



**BANQUET EVENT CONTRACT**

INITIAL \_\_\_ REVISION \_\_\_ FINAL x

Date Prepared: May 10, 2013

Company FIBER INDUSTRY DEVELOPMENT AUTHORITY (FIDA)

Date of Function May 24-28, 2013 Guaranteed No. of Persons: 100pax

Address 7/F Sunnymede I.T Center Bldg., 1614 Quezon Ave., Quezon City

Telephone No. 441-4080 to 81 Email Add: esd\_fida@yahoo.com

**PACKAGE RATE**

Twin Sharing @ Php1,550.00net/person/night  
 Triple Sharing @ Php1,300.00net/person/night

**Meal Requirements**

- Four (4) Buffet Breakfast
- Three (3) AM Snack
- Three (3) Buffet Lunch
- Four (4) PM Snack
- Four (4) Buffet Dinner

**MEAL REQUIREMENT:**

DATE	TIME	TYPE OF MEAL	MEAL VENUE	GTD.PAX
May 24, 2013	03:00 PM	PM Snack	Function Room	100 persons
	07:00 PM	Buffet Dinner	Meal Area	100 persons
May 25, 2013	07:00 AM	Buffet Breakfast	Meal Area	100 persons
	09:00 AM	AM Snack	Function Room	100 persons
	12:00 NN	Buffet Lunch	Meal Area	100 persons
	03:00 PM	PM Snack	Function Room	100 persons
	07:00 PM	Buffet Dinner	Meal Area	100 persons
May 26, 2013	07:00 AM	Buffet Breakfast	Meal Area	100 persons
	09:00 AM	AM Snack	Function Room	100 persons
	12:00 NN	Buffet Lunch	Meal Area	100 persons
	03:00 PM	PM Snack	Function Room	100 persons
	07:00 PM	Buffet Dinner	Meal Area	100 persons
May 27, 2013	07:00 AM	Buffet Breakfast	Meal Area	100 persons
	09:00 AM	AM Snack	Function Room	100 persons
	12:00 NN	Buffet Lunch	Meal Area	100 persons
	03:00 PM	PM Snack	Function Room	100 persons
	07:00 PM	Buffet Dinner	Meal Area	100 persons
May 28, 2013	07:00 AM	Buffet Breakfast	Meal Area	100 persons

**CONFERENCE ARRANGEMENT:**

DATE	TIME	VENUE	SET UP
May 24, 2013	03:00 PM – 10:00 PM	Function Room	Classroom
May 25-27, 2013	08:00 AM – 06:00 PM	Function Room	Classroom
May 28, 2013	08:00 AM – 10:00 AM	Function Room	Classroom

**INCLUSION OF THE PACKAGE:**

- Use of Conference/Function Room
- Free use of Meeting Materials: PA Sound System w/ 5 microphones, White Board with Marker and Eraser, pads and pencils and White Screen for Projector
- Flowing Coffee/Tea/mineral water and nuts/candies during sessions at the Function room

*Handwritten signature and initials*



**OTHERS:**

- 26. Bringing of firearms and other deadly weapons and prohibited drugs in the Hotel are strictly prohibited. All firearms must be turned over to the Hotel Security.
- 27. Pets are not allowed inside Hotel premises.
- 28. Gambling or any game of chance involving money is prohibited inside the Hotel.
- 29. The Hotel provides spacious parking area. All vehicles parked in restricted area may be towed at anytime at the owner's expense. The Hotel will not be held liable for any damages, all loss of personal belongings inside the vehicle, unless declared & deposited with the front desk, in accordance with the provision of the civil code.

**CANCELLATION:**

A fifty percent (50 %) cancellation fee based on the total contracted rate shall be charged if cancellation is made prior to the scheduled date of function. However, COMPANY shall strictly impose a charge equivalent to ONE HUNDRED PERCENT (100%) of total contract price if cancellation is made within seventy two (72) hours prior to the time and date of intended function.

