

NATIONAL NUTRITION COUNCIL

Corporate Training Contract

Below are the details of your event as discussed and agreed upon:

I. CONFERENCE REQUIREMENTS

June 15-18, 2016

Title of Event/Signage

Main Meeting Room

Break Out Rooms

Time

Minimum Guaranteed

Room Set-up

JV del Rosario 2-5 (4th floor)

3 rooms

8:00am – 6:00pm

120 persons

Banquet Set up

Concessions

Pads and Pencils

Mint Candies

Whiteboard with Markers and Eraser

White Projector Screen

Flipchart with a set of Manila paper

PA system with wired Microphones

II. GUEST ROOM REQUIREMENTS

Date of Accommodation

June 15-18, 2016

60 rooms (twin Sharing)

Please see attachments:

Annex "A" - AIM Conference Center Guest Room Rules

Annex "B" – Rooming List

III. SUMMARY OF CHARGES

June 15, 2016

PM Snacks, Buffet Dinner for 120 pax

Flowing Coffee and Tea

Function Room Rental (waived)

June 16, 2016

Buffet Breakfast , AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner for 120 pax

Flowing Coffee and Tea

Function Room Rental (waived)

June 17, 2016

Buffet Breakfast ,AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner for 120 pax

Cocktails

Flowing Coffee and Tea

Function Room Rental (Waived)

June 18, 2016

Rate: Php 1800 x 120 person x 3days

TOTAL PACKAGE RATE FOR TRAINING AND GUESTROOM: PHP 648,000 NET

IV. BILLING ARRANGEMENT FOR FUNCTION AND GUEST ROOMS FOR LIVE-IN TRAINING PARTICIPANTS

FUNCTION ROOMS:

IV.1 As a matter of company policy, a **50% deposit/down payment** is required upon signing of the contract. Full payment of the balance should be settled immediately after the training. Payments can be made in cash, credit card or through Manager's Check payable to **ASIAN INSTITUTE OF MANAGEMENT (AIM)**;

IV.2 If in case actual attendance exceeds the stipulated number, the additional number of persons shall be charged accordingly. If the attendance falls below the guaranteed number of persons per meal, the stipulated minimum number of persons above will apply;

IV.3 All food and beverage orders shall be charged to personal account unless otherwise advised by the client/authorized signatory or contact person;

IV.4 Cancellations made after contract signing will result to cancellation charges equivalent to the full amount for organized meals except when such cancellations are the result of events constituting *force majeure*, beyond the control of the client including acts of the public enemy, war, invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout, interruption or failure of electricity or telephone service, global pandemic and Acts of God (fire, flood, earthquake, storm, hurricane or other natural disaster);

IV.5 Food and beverage and other incidental bills which are left unsigned by the guests after the corporate training shall be forwarded for billing;

GUEST ROOMS FOR LIVE-IN TRAINING PARTICIPANTS:

IV.6 A Letter of Authorization (LOA) from the paying company should be forwarded to the Conference Center stating that the room accommodation and/or incidental charges of their guests should be charged to their company. A deposit of Php 1,000.00 or credit card verification is required upon check-in covering the duration of the attendee's stay if the accommodation and/or incidentals are charged to his/her personal account. The deposit is subject for refund upon check-out if not consumed;

IV.7 If in case actual room nights fall below the guaranteed number of nights, Client will settle and pay all charges;

IV.8 Additional bookings will be subject to availability of rooms. Rates may change depending on the room category available;

IV.9 Please see attached Annex "A" – AIM Conference Center Guest Rooms Rules and Annex "B" – Rooming List;

V. TERMS AND CONDITIONS FOR FUNCTION ROOMS

V.1 Cancellation / No Show

In case of no show, the client shall be held liable to the Conference Center for the full amount of the contract based on the minimum guaranteed number of guests except as and when otherwise provided in IV 4. For Guest Rooms, cancellation charges equivalent to the full amount of guaranteed room nights will apply;

V.2 Food and Beverage

V.2.1 The Conference Center reserves the right to choose menu (Chef's discretion) items if the client fails to submit the menu at least three (3) days before the event;

V.2.2 The Conference Center reserves the right to change/choose menu items indicated in the contract in case of non-availability or for other similar reasons. The client shall be informed of any changes;

V.2.3 The Conference Center reserves the right to make similar or comparable changes in the corporate training package in case of fortuitous events/causes beyond its control, where the substitution shall be deemed by the guest as full compliance and performance under this agreement;

V.8.4. In the event any dispute, controversy or difference arises between the parties out of, or in connection with this contract (CTC), the parties shall attempt in the first instance to settle such dispute through mutual best efforts and amicable agreement;

V.8.5 The court of Makati City shall have exclusive jurisdiction to try any dispute or difference which may arise between the parties under this contract;

VI. TERMS AND CONDITIONS FOR CONFERENCE GUEST ROOMS

VI.1 Rooming List must be given at least two (2) weeks before check-in date

VI.2 Please see attached AIM Conference Center Guest Room Rules

Parties have hereunto signed this Corporate Training Contract on June 14, 2016

AIM CONFERENCE CENTER MANILA

NATIONAL NUTRITION COUNCIL



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Maria-Bernardita T. Flores, CESO II

Assistant Secretary of Health and
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Noted by:


MA. AFRECITA D. NIEVA

Associate Managing Director
Sales and Marketing

CERTIFIED AS TO AVAILABILITY
OF ROOMS PURSUANT TO LOI 962
BY DEPT. OF HEALTH
783,000-
LOI NO. 02-101101-2016-06-822

