



FEBRUARY 5, 2024

ATTY. MARIUS P. CORPUS
CHAIRPERSON
GOVERNANCE COMMISSION FOR GOCCs (GCG)
 Mobile No.: 09171121576
 Email Address: csso@gcg.gov.ph

EVENT CONTRACT

A pleasant day from The Lake Hotel Tagaytay!

We are pleased to confirm your reservation on **February 6-8, 2024, at 28 PERSONS** for your upcoming **CSO PLANNING**, please find details as follows.

Type of Event	: CSO PLANNING
Date of Event	: February 6-8, 2024
Guaranteed No. of Pax	: 28 PAX
Venue	: EXECUTIVE LOUNGE/HALF- UPPER LAKE GRAND BALL ROOM

PACKAGE RATE

I-	ACCOMMODATION AND MEALS	TOTAL: <u>PHP 166,600.00</u>
II-	FUNCTION HALL USE	TOTAL: <u>PHP 73,400.00</u>
		TOTAL CONTRACT: <u>PHP 240,000.00</u>

INCLUSIONS

- Hotel accommodation based on above room sharing and categories.
- Additional Meal for Day 1: Managed Buffet Lunch: Bulalo
- Additional Meal for Day 2: Managed Buffet Lunch: Tawilis
- **Day 1:** Managed Buffet Lunch, PM Snack
- **Day 2:** Complimentary Breakfast, AM Snack, Managed Buffet Lunch, PM Snack
- **Day 3:** Complimentary Breakfast
- Use of projector **VGA Compatible** and widescreen
- Tables and chairs set-up
- Continuous coffee station
- Use of conference support materials (whiteboard with marker, pads, and pencils)
- Basic Sound System and use of 2 wireless Microphones.
- Welcome Banner

*NOTE "The Lake Hotel Tagaytay Rooms and Function reservations are on a first come first serve basis"

STANDARD CHECK-IN TIME: 3:00 PM
 STANDARD CHECK-OUT TIME: 12:00 NN

MP

**PAYMENT DETAILS:**

GOVERNANCE COMMISSION FOR GOCCs (GCG) Referred to as the **CLIENT**
THE LAKE HOTEL TAGAYTAY, INC. Referred to as the **HOTEL.**

Upon the signing of this contract, the CLIENT shall agree on the following terms and conditions:

Total package cost: **PHP 240,000.00**
TWO HUNDRED FORTY THOUSAND PESOS ONLY.

- **SEND BILL ARRANGEMENT – PAYMENT ONE MONTH AFTER THE EVENT.**
- The **CLIENT** may submit 2307 form for expanded withholding tax (EWT) of 2% of the bill exclusive to or net of VAT pursuant to BIR Revenue Memorandum Cir. No. 72-2004 since the **CLIENT** falls under the category of taxpayers obliged to withhold from its supplier. However, a photocopy of the letter from BIR considering that the **CLIENT** belongs to the top 10,000 corporations of the Philippines must be submitted to support this arrangement.
- Only Bank to Bank and Company cheques will be accepted as forms of payment. All direct payment should be transacted with our Cashier in the Hotel while bank to bank transaction should be paid through the following Bank account details:

ACCOUNT NAME : The Lake Hotel Tagaytay Inc.
 BANK : Chinabank
 ACCOUNT NUMBER : 2230513815
 SWIFT CODE : CHBKPHMM
 ADDRESS : No. 286 E. Rodriguez Sr. Blvd. Brgy. Damayang Lagi, Quzeon City

ACCOUNT NAME : The Lake Hotel Tagaytay Inc.
 BANK : BDO
 ACCOUNT NUMBER : 4610139777
 SWIFT CODE : BNORPHMM
 ADDRESS : G/F Ablaza Bldg. 117 E. Rodriguez Ave. Quezon City

NOTES:

- * A scanned copy of the deposit slip must be sent to hotel for confirmation.

TERMS & CONDITIONS:

- The Client agrees to abide by the House Rules and Regulations set forth by the Hotel which shall be made an integral part of this contract, a copy of which will be given to the Client.
- Usage of rooms before and after the event will be charged under **incidentals**. Same rate in the breakdown for rooms will apply if the CLIENT requested for additional rooms, early check-in before the event and late check-out after the event is **subject to change and depends on the room availability**.

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- In excess of guaranteed number of person, the HOTEL will charge the CLIENT **based on the rate per head.**
- The hotel **does not allow** the CLIENT to bring home left-over foods from functions. A signed waiver from the CLIENT must be secured for any food and beverage to be brought inside the hotel premises with thirty percent (30%) corkage fee based on the official receipt.
- The HOTEL does not give any assurance or guaranty with regards to the quality or freshness of the food served and were left over by the guests after the specified meal service period and/or after the end of the function. In this regard, the CLIENT knows fully well that the HOTEL **does not allow take out of leftover foods.**
- Bills and other expenses incurred during the function which are not part of the package shall be charged to the individual guest on his / her personal account and must be paid upon consumption or upon check-out. Unless otherwise the same has been acknowledged and signed by the designated official signatory, said charges shall be included in the CLIENT master folio for inclusion in the billing statement.
- For the purposes of signing the charges (i.e incidental F & B, rooms & other incurred charges in the hotel), the CLIENT hereby designates the following authorized signatories with their specimen signatures:

ATTY. MARIUS P. CORPUS

- Any loss or damage to the hotel's property during the use thereof by the CLIENT or the guests of the CLIENT shall be charged to and paid by the CLIENT immediately or upon check-out or the same shall be included in the master folio of the CLIENT.
- The CLIENT may cancel the function but will be subjected to corresponding cancellation charges; basis of the computation of cancellation charges excludes the reservation fee of Php 20,000.00 since it is non-refundable. Please find below the schedule as basis for the computation of cancellation charges:

61 days to 120 days	50% cancellation charge based on the total guaranteed cost
31 days to 60 days	75% cancellation charge based on the total guaranteed cost
0 to 30 days	100% cancellation charge based on the total guaranteed cost

In the event that there is a cancellation by LAKE HOTEL due to a government mandated closure or lockdown by reason of the pandemic, or any other unforeseeable event that is beyond the control of LAKE HOTEL, LAKE HOTEL shall promptly notify the CLIENT and shall endeavor to work in good faith with the CLIENT in order to reschedule the event if necessary, or amend the reservation to reduce the guests, subject to the mutual agreement of the parties. In every case, however, any fees already paid to LAKE HOTEL shall be NON-REFUNDABLE. However, the CLIENT shall be given the option to rebook the event, subject only to the availability of the venue.

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- In cases of unforeseen events or those that are beyond the control of the HOTEL, the HOTEL shall have the right to substitute, with or without notice, the function venue/space, guest rooms, menu and other amenities, as may be required under the circumstances. However, the alternate room must be equivalent to or better than the original room in terms of space, cleanliness, facilities, and other standards.
- Rebooking of events is allowed only if HOTEL is notified at least thirty (30) days before the originally scheduled date. However, rebooking shall depend on the availability of the venue and shall be valid only for one (1) year from the first reservation made; otherwise, reservation fees and all other payments made shall be forfeited.
- In the event that the CLIENT is unable to pay any of the installment payments stated above within five (5) days from the stated deadline, HOTEL shall have the option to terminate this Agreement by sending a written notice to the CLIENT. In the event of termination under this paragraph, all previous payments made by the CLIENT shall be forfeited in favor of HOTEL.
- The CLIENT assumes full responsibility for any and all damages, which may be caused by his/her guests and other invitees whether within the function space, or in any part of the HOTEL, without prejudice to the right of the CLIENT to seek reimbursement from the erring guests/invitees.
- The Hotel strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue. In case of damages, the client agreed to be charged accordingly.
- The HOTEL shall not be liable for any losses in rooms and in public areas.
- The HOTEL shall not be liable for its inability to provide the facilities and services subject to this contract if such inability is due to fortuitous event of *force majeure* such as typhoon, flood, natural calamities, fire, war, workers' strikes or slowdowns, riots, civil disturbances, change of status of the Philippine government, and similar events which could not be foreseen. . Notwithstanding the foregoing, the right of the CLIENT to rebook the event, and/or the obligation of the HOTEL to substitute the function, venue or space, guest rooms, menu, and other amenities under this Agreement shall be upheld Any disturbance or discontinuance of this agreement due to causes beyond the control of the HOTEL shall confer no right or cause of actions against the HOTEL, nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.
- The HOTEL shall not be liable for damages resulting from physical injuries, death, loss or damage to guests or properties of the CLIENT while at the hotel caused directly or indirectly by the CLIENT's other guests, the materials or goods brought-in by the CLIENT or guests of the CLIENT, or by fortuitous event, force majeure or causes beyond the control of the HOTEL.
- CLIENT must direct special arrangements for parking with the parking attendant. The Hotel reserves the right to assign a parking space outside of the Hotel premises for the participants in case the Hotel parking space is full or reserved. The Hotel is not and shall not be liable under any circumstances for the loss of or damage to vehicles or contents thereof by fire, theft, or any other cause whatsoever not arising directly from the Hotel.

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- The Hotel may charge for any electrical usage for any equipment that may be brought in by the Client. Charges will depend on the type of equipment/s to be used. The Hotel will determine the amount to be charged.
- The HOTEL shall generally accept an increase in the number of guest's equivalent to ten percent (10%) of the original guaranteed as indicated by the client, to be charged accordingly. In certain cases, although the HOTEL may accept an increase over the said 10%, the HOTEL in any case may not be compelled to accept and/or provide for the said increase and in cases of excess of more that 10%, menus to be served shall be on our CHEF'S DISCRETION.

SIGNED:


THE HOTEL,
IVAN KENNO C. CASASOLA
SALES MANAGER
THE LAKE HOTEL TAGAYTAY INC.

CONFORME (The Client):

ATTY. MARIUS P. CORPUS
CHAIRPERSON
GOVERNANCE COMMISSION FOR GOCCs (GCG)


MARK KENRICH YUPITUN
CHIEF FINANCE OFFICER
THE LAKE HOTEL TAGAYTAY INC.

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