The HOTEL shall not be liable for failure on its part to comply with the provisions of this contract in cases of labor disputes, natural disasters, fortuitous events and such other causes beyond the control of the Management. In turn, the HOTEL shall not charge the ENGAGER cancellation charges in cases of force majeure provided that the re-setting of the cancelled function shall take place not later than one (1) month from the occurrence of the force majeure, beyond which period ENGAGER shall be charged anew with at least THIRTY PERCENT (30%) of the total contract price. In no case shall a cancellation/refund be allowed in the event that a fortuitous event takes place. If no resetting is made, whatever amount deposited/paid shall be forfeited, but such forfeited amount shall not be less than fifty percent (50%) of the contract price.

**I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.**

Prepared by:

*J. J. Soldevilla*  
**JANVER J. SOLDEVILLA**  
Account Executive

Conforme:

*Cecilia Gloria Soriano*  
**CECILIA GLORIA SORIANO**  
Administrator

Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Engager : FIBER INDUSTRY DEV'T AUTHORITY

Noted by:

*L. D. Gaano*  
**MS. LUSETTE D. GAANO**  
Sales and Marketing Manager

SIGNED IN THE PRESENCE OF:

*Honesto C. Tabuzo, Jr.*  
**HONESTO C. TABUZO, JR.**  
Chief, Accountant

*M. M. Hencel Paula O. Malleta*  
**MS. MA. HENCEL PAULA O. MALLETA**  
Managing Director





HOTEL TERMS AND CONDITION

ROOMS:

1. Official Check-in time is at 2:00 P.M.; standard Check-out time is 12:00 NN. Request for early Check-in / check-out are subject to room availability.
2. Check – in shall be arranged at the Front Desk.
3. The hotel requires a rooming assignment for every room. All participants/attendees must register their names at the Front Desk.
4. The Organizer should advise/ specify if the Hotel would charge the incidentals of their participants / attendees on personal account or to the company.
5. Reduction in the guaranteed minimum number of person, room requirements or total contracted rate within seven (7) days prior to arrival date will not be accepted.
6. Additional person/s / room/s requirement aside form the guaranteed number of rooms, shall be subject to room availability. Regular room rate shall be billed and settled upon check-out.
7. All NDD/IDD calls and mini bar will be closed unless otherwise an advice from the organizer was received.
8. House Rules of the Hotel, displayed in every room, shall be strictly followed.
9. The Hotel shall not be liable for any and all loss of personal belongings unless declared & deposited with the front desk, in accordance with the provision of the civil code.

BANQUETS / MEALS:

10. The HOTEL strictly implements that all food and beverages must be purchased through the hotel. All prices are net of all taxes. Bringing in of food and beverage items is not allowed. All food and beverage are for consumption on the hotel premises only and at the assigned function area. Menu pricing is subject to change.
11. The HOTEL shall designate all function space based upon the guaranteed number of attendees/participants for the said event. Final confirmation of function room assignment will be made upon advice, from the ORGANIZER, of the final guaranteed number of attendees/participants.
12. The HOTEL reserves the rights to substitute banquet event venues assigned to a venue that will more adequately accommodate the number of guests.
13. In case of maintenance disorder, or unexpected circumstances beyond Hotel's control, the HOTEL reserves the right to change meal and function room venue.
14. The HOTEL shall prepare food and beverage quantities based on the guaranteed number of guests, in ample amounts, to insure that all guests at the event are served.
15. Final number of guests must be provided by the organizer at least three (3) days prior to the said event. The said number of guests will be considered as guarantee. The HOTEL shall charge based on the guaranteed number of persons. Should the number of attendees/participants exceeds the guarantee, the Hotel will charge according. The regular price per person will be billed.
16. Should the number of participants/attendees significantly change from the guaranteed and estimated number of guests the hotel shall not be responsible or liable for the delay in food replenishment and / or service.
17. Menu choices shall be forwarded to hotel at least one (1) week prior to the function date to ensure availability of selection items. Should the menu selection be forwarded less that the agreed date of submission, all menus shall be at our chef's discretion. Any revision made will not be honored.
18. The minimum number of persons required for buffet meals shall be at least 25 persons. All beverages shall be charged on a per order basis. If the required minimum number of persons is not met and the Client wishes buffet meals, the hotel shall charge accordingly.
19. The HOTEL will not serve alcoholic beverages to anyone under the age of 18 years old and below.

