

EVENT/MEETING AGREEMENT

December 04, 2019

Mr. Adonis Sulit
 Assistant Secretary
 DEPARTMENT OF JUSTICE
 Padre Faura St, Ermita Manila

Re: CONTRACT OF AGREEMENT

Dear Mr. Adonis,

Thank you for choosing Manila Prince Hotel as the venue for your event scheduled on December 12, 2019. 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	Rate per Person	Total
December 12, 2019 10:00am-5:00pm	Vault Function Room	AM Snack, Buffet Lunch, PM Snack,	50	Php 1000.00 nett	Php 50,000.00 nett
TOTAL BANQUET CHARGES					Php 50,000.00 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 10,000.00 net/hour in excess of the agreed time

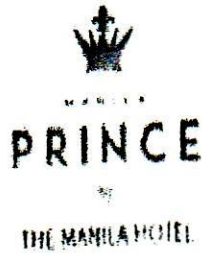
Venue may change without prior notice. The hotel reserves the right to change the venue at any given time depending on the availability and capacity of the function rooms.

Inclusions/Amenities:

- Set-up for the minimum guaranteed no. of persons
- Flowing coffee/tea
- Basic PA System & Microphone
- LCD Projector and widescreen
- Registration Table
- Complimentary parking slot/s
- WIFI Access



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



III. DEPOSITS & BILLING

- Send bill arrangement.
- The HOTEL shall require Certificate of Availability of Funds upon contract signing.
- Full payment should be settled thirty (30) calendar days after receipt of Statement of Account.

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 December 05, 2019, a cancellation fee based on the entire duration of event will be charged.

We hope you find the above information in order. We would appreciate your signature on the space provided below and return this agreement on or before **December 05, 2019** 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,

CONFORME:

Divine Ocampo
Sales Account Manager

DEC 11 2019

Mr. Adonis Sulit
Assistant Secretary
Department of Justice

APPROVED BY:

Mr. Marvin Kim Tan
Director of Banquet Sales