Additional Viand – Php 200.00/person Additional Breakfast – Php 450.00/person Additional Snack – Php 350.00/person Additional Lunch/Dinner – Php 800.00/person

Note:

- 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.
- Function rooms are held only between the hours indicated on the contract. Thus, beyond the
 complimentary extension, guests are expected to vacate the area unless the hotel is notified of an
 extension with additional charge.
- Number of attendees stated in the contract will be considered your guarantee, thus, no decrease
 will be entertained. In the event the actual attendance exceeds the guarantee, the hotel will
 charge the additional persons based on the actual attendance.

II. BANQUET AMENITIES

The Hotel shall provide the following on complimentary basis:

- Set-up for guaranteed number of persons
- Use of one (1) rostrum with four (4) extra microphone
- Use of sound system
- Use of extension cords
- · White Board with white board marker and eraser
- Waived electrical charges
- Pads & pencils on the first day of the event
- Three (3) free basement parking slots; in excess Php 60.00/vehicle
- Wide screen

All drinks during organized meals will be on personal account, to be settled individually upon rendition of service. As general rule, all food and beverage shall be purchased exclusively from the HOTEL. Otherwise the ongoing rate for corkage fee shall be implemented.

The hotel will only allocate 10% allowance in excess of the minimum guaranteed number of person. Should there be any last minute change in the HOTEL or if actual attendance exceeds the 10% spill-over allowance, the menu to be served shall be subject to Chef's Discretion and 10% surcharge will be added. The hotel will not be responsible for any delay in food replenishment, should the actual number of guests exceed more than 10% spill-over allowance. Brown-bagging, take-out/home for buffet left-over is STRICTLY PROHIBITED.

Any loss and/or damage to the Hotel's property during use of our rooms and facilities will be charged correspondingly.

III. BILLING ARRANGEMENT

ESTIMATED TOTAL CONTRACT PRICE

Live-In Arrangement						
Check-In & Check-Out	No. of Nights	No. of Persons	Rate per Pax	Total		
May. 2 - 6	4	2	4,200.00	33,600.00		
May. 2 - 6	4	16	2,500.00	160,000.00		
May. 2 - 6	4	18	2,200.00	158,400.00		

GRAND TOTAL 352,000.00

SEND BILL:

- ✓ Certificate of Availability of Funds (CAF) or Purchased Order
 (PO) must be provided upon signing of the contract.
- √ To be settled within Ninety (90) days upon receipt of the Statement of Account.

HEALYN GUADAMOR

PAOLO RAYMUNDO
Banquetg Sales

Mother Ignacia Avenue corner Timog Avenue, Baranggay South Triangle Quezon City Philippines 1103 + (632) 921.7469 to 71 | 356.6279 | 356.6283 www.sequoiahotel.net For check payment, bank account details are as follows:

LAND BANK OF THE PHILIPPINES – Government Account
KIM BREZ CORPORATION DBA SEQUOIA HOTEL
East Avenue, Quezon City Branch
Account No. 0571-1195-87

IV. CANCELLATION POLICY

Should the CLIENT wish to cancel this agreement, a written notice shall be served to the hotel before the scheduled event. Cancellations will be accepted only if advised at least Fifteen (15) days prior to the supposed date of function.

Should the CLIENT fail to give the required notice, 50% of the total contract price will be billed to the ENGAGER.

V. FORCE MAJEURE

In the event of non-performance due to the following reasons: consequence of war, change statutes of the Philippine Government, strike, riots, and other civil disturbances, typhoons, floods, natural calamities and other Acts of Nature, fire or such other conditions and events beyond our control, the HOTEL shall not be responsible for failure to execute obligations specified herein directly and indirectly occasioned by or through as mentioned above. Thus, the Hotel will extend at least 6 months to consume your deposit.

The ENGAGER herein understands and agrees that the HOTEL shall not in any way whatsoever be responsible or liable to the ENGAGER for any loss, damages or injuries caused to or sustained by the ENGAGER or his/her guests by reason of causes beyond the HOTEL's control, including but not limited to robbery, theft, pilferage, fire, flood or any contingency of whatsoever kind of nature.