FUNCTIONAL ACTIVITIES AND MATERIALS:

20. The ORGANIZER shall be solely responsible for its personal belongings such as gifts, prizes, exhibits, props, displays and other materials.
21. The ORGANIZER shall be liable to the HOTEL for any loss, damage or injury caused by act of negligence or omission of the client, his/her representative, contactor, agent, guest/visitors or any person acting in his/her behalf while in the performance of any activity in connection with the contracted function: where the engager undertakes or contracts for a special set-up of the function, he must ensure that he shall strictly abide by the hotel policy.
22. The Function Room is free of charge for the first eight (8) hours, otherwise, an additional fee shall be imposed in excess thereof.
23. The ORGANIZER is allowed to decorate their assigned function room venue, however, the HOTEL does not allow affixing of anything on the walls, floors, furnishings or ceilings with any substance. The ORGANIZER assumes all responsibility for any damage or loss of property from the function room or any area that will be used.
24. All modes of entertainment like band, singers, KTV must complete their last set b 12:00mn. The HOTEL reserves the right to control all functions and discontinue alcoholic beverage service at any time it deems appropriate in the best interest of the guests.
25. The ORGANIZER can arrange to have special items delivered for their event such as computer, audio-visual equipment, etc. An item required for the event will be charged accordingly.

*Handwritten signature and initials*



- Free Welcome Streamer
- Free Backdrop
- One Round of Iced Tea/Soda/Juice/Coffee/Tea per meal
- Free Wi- Fi Internet access at the Function Rooms & Lobby Area
- Free Parking Space

Please be informed that we require a rooming assignment for every room. This would contain the following details:

- a. Guests name and designation
- b. Arrival and departure dates

**Incidentals / Extra orders:** Additional restaurant orders and other incidentals such as: mini-bar, telephone charges, etc will be charged to the guests' personal account, unless you have prior arrangement with the hotel to charge it to your company.

**BILLING**

40pax @ Twin Sharing x	Php1, 550.00	x	4-nights	=	Php 248,000.00
60pax @ Triple Sharing x	Php1, 300.00	x	4-nights	=	Php 312,000.00

**TOTAL PACKAGE = PHP 560,000.00**

**TERMS**

- Fifty percent (50%) down payment amounting to **Two Hundred Eighty Thousand Pesos Only (Php280, 000.00)** should be made on or before **May 20, 2013**.
- Full payment amounting to **Two Hundred Eighty Thousand Pesos Only (Php 280, 000.00)** should be settled on or before **June 17, 2013**.
- Incidental charges should be settled on or before **June 17, 2013**. A penalty at the rate of ten percent (10%) of the total contracted rate shall be strictly imposed if the balance is not settled on the aforementioned date plus two percent (2%) interest on the total unpaid balance for every month of the delay thereafter.

*The Engager shall furnish the Hotel a copy of the Final Rooming List forty eight (48) hours before the event; otherwise, the Hotel shall on its own decide on the rooming list and, thereafter, any changes therein by the Engager shall not be honored.*

Incidental charges of the participants shall be incorporated in their individual Guest folios to be settled in Cash or credit card upon check out.

A 100% cancellation fee shall be imposed if cancellation is made on the day itself.

**Or Check payable to SUNVERDE HOTELS AND RESORTS INC.**

BDO – Xavierville Branch – Acct. # 207-006658-0  
LBP – Katipunan Branch – Acct. # 146-11123-46

**I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.**

Prepared by:  
*[Signature]*  
**JANVER J. SOLDEVILLA**  
Account Executive

Conforme: *[Signature]*  
**CECILIA GLORIA J. SORIANO**  
Administrator

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Engager : FIBER INDUSTRY DEV'T AUTHORITY

Noted by:  
*[Signature]* 5/9/13  
**MS. LUSETTE D. GAANO**  
Sales and Marketing Manager

**SIGNED IN THE PRESENCE OF:**

*[Signature]*  
**HONESTO C. TABUZO, JR.**  
Chief Accountant

**MS. MA. HENCEL PAULA O. MALLETA**  
Managing Director

**SUBSCRIBE AND SWORN TO BEFORE ME**  
**THIS 1-6 MAY 2013 AT Q.C.**

*[Signature]*  
**ATTY. GABRIEL U. VILLALUZ**  
NOTARY PUBLIC FOR QUEZON CITY  
UNTIL DECEMBER 31, 2014  
PTR NO. 75610241-1-2013  
IBP NO. 80442571-2-2013