



CLIENT: Governance Commission for GOCCs (GCG)

TO: ATTY. MARIUS P. CORPUS  
Chairperson

ATTN: Atty. Gerladine Marie B. Berberabe-Martinez  
Commissioner/GAD Committee Head

### BANQUET CONTRACT

Warm greetings from Hotel Casiana and Events Center!

Thank you for choosing our serviced residence as the venue for your event. We are pleased to present to you our contract based on your specifications and requirements.

Please see below the details:

<b>Date of Function</b>	2-4 October 2024
<b>Time</b>	8am-5pm
<b>Event</b>	Meeting Live-in
<b>Set up</b>	Round Table
<b>Venue</b>	Amber
<b>Guaranteed No. of Persons</b>	56
<b>INCLUSIONS:</b>	<ul style="list-style-type: none"> <li>• Use of Function Room</li> <li>• Sound system set up with 4 wireless microphones</li> <li>• Conference table microphones</li> <li>• Projector and screen</li> <li>• Pads and pencil</li> <li>• WI-FI Connection</li> <li>• Hot and Cold-Water Dispenser</li> <li>• Free-Flowing Coffee</li> <li>• Tables and Chairs set up</li> <li>• Dedicated banquet personnels ready and available</li> </ul>
<b>BANQUET REQUIREMENTS:</b>	<p>2 Oct: Lunch (3 Main Dish, 2 side dish)            3 Oct: Breakfast, Lunch (3 Main Dish, 2 side dish)            4 Oct: Breakfast</p>
<b>ROOM REQUIREMENTS:</b>	<p>2-4 October – 2 Nights            4 Deluxe King            2 Deluxe Twin            16 Deluxe Twin w/ Extra Bed</p>
<b>PACKAGE RATE</b>	<p>Php328,000.00 – Room and Banquet            Php60,000 – Function Room Rental</p> <p><b>TOTAL PACKAGE: Php388, 000.00</b>            (Inclusive of Local Tax, 12% VAT &amp; 10% Service Charge)</p>

*MA*

- Rates are based on the volume of Banquet Covers quoted above. A 10% surcharge will apply for an additional pax two weeks before the event.



**CANCELLATION AND POSTPONEMENT**

Please refer to the corresponding charges that will apply in favor of the HOTEL for any function/event cancellation or postponement made after the contract signing:

Written Notification Made by the Organizer:	Cancellation or Postponement Charge
After the contract is signed	25% of the over-all Banquet Charges
10 – 15 Days before the event	50% of the over-all Banquet Charges
On the day of the event – 9 Days before the event or in case of NO SHOW	100% of the over-all Banquet Charges

**FOR SEND BILL ARRANGEMENT:**

Payment must be settled fifteen (15) to thirty (30) days from the date of receipt of the 'Statement of Account issued by the Hotel. By way of Confirmation, Letter of Authority (LOA) or Certificate of Availability of Funds (CAF) together with signed confirmation must be submitted at the very least of fifteen (15) days before the event. For instances when it may be difficult to make payments within the required period, the Client shall send a letter informing the Hotel for an extension of payment of twenty (20) working days in accordance with R.A. No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" signed by the Authorized Representative of the Client.

The payment shall be made to the Hotel either directly to its representative or through its bank account, with the following details:

LANDBANK OF THE PHILIPPINES, Tagaytay City Branch  
Acct. Name: HOTEL CASIANA OPC  
Acct. No.: 001502-1091-77 Branch: Tagaytay City

BDO, Wind Residence Tagaytay City Branch  
Acct. Name: HOTEL CASIANA OPC  
Acct. No.: 0101-0800-4506 Branch: Wind Residence Tagaytay City Branch

Payments made through the aforesaid bank shall be subject to the confirmation and/or checking by the Hotel.

**NOTE:** Deposits made are non-refundable, non-transferable and will be applied to the Master Account. Payments may be in the form of Cash, Credit Card, Company check or via Bank Transfer. Accounts should be made payable to **HOTEL CASIANA OPC**. Please advise your remitting bank to include a message to notify the hotel immediately upon receipt of the remittances.

**REVISION / AMENDMENT**

Additional requirements and meals requested by the CLIENT may be allowed by the hotel provided that written notification shall be advised at least Fifteen (15) days prior to the event and is subject to availability.

