

CONTRACT
Room and Banquet

To : Ms. Maria Bernardita T. Flores, CESO II
Designation : Executive Director IV
Organization : National Nutrition Council
Address : Jones Avenue, Cebu City
Tel No : c/o 09255929888

From : Casssandra Astrid Zamarro
Date : November 03, 2016
Contract Number : 1574526
Number of Pages : 8

SUBJECT : 4th National Conference of Nutrition Action Offices

Greetings!

Thank you for considering Waterfront Cebu City Hotel & Casino as venue for your group on **November 15-16, 2016**. Further to our discussion, the hotel is very pleased to submit the following information for your confirmation. The details are as follows:

Based on your request, the Hotel has made a reservation for **31 rooms or 93 room nights earliest check in** on November 14, 2016; **latest check out** on November 17, 2016.

Guest room cut-off schedule has been drawn up for your reference. Based on said schedule, we would need a progressive advice on the status of guest rooms required on or before **November 4, 2016**.

ROOM ACCOMMODATION:

# Of rooms	Room Type	Check in Date	Check out Date	Room Rate per night	Nights	Room nights	TOTAL
31	Standard Twin	November 14, 2016	November 17, 2016	PHP3,600.00	3	93	PHP334,800.00
31							PHP344,800.00

Inclusions:

- Buffet Breakfast at Uno
- Complimentary bottled water
- Free entrance at Casino Filipino
- Free use of the swimming pool
- Complimentary daily use of the gym
- Free shuttle service to SM City Cebu and Ayala Center Cebu
- Wi-Fi Access in all guest rooms

Conditions:

- The Hotel reserves the right to allocate room-types depending on the rooms' availability.
- The Client shall provide initial room requirements to the sales person.

- The Hotel shall inform the Client the number of rooms allocated per room type with the corresponding room rate.
- The rates above shall only be applicable on the inclusive dates of the event. Any prior or extension bookings are subject to rate and room availability.
- Any increase in the guaranteed room nights is subject to room rate availability.

B. MINIMUM ROOMS GUARANTEE

TOTAL NUMBER OF ROOMS: 31 ROOMS or 93 ROOMNIGHTS

- The Client shall pay the minimum guaranteed room nights stated above regardless if they be used or not.
- Rates stated above are only for the inclusive dates of the event, any prior or extension bookings are subject to room and rate availability.

C. RESERVATION PROCEDURE

- For purposes of tracking, we would appreciate if all reservations are coursed thru the reservation with the **final Room list to be submitted to the Hotel on or before November 4, 2016.**
- Check-out time is 12:00 NN on the day of departure. Check-in time is at 2:00PM. All request for early check-in before 2:00PM will be levied a surcharge fee equivalent to **Php 1,000.00** per room. Non-payment of the surcharge fee will be subject to space availability.
- Late check- out will be subject to room availability and will be levied a surcharge fee equivalent to **Php 1,000.00** per room. Late check-out is only up to 5:00 PM. For check-out beyond 5:00 PM, the guest shall be charged a full day's rate.

D. ROOM CUT-OFF

The Hotel will hold the Clients **31 rooms or 93 room nights** as tentative reservation for your group. A progressive advice on the breakdown of number of rooms shall be required for the Hotel to determine the number of rooms to secure on or before **November 4, 2016** otherwise, the Hotel shall consider the **93 room nights** as **guaranteed** booking. Cancellation after the cut-off date will be charged.

E. NO SHOW/CANCELLATION POLICY:

For any NO SHOW on agreed arrival date, the Hotel will charge the total estimated room charges for the whole duration of the booking.

F. AIRPORT TRANSFERS:

Vios or Altis	Php 800.00 nett per way
Van	Php 1,500.00 nett per way
Coaster	Php 3,500.00 nett per way

II. CATERING/MEETING ARRANGEMENT

VENUE	DATE	TIME	RATE PER HEAD	MINIMUM NUMBER OF PERSONS GUARANTEED	MEAL
Pacific Grand Ballroom	November 15, 2016	08:00AM-05:00PM	PHP1,000.00	500	AM Snacks Buffet Lunch PM Snacks

Pacific Grand Ballroom	November 16, 2016	08:00AM-05:00PM	PHP1,000.00	500	AM Snacks Buffet Lunch PM Snacks
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The final guarantee number for the above function should be confirmed 7 working days prior to the function date. The charge will be based on the minimum guarantee as stated above or the actual attendance, whichever is higher. Guaranteed number of persons is not subject to reduction.