VI. ACCEPTANCE

Noted by

Madam

If the ENGAGER is a corporation, partnership or organization, the person or persons signing for and in behalf of the corporation, partnership or organization shall be personally, jointly and severally liable to the HOTEL for the payment of the obligation herein incurred for the FUNCTION and/or any damages and/or losses incurred by the HOTEL during or by reason of such FUNCTION caused by willful acts, omission or negligence of the client or its guest. The signing and execution of this agreement and conformity on his/her part to be jointly and severally liable personally together with the ENGAGER whom he/she represents.

SEQUOIA HOTEL and **Philippine Fiber Industry Development Authority** have agreed to and have executed this AGREEMENT by their authorized representatives as of the dates indicated belo

FOR AND ON BEHALF OF SEQUOIA HOTEL:	ENGAGER:
PAOLO RAYMUNDO Banquets	ANNRAY V. RIVERA, MMNSA OIC, Executive Director/HopE Date:

Mother Ignacia Avenue corner Timog Avenue, Baranggay South Triangle Quezon City Philippines 1103 --+ (632) 921.7469 to 71 ± 356.6279 ± 356.6283 www.seguoiahotel.net **RHEA LYN GUADAMOR**

Sales Manager

Approved by:

GINETTE ENRIQUEZ

Director of Sales & Marketing

APR 2 8 2023 personally expenses

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ATTY TOMAS B. BAGA JR. NOTARY PUBLIC UNTIL DECEMBER 31, 2023 ROLL NO. 13003

ADM. NO. NP-148 (2022-2023)

IBP NO. 0289409 / 01-17-2023 / PASIG CITY

PTR NO. 2130125 / 01-16-2023 / CT. CITY MCLE NO. VII-0019901 / 05-04-2022 / PASIG CITY

RGH BLDG. TIMOG COR. PANAY AVE. Q.C

Hoten



LIVE-IN CONTRACT

Date of Issuance

April 26, 2023

Company / Engager

PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

Duly Represented by

Annray V. Rivera, MMNSA

Designation

OIC, Executive Director/HopE

Office Address

Department of Agriculture Compund, Elliptical Road Quezon City

Emails: grrodelas@philfida.da.gov.ph

Event Title

"TBA"

SHQC-092-2023

I. LIVE-IN ARRANGEMENT

Check-In / Check-Out

May 2 - 6, 2023 (Tuesday-Saturday)

Minimum No. of Persons

80 Persons

Guaranteed No. of Rooms

2 Single Occupancy (2 Persons)8 Twin Sharing (16 Persons)

6 Triple Sharing (18 Persons)

Set-Up

To be announced

Room Rate

Php 4,200.00 net/person/night - Single Occupancy

Php 2,500.00 net/person/night- Twin Sharing Php 2,200.00 net/person/night - Triple Sharing

Inclusions

Room Accommodation in a Standard Room

Free Use of Gym located at the 2nd Floor

Free Wi-Fi at the guest room

Include of Full Board Meals as stated below:

Courtesies on Function Proper

Free Flowing Coffee & Tea

Candies & Mints

CHECK-IN AND CHECK-OUT TIME: The standard **check-in time is 2:00 P.M**. and **check-out is 12:00 noon**. Cases of early check-in and late check-out are subject to room availability and applicable charges will be applied.

INCIDENTAL DEPOSIT: Incidental deposit will be waived but all live-in guests are required to provide one (1) Government ID in exchange of keycards. Individual keycards must be surrendered at the Front Office upon check-out in exchange of the submitted Identification Cards.

II. BANQUET ARRANGEMENT:

Date	Start Time	End Time	Function Room	No. of Pax	Meal Requirement
May 2	11:00 AM	9:00 PM	ТВА	36	Assisted Buffet Lunch, Plated PM Snacks, Assisted Buffet Dinner
May 3-5	6:00 AM	9:00 PM	ТВА	36	Assisted Buffet Breakfast, Plated AM Snacks, Assisted Buffet Lunch, Plated PM
					Snacks, Assisted Buffet Dinner
May 6	6:00 AM	12:00 NN	ТВА	36	Assisted Buffet Breakfast, Plated AM
					Snacks

ANNRAY V. RIVERA, MMNSA OIC, Executive Director/HOPE PhilFIDA

GINETTE ENRIQUEZ Director of Sales & Marketi

RHEA LYN GUADAMOR Sales Manager

PAOLO RAYMUNDO
Banquetg Sales