Reduction on the guaranteed number of banquets covers on the food and beverage arrangements will be charged based on the HOTEL'S cancellation policy. Cut-off to make any reduction on banquet covers is Forty-Five (45) days prior to the event date. (Subject to discussion with the client)

*MS*



**GUARANTEED NUMBER OF PERSONS:**

Please review and confirm the expected and guaranteed number of attendances at least seven (7) days prior to the event date. The Management will prepare the above-stated menu based on the guaranteed number of persons indicated in this contract. In case no such notice is received by the Hotel, it is understood and agreed that the number of persons shall be that already indicated in this contract.

The final guaranteed number cannot be less than the contracted guaranteed number or minimum revenue. In the event that there will be a decrease in the number of actual participants on the day of the event, the client will still have to pay the guaranteed number of participants.

However, if there is an increase in the guaranteed number of persons on the day of the event, the management shall charge for the excess number of persons accordingly. We will not be held responsible for any shortcoming, unless prior notice is communicated in writing Five (5) working days before the date of function.

**INCIDENTAL CHARGES:**

Any additional order or request not included in the contract will be considered as incidental charges and shall be borne by the person incurring such charges and shall not be charged to the contracting party.

**FUNCTION SPACE ASSIGNMENT**

The Function Room/s are assigned according to the expected attendance and set-up. The Hotel reserves the right to assign an alternative meeting space suitable for the events' requirements should the expected attendance change, subject to availability and prior agreement from the organizer.

Function venue shall be available to the CLIENT only on the specified time stated in the Contract. Additional corresponding fee shall be charged for the use of the function venue beyond the time stated in the Contract. Additional charges may apply, if a bigger function room will be needed or if there will be event extensions or break out rooms.

The Hotel reserves the right to assign an alternative function room should the contracted function room become unavailable for any reason whatsoever.

**LEFTOVER FOOD:**

The client will not be allowed to take home leftover food.

**NON DISPARAGMENT**

The client agrees to take no action which is intended, or would reasonably be expected, to harm HOTEL CASIANA AND EVENTS CENTER or its or their reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity towards HOTEL CASIANA AND EVENTS CENTER.

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**DAMAGES:**

A written agreement between Organizer/Contractor on terms and conditions that have been approved by the Hotel must be signed prior to the commencing of any work to be carried out within the Hotel's premises. The hotel reserved the right to refuse entry to any contractor/workmen/decorator engaged by the Organizer, should the hotel not receive a detailed copy of the **Hotel Ingress Form** that will be issued by the events manager in-charge for the event upon request. The form should be submitted 1 week prior to event date.

The Organizer shall be liable for any damage to the Hotel or Hotel guest property directly or indirectly caused by the Organizer and/or by its contractors/workmen/decorators or those affiliated with the organizers for any and all losses, damages, claims, demands, costs and expenses arising therefrom.

All charges for which will be shouldered by the Organizer/Company.

**SECURITY**

The Hotel will provide normal security to ensure orderly running of the event. The Organizer/Company should at its own cost arrange security to ensure safety of the items to be placed for display/exhibition at all times including prior to and after the event will be the responsibility of the Organizer.

**INSURANCE**

During the event, valuables should not be left unattended. The Company and those affiliated with the event shall be solely responsible for all event materials, equipment and your guests' personal belongings.

**FIRE AND SAFETY REGULATIONS**

In order to ensure the safety of our guests. The Hotel requires the Organizers, all its Contractors, Work men, Suppliers, Exhibitors etc. engaged or hired by the Organizer to adhere to all the Hotel Policies, Rules and Regulations to ensure the safety of all event participants.

**FORCE MAJEURE**

In the event that *client* cancel on the day of the event, they will be charged 100% of the total banquet services EXCEPT in situation arising from acts of God, war, government regulations such as *strict community quarantine resulting to lockdown*, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the ability of the parties making it inadvisable, illegal or impossible to hold the meeting or the function room.

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**AUTHORIZED SIGNATORY**

Only authorized signatories are allowed to make additional reservations during the event. Kindly inform the names of these authorized officers with their respective specimen signature (If Send Bill Arrangement, State in the Letter of Authorization). We respectfully regret that verbal revisions shall not be honored.


The authorized signatories for this event are:

Complete Name	Designation	Signature
1. <u>MARIUS P. CORPUS</u>	<u>CHAIRPERSON</u>	<u>MC</u>

We hope you find everything satisfactory. Kindly sign the conforme below and return the furnished copy to us thru email at [salesandmarketing@hotelcasiana.com](mailto:salesandmarketing@hotelcasiana.com)

Should you have clarification, please do not hesitate to contact us (046) 423 7473 or 09617848939

Thank you and we look forward to the opportunity of being of service to you soon.

Sincerely,  
  
Len L. Cadillo  
Account Executive  
Hotel Casiana and Events Center

Conforme:   
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