DETAILS OF THE EVENT:

Comments

Function day	:	November 15, 2016
Function Time	:	08:00AM-05:00PM
Function Room	:	Pacific Grand Ballroom
Function Room Set-up	:	Banquet Set up
Minimum Number of Persons guaranteed	:	500 persons
AM Snacks Menu	:	To be advised on or before November 4, 2016 otherwise Chef's Discretion
Buffet Lunch Menu	:	To be advised on or before November 4, 2016 otherwise Chef's Discretion
PM Snacks Menu	:	To be advised on or before November 4, 2016 otherwise Chef's Discretion
Buffet Beverage Arrangement	:	Comes with one round of soft drinks or iced tea
Snacks Beverage Arrangement	:	Comes with one round of coffee or tea
Function day	:	November 16, 2016
Function Time	:	08:00AM-05:00PM
Function Room	:	Pacific Grand Ballroom
Function Room Set-up	:	Banquet Set up
Minimum Number of Persons guaranteed	:	500 persons
AM Snacks Menu	:	To be advised on or before November 4, 2016 otherwise Chef's Discretion
Buffet Lunch Menu	:	To be advised on or before November 4, 2016 otherwise Chef's Discretion
PM Snacks Menu	:	To be advised on or before November 4, 2016 otherwise Chef's Discretion
Buffet Beverage Arrangement	:	Comes with one round of soft drinks or iced tea
Snacks Beverage Arrangement	:	Comes with one round of coffee or tea

FUNCTION ROOM AMENITIES:

The Hotel shall provide the following facilities/services **FREE OF CHARGE:**

- Pads, pens, and mints
- Projector screen
- Flip charts and markers
- Registration table outside the function room
- Lobby and function room signage
- Standard Sound System
- 2 wired microphones

ESTIMATED ROOM BREAKDOWN

NOVEMBER 14-17, 2016

31 rooms @ PHP3,600.00/night x3 nights = PHP 334,800.00

ESTIMATED BANQUET BREAKDOWN

NOVEMBER 15-16, 2016

500 pax @ PHP1,000.00/day x 2 days = PHP 1,000,000.00

ESTIMATED ROOM AND BANQUET TOTAL

=PHP 1,334,800.00

AUTHORIZED SIGNATORY (IES)

Ms. Maria Bernardita T. Flores, CESO II
Executive Director IV

TERMS AND CONDITIONS

1. DEPOSIT SCHEME

1.1 ROOM & BANQUET

The hotel will require a signed temporary credit line and certificate of availability of funds as a guarantee, to be made at the latest on **November 4, 2016**.

ACCOUNT SETTLEMENT

1.1. Full payment shall be made 30 days after receipt of SOA.

- 1.2. Billing will be based on the guaranteed number of attendees contracted for, or actual attendance, whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.
- 1.3. Incidental charges will be on personal account unless otherwise approved by the authorized signatory. All incidental charges must be paid right after the event, payable in cash or company check unless a credit line had been authorized.
- 1.4. Failure to comply with the agreed terms of account settlement stated in the contract, the HOTEL shall charge an additional ten percent (10%) to the outstanding balance of the CLIENT.
- 1.5. Should the payment be enforced by court action, the CLIENT shall pay an additional twenty-five percent (25%) of the money judgment by way of attorney's fee.

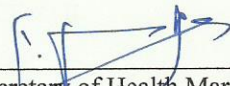
2. POSTPONEMENT AND CANCELLATION

- 2.1. Should the CLIENT postpone the schedule of the event to another date or time, the CLIENT must notify the Sales and Marketing or Conventions and Events Department in writing at least thirty-(30) days in advance. Postponement will be subject to the availability of the function room on the alternative date. Should the CLIENT opt to cancel, par. 3.4 shall apply depending on the date of notice of cancellation was made.
- 2.2. Should the CLIENT notify the HOTEL of the postponement less than a month prior to the event date and there are no function rooms available on the alternative date, the CLIENT has the option proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel the event, par. 3.4 shall apply.
- 2.3. Postponement notice of the event received less than one week prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply.

By:



Cassandra Astrid Zamarro
Sales Account Manager


Asst. Secretary of Health Maria-Bernardita T. Flores, CESO II
Executive Director IV
National Nutrition Council

Noted by:
For:



Gayle Marie Moro - Luayon
Sales Manager

CERTIFIED AS TO ACCURACY OF FUNDS RECEIVED TO DATE	
IN THE AMOUNT OF	1,334,800-
ROA NO.	02-101101-2016-11-1527
