

HAROLDS EVOTEL

QUEZON CITY

24 April 2023

Ms. Annray V. Rivera
OIC-Executive Director III
Philippine Fiber Industry Development Authority
3F DA-PCAF Building, Department of Agriculture
Elliptical Road, Quezon City

Re: LIVE-IN REQUIREMENT
Apr. 24-27, 2023

Dear PHILFIDA,

Warmest greetings from **Harolds Evotel Quezon City!**

Thank you for considering our hotel for your requirements. We are pleased to present the following contract for your review. Please refer to the details below:

I. ROOM REQUIREMENTS:

Date	Room Type	Room Rate	No. of Rooms	No. of Nights	Total
Apr. 24-27, 2023	Deluxe Triple	Php 4,500.00	1	4	Php 13,500.00
Apr. 24-27, 2023	Deluxe Twin	Php 3,000.00	4	4	Php 36,000.00
Subtotal:					Php 49,500.00

Inclusions:

- The above rates are inclusive of 12% VAT and other government taxes.
- Complimentary Managed Buffet Breakfast from 6:30 AM to 10 AM.
- Complimentary wireless high-speed internet access.
- Standard check-in time is 2:00 PM, check-out time is at 12:00 NN
- Early arrivals/check-in shall only be put on request and not automatically guaranteed. Guests will be accommodated based on room availability.

EXCLUSIVE DISCOUNT: (Just present your keycard)

- 10% discount at Topsy Pig Gastropub (Timog, QC/Forbes Town/Capitol Commons)
- 5% discount at Cinema 76 (Cinema and Café)
- 5% discount at K-Mall Philippines

Room Amenities:

- Wireless high-speed internet access
- In-room personal safe
- Minibar
- Steaming Iron (upon request)
- Hot and cold shower with complete bathroom amenities

Hotel Facilities & Amenities:

- Infinity Pool
- Gym
- All Day Dining Restaurant
- Roof Deck Bar
- 24-hour Room Service
- Business Center

II. BANQUET REQUIREMENTS:

Name of Event:	Workshop
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Date of Event:	Apr. 24-27, 2023
Venue:	H Café, 19 th Floor

DATE	TIME	MEAL	NO. OF PAX:	NET PRICE	AMOUNT
Apr. 24, 2023	6:00 PM – 10:00 PM	Buffet Dinner	22	Php 801.14	Php 17,625.00
Apr. 25, 2023	6:00 PM – 10:00 PM	Buffet Dinner	22	Php 801.14	Php 17,625.00
Apr. 26, 2023	6:00 PM – 10:00 PM	Buffet Dinner	22	Php 801.14	Php 17,625.00
Apr. 27, 2023	6:00 PM – 10:00 PM	Buffet Dinner	22	Php 801.14	Php 17,625.00
TOTAL					PHP 70,500.00

INCLUSIONS:

- Use of the function room on the time specified above (Php 1,500.00/excess hr.)
- Banquet tables with linen and banquet chairs
- White board with markers
- Notepads and pencils
- LCD Projector/Screen (subject to availability)
- Wireless high-speed internet access
- Basic sound system (2-4 wireless microphone)
- On-call, Engineering & Maintenance Support Staff.
- Free Flowing Coffee and Tea
- Complimentary parking spaces (10% of the total guaranteed pax)

III. TOTAL CHARGES:

ROOM/BANQUET	TOTAL
ROOM ACCOMMODATION	Php 49,500.00
BANQUET	Php 70,500.00
TOTAL	Php 120,000.00

BANQUET TERMS AND CONDITIONS:

- The Hotel has the right to sell the venue before & after the above-mentioned dates & timings.
- Rates are quoted in Philippine Peso and inclusive of 10% service charge, 12% VAT and 2.5% local tax.
- Guaranteed number of attendees indicated in the contract is not subject to reduction; otherwise, it will be subject to re-negotiation. In the event of increase in the minimum guarantee, the hotel will require at least three (3) days or 72 hours advice prior to the event.
- The hotel has the right to charge any excess person on the event day.
- Ingress should be made 2hrs prior to the event time. Any request for early ingress should be pre-arranged and subject to venue availability.
- If the event continues beyond the time stipulated, the client will be charged per excess hour.

