue. In the event that this is done without authorization and damage is incurred, the HOTEL will assess the damage and automatically bill the cost of repair and/or replacement to the CLIENT.

6. The CLIENT is obliged to adhere to the General Rules and Regulations/Banquet and Meeting Guidelines of the HOTEL. Any damages incurred to the HOTEL property will be properly assessed and will be charged accordingly to the CLIENT.

Prepared by:

  
APRIL JANE MERIN  
 Coordinator

NOVEMBER 29, 2019  
 Date

Noted By:

  
JULIE FE GUILLERA  
 Corporate Sales Specialist

NOVEMBER 29, 2019  
 Date

Confirmed by:

  
ATTY. CHARITO A. ZAMORA  
 Officer-in-Charge

DEC 16 2019  
 Date