



## THE RITZ HOTEL AT GARDEN OASIS

### ROOM & BANQUET CONTRACT

**Date of Issue** : December 8, 2017  
**Company/Engager** : GPPB-TSO  
**Contact Person** : Mr. Mon Gasco  
**Address** : Manila  
**Tel. No** : 02-900-6741/0917-735-3166  
**Type of Function** : Seminar

**BANQUET & ROOM ARRANGEMENT:** **PHP 251,000.00**

#### **I. BANQUET ARRANGEMENT= PHP129,000.00**

**Date of Event:** December 13-14, 2017  
**Time:** 7AM-7PM  
**# of Pax:** AS STATED  
**Venue:** FH-1 (December 13-14, 2017)  
 MEZZANINE (December 14, 2017)  
 FH 3 (December 15, 2017)-7am-4pm

#### **Meal Requirement: (NON PORK)**

<b>DAY 1-December 13, 2017-</b>	20 pax AM snack @ 250/hd=	5,000.00
	20 pax Lunch Buffet @ 600/hd=	12,000.00
	20 pax Pm snack @ 250/hd=	5,000.00
	20 pax Dinner Buffet @ 600/hd=	12,000.00
<b>DAY 2- December 14, 2017-</b>	20 pax AM snack @ 250/hd=	5,000.00
	20 pax Lunch Buffet @ 600/hd=	12,000.00
	40 pax Pm snack @ 250/hd=	10,000.00
	40 pax Dinner Buffet @ 600/hd=	24,000.00
<b>DAY 3- December 15, 2017-</b>	40 pax AM snack @ 250/hd=	10,000.00
	40 pax Lunch Buffet @ 600/hd=	24,000.00
	40 pax Pm snack @ 250/hd=	10,000.00

#### **II. ROOM ARRANGEMENT: =PHP 122,000.00** (With daily buffet breakfast & Complete Room amenities)

1 Twin de luxe @ 3500/rm x 3 nights=(December 12-15, 2017)	10,500.00
1 Triple de luxe @ 4500/rm x 3 nights=(December 12-15, 2017)	13,500.00
9 Twin de luxe @ 3500/rm x 1 night= (December 13-14, 2017)	31,500.00
19 Twin de luxe @ 3500/rm x 1 night= (December 14-15, 2017)	66,500.00

## **INCLUSIONS:**

- **Sound System**
- **Microphone-3 units**
- **Secretariat table**
- **Water Station**
- **Registration Table**
- **Wide Screen & Table for Projector screen**
- **White Board Marker & Erasers**
- **Rostrum**
- **Free flowing coffee**
- **Philippine flag & pole**
- **Pads, pencils and candies**
- **White board; markers**
- **Free and steady connection of wifi in the function room**
- **Waived electricity charges for use of laptops & projectors**

## **BANQUET AGREEMENT:**

Unless an advice is given, The Ritz Hotel @ Garden Oases will extend services only for the guaranteed number of persons confirmed by the Organizer. The Hotel, however shall prepare an additional 10% provision of the guaranteed number of persons.

## **POLICIES ON FOOD AND BEVERAGES:**

Bringing of food and beverages at the hotel is strictly prohibited. In such cases the hotel has the right to charge corkage fee for drinks and handling fee for food.

## **BILLING ARRANGEMENT:**

**Send bill**

### **BANK DETAILS:**

**Account Name:** Davao Excel Ventures Corporation  
**Account Number:** 27000-41832  
**Branch:** CM Recto Branch Davao City  
**Bank:** BDO

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**Account Name:** Davao Excel Ventures Corporation  
**Account Number:** 0162-1046-75  
**Branch:** CM Recto Branch Davao City  
**Bank:** Land bank

**SPECIAL BILLING INSTRUCTION:**

Banquet and Rooms are all charged to GPPBTSO  
Other Incidentals such as Room service, telephone calls, laundry shall be charge to personal accounts.  
Close Line/Close Bar.

**AUTHORIZED SIGNATORIES:**

Please Advise the names of the authorize signatories & affix specimen signature on the space provided:

Name/Designation	Signature
1. <b>ATTY. ELMIRA S. CRUZ-CAISIDO</b> Deputy Executive Director IV	

**TERMS & CONDITIONS**

1.) **BANQUET**

- The ENGAGER shall pay in accordance with the number of persons finally contracted not withstanding under attendance or in case of non-appearance of the engager or guest.
- In case of suit against the ENGAGER by the Hotel to enforce a collection of unpaid account twenty-five percent (25%) of the unpaid amount shall be added for attorney's fees and expensed of collection, whether actually incurred or not.

2.) **CANCELLATION CLAUSE**

- All reported room allocation & function bookings received after the cut off period will be treated as guaranteed reservations and will be subject to cancellation charges as follows:

Within 7 days prior to arrival/event 50% of the total cost except during peak season when charges up to full length of stay may be levied

Within 3 days prior to arrival/event 100% of the total cost maximum of three (3) night except during peak season when charges up to full length of stay may be levied.

Within 1 day prior to arrival/event 100% of the total cost equivalent to the full length of stay will be levied.

3.) **LAST MINUTE CHANGES**

- The hotel will require at least **72 HOURS NOTICE** prior to service in the increase of guaranteed covers

- For any last minute changes, please inform the Hotel at least 48 hours before the event in order for us to provide your necessary requirements. The Hotel will not be held liable for unsatisfactory delivery of service for changes made on the day itself.

4.) TAXES AND SERVICE CHARGE

- The Hotel reserves the right to adjust rates agreed within the contract period in the event of tax alterations by the government, and service charge amendments.

5.) CONFIDENTIALITY

- All rates quoted in this contract are confidential and may not be published in print or electronic media without the written permission of the Hotel. This contract may not be assigned in part or full to third parties or tour programmed other than, those specified within.

6.) FORCE MAJEURE

- The Hotel will not be held liable for services not rendered due to military and civil disorders, natural calamities and acts of God beyond the control of the Hotel. However, deposits and any form of payment made can be applied to future bookings.

7.) LITIGATION

- In case of litigation, the parties hereto agree that the same shall be exclusively filed and prosecuted before a court of competent jurisdiction in the city of Davao, Philippines.

This contract will not be valid unless it is acknowledged with your acceptance of rates, terms and conditions stipulated from the date of issue.

**IN BEHALF OF THE HOTEL:**

Handled by	:	<b>JOSEPHINE R. UY</b>
Designation	:	Sales Manager
Date	:	_____
Signature	:	_____
Approved by	:	<b>MARCELINO MANALOTO</b>
Designation	:	Resident Manager
Date	:	_____
Signature	:	_____
Client	:	<b>ATTY. ELMIRA S. CRUZ-CAISIDO</b>
Designation	:	Deputy Executive Director IV
Date	:	_____
Signature	:	_____

FUNDS AVAILABLE

Certified correct:

*Kathryn*  
**KRISTINE DALE T. CORPUZ**  
 Accountant III