GENERAL TERMS AND CONDITIONS:

Conduct of Events:

- The client is requested to fill-up Ingress-Egress form for proper accountability of items

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- or equipment to be brought-in the hotel.
- The client is not allowed to erect any exhibitions, stands or displays within the hotel's premises.
- Decoration supplied by the Hotel must remain the exclusive property of the Hotel and must not be removed.
- The use of trademarks/logos in the Hotel is only permitted if the Hotel has given authorization for this.
- If the number of participants increase or decrease in relation to the original Reservation the Hotel reserves the right to transfer the event to a room which size accommodates the revised number of guests.
- The client shall be allowed to put up any display's notices or advertisements upon any part of the Hotel premises with the written permission of the Hotel.

Liability:

- The client will pay the Hotel for every incidence of loss or damage which occurs in any part of the Hotel.
- The Hotel does not take responsibility for any loss or damage to the property of the Client or related persons, which has occurred on the premises of the Hotel. In case of loss or damage to property, the Hotel Management must be notified as soon as fact is discovered.
- It shall at all times be the responsibility of the client to check and verify invitations and/or admission tickets in order to appropriately identify attendees, if applicable.
- Any fire exit signs, fire exits and firefighting facilities must be kept clear of obstacles at all times.
- No fireworks may be set off within the hotel premises.
- No unlawful activities may be conducted within the hotel premises.

FORCE MAJEURE:

Failure (in whole or in part) or delay on the part of the Hotel or the client in the performance of any of the obligations imposed upon such parties hereunder shall be excused and such parties shall not be liable damages or otherwise on account thereof, when such failure or delay is the direct or indirect result of any causes affecting the hotel.

Force Majeure includes pandemic, occupation, strikes, war, acts of God and complete interruption of air traffic. In the case of such incidents, all deposit made by the Client shall be returned within 30-days upon receipt of the request.

BILLING ARRANGEMENT

To guarantee your reservation, we will require signed copy of this contract and copy of CAF or Purchase Order on or before April 21, 2023.

- Send bill arrangement: Total package rate amounting PHP 120,000.00 must be settled in 30 days after receiving the statement of account.
- For check payments, please make the check payable to GOH MANAGEMENT INC. Personal checks are not accepted.

BANKS	Metrobank
ACCT NAME	GOH MANAGEMENT INC.
ACCT #	225-7-22551589-8
BRANCH	TIMOG BRANCH

- The Hotel does not accept personal or corporate checks upon check-out, only cash, credit card or wire transfer are acceptable.

CANCELLATION/POSTPONEMENT POLICY

- Payments are non-refundable and non-transferrable.

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- Applicable excess hour charges for use beyond the agreed time of the venue.
- The hotel shall charge an additional (10%) per month to the outstanding balance of the CLIENT for failure to comply with the agreed terms of account settlement stated in the contract.
- Should the payment be enforced by court action, the client shall pay an additional (25%) of the money judgment by way of attorney's fees.
- The client shall be allowed to cancel this contract in writing at least 10 calendar days prior to the schedule and time of the contracted event, however, all deposit will be forfeited in favor of the Hotel.
- If the cancellation is made less than 10 calendar days before the event, 100% of the contracted amount will be charge to client in favor of the Hotel.
- All room requirements are guaranteed upon signing the contract. No show or early check-out will be charged accordingly.
- This penalty is being applied to cover the opportunity losses incurred by the hotel for holding the client's reservation. If no payment has been made, total package shall be charged to the account of the CLIENT.
- If the client postpones the event for any reason apart from the hotel's unavailability/inaccessibility, the client shall be charged 50% of the total contracted amount. Any additional charges incurred by the hotel preparation of the event shall likewise be charged to the CLIENT.

For further queries, you may call us at **0917 128 0838** or email us at **czerina.joson@haroldsevotel.com**. Thank you and we look forward to welcoming you and your group to Harolds Evotel Quezon City.

FOR AND ON BEHALF OF

Harolds Evotel Quezon City

Czerina Joson 04/24/23
Czerina Joson
Sales Account Executive

FOR AND ON BEHALF OF

Philippine Fiber Industry Development Authority

Annray V. Rivera
Annray V. Rivera
VIC-Executive Director III

SUBSCRIBED AND SWORN TO
BEFORE ME THIS 27 APR 2023
IN QUEZON CITY

DOCS# 20
PAGE# 5
BOOK# 81
SERIES OF NO 43

Concepcion P. Millarena
ATTY. CONCEPCION P. MILLAREÑA
Notary Public for Quezon City
Until December 31, 2023
PTR No. 3716371 / January 3, 2023 Q.C
IBP No. 167803 / November 25, 2021 Q.C
Roll No. 30457 / GS-DS-1980
MGL E VII-0605994 / 06-31-2021
ADM. MATTER No. NP-095 (2022-2023)
TIN NO. 131-942-754