

*Loiza's*  
**PAVILION**



**CATERING CONTRACT**

This catering contract is entered into between Loiza's Pavilion and Board of Claim under the Department of Justice and sets for the agreement between the parties relating to Catering Services to be provided by the Caterer for Client for the event identified in this contract

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**CATERER:**

Name: Loiza's Pavilion  
Address: Brgy. Casisang, Malaybalay City, Bukidnon 8700  
Contact Details: 09178543183/09177033661 | loizaspavilion17@gmail.com | loizaspavilion.com

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**CLIENT:**

Name: Board of Claims under the Department of Justice  
Address: Padre Faura St., Ermita, Manila  
Contact Details: 09275807750/536-0447 | bocdoj.gov@gmail.com

**EVENT'S MAIN DETAILS:**

Event Name: Board of Claims Information Dissemination Campaign and Caravan  
Type of Event: Workshop/Seminar (board and lodging)  
Date of Event: July 15-17, 2019  
Time of Event: 8:00AM - 8:00PM  
Venue: Loiza's Pavilion  
Pax Count: 180pax and 12pax  
Amount: PHP120,755.00

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**TERMS AND CONDITIONS:**

1. Changes or adjustments in the package must be done at least one (1) week before the event.
2. Cancellation of function may be effected only a week before the set date. Cancellation made less than a week will forfeit the down payment. However, in case of cancellation two (2) days before or less prior to the date of function, full payment will apply.
3. Breakages or losses will be charged to the contracting party or organizer unless due to catering staff negligence.
4. The Caterer will not be liable for any loss during the function.
5. The Client understands that last minute changes can impact the quality of the event and that Loiza's Pavilion is NOT responsible for these compromises in food quality, decorations, etc.
6. The Client is responsible for the good conduct of guests/participants.
7. The Caterer reserves the right to make small changes to the menu if key ingredients are unable to be sourced due to reasons beyond the control of both parties.
8. The parties have agreed to the menu and other important details attached to the Catering Agreement. The details of the reservation, menu, and payment transactions are stipulated to the forms attached to this document.

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Signed this 7<sup>th</sup> day of July 2019

  
**ELIZABETH J. SANTOS**  
Senior Assistant State Prosecutor

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*Signature over Printed Name*  
**Client**

  
LOIZA AMES

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*Signature over Printed Name*  
**Proprietor, Loiza's Pavilion**