



17 September 2018

**Ms. Sarah Gutierrez-Cayona**  
 Executive Director  
**PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES**  
 Apacible Hall, Department of Agriculture Compound  
 Elliptical Road, Diliman, Quezon City

**RE: CONTRACT FOR SEMINAR**

Dear Madame;

Thank you for choosing **Lohas Hotel** as your preferred Hotel for your event on **September 18-21, 2018**. Further to our discussion, we are very pleased to submit the following information for your consideration.

**Guaranteed: Rooms and Meals (25 pax)**

**Conduct of Regulatory Impact Analysis/Regulatory Management**

September 18, 2018	Morning Snack, Buffet Lunch, Afternoon Snack and Buffet Dinner
September 19-20, 2018	Full Board and meals for 1 evening session
September 21, 2018	Buffet Breakfast, Morning Snack Buffet Lunch, Afternoon Snack (Nothing Follows)

**TOTAL PACKAGE COST: PHP190,000.00 NETT**

**BANQUET CONCESSION:**

- ❖ **Hotel Room Accommodation** fully air-conditioned
- ❖ **Meals:** Managed Buffet
- ❖ 1st Day: (Morning Snack, Lunch, Afternoon Snack and Dinner)
- ❖ 2<sup>nd</sup> -3<sup>rd</sup> Day: (Breakfast, Morning Snack, Lunch, Afternoon Snack, Dinner and meal for 1 evening session)
- ❖ 4<sup>th</sup> Day: (Breakfast, Morning Snack Lunch and Afternoon Snack,)
- ❖ No Cream Dory fish
- ❖ Meals are inclusive of 3 main courses with soup, dessert and one round of ices tea or soda/ juice
- ❖ Use of conference room for three (3) days
- ❖ Provision of secretariat room, free of charge for the entire activity
- ❖ PA System /CD Player
- ❖ LCD Projector and Wide Screen
- ❖ Dedicated technician
- ❖ Podium/Rostrum with microphones
- ❖ Whiteboard with markers and eraser
- ❖ Flipchart stand with pieces of flipchart papers
- ❖ Registration table
- ❖ Pads & pencils

- ❖ Mint Candies
- ❖ Free flowing Coffee and tea
- ❖ Parking area base on guaranteed number of person
- ❖ Complimentary WiFi Connection
- ❖ Complimentary Welcome Banner
- ❖ Available 24 hour standby generator

#### **FUNCTION ROOM**

We are pleased to waive the function room rental for the specific number of guaranteed person at eight (8) hours per day. Should you wish to extend your stay after the agreed reservation time indicated above, an applicable excess hourly charge is to be applied.

#### **BILLING ARRANGEMENT**

Full payment of the total package cost and incidental charges shall be settled through Send Bill Arrangement thirty (30) working days upon receipt of Statement of Account. Breakages and damages incurred during the stay shall be charge to **PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES** account to be charged as incidentals and shall be the included in the master folio and to be signed by the authorized signatory.

1. Deposit are **NON TRANSFERRABLE** and **NON-REFUNDABLE**
2. Total estimated revenue is rate multiplied by the number of attendees or rooms plus additional charges.
3. Preferred mode of payment is cash or company check.

Check payable to:

**Account Name: New WellBeing Spa City Corporation**  
**Account Number: SA No: 1581-0308-90**  
**Bank: Land Bank of the Philippines – Clark Freeport Zone.**

All rates quoted in this contract are stated in Philippine Peso

#### **POSTPONEMENT / CANCELLATION OR NO SHOW**

##### ***For Banquets:***

For cancellation, the PATRON shall pay 50% of the expected revenue if the cancellation is made 31 days before the function date. 100% payment of the expected revenue if cancellation is made 21 days.

##### ***For Force Majeure:***

The Hotel will not be held liable for services not rendered or for any loss or damage due to acts of God, or acts of the guests, his family, his visitors or servants or if loss arises from the character of the things brought into the Hotel, war, government regulations, natural calamities, civil disorder, curtailment of the transportation facilities and other inevitable incidents beyond control of the Hotel that interrupts the expected course of events. However, deposits made by the clients can be applied to future bookings.

#### **GUARANTEED NUMBER OF PERSONS**

- ❖ The Hotel shall charge the Patron for the guaranteed number of guests or actual number of persons whichever is higher.
- ❖ No reduction in the number guaranteed covers shall be allowed by the Hotel later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- ❖ Meal arrangement shall be given allowance ten percent (10%) not more than 30 persons over and above the guaranteed number of persons. If actual exceeds the 10% allowance- setup and food, replenishment shall be subject to the availability of stock and operating supplies.

#### **FOOD AND BEVERAGE**