



11 May 2023

MR. NESTER DOMENDEN
 Executive Director, PCAF
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES
 Quezon City

Thru: MS. PAMELA JOY CRUZ
 Mobile: 0917 3331610
 E-mail: pamelajoy.cruz@pcaf.da.gov.ph

RE: Live-in Meeting /15-19 May 2023 /8 Rooms /30 Persons /Azalea Hotels & Residences Baguio

Dear Mr. Domenden,

Welcome to Azalea Hotels & Residences, Baguio City's very first premiere all-suite hotel and vacation residence!

At Azalea Hotels & Residences, business travelers and holiday-goers get to enjoy the full services and amenities of a serviced apartment, complete with living, dining, and kitchen facilities in all its rooms.

We are delighted to learn of your interest in Azalea Hotels & Residences Baguio for your group. With the information we received from you, we would like to propose the following:

A. GUESTROOM ARRANGEMENTS

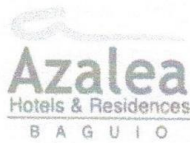
We understand that the group will require eight rooms (8) rooms, we are pleased to extend these special live-in group rates (room & banquet) as follows:

Incl. Dates	Room Category	Standard Room Amenities
15-19 May 2023	(6) Triple Deluxe	One (1) Queen-sized bed One (1) Convertible Sofa-bed Kitchen with electric cooktop burner, microwave, rice cooker, cookware. Dining area with complete chinaware & silverware. One (1) Toilet & Bath with hot & cold shower.
	(2) Sextuple Two-bedroom	One (1) Queen-sized bed at Master's Bedroom One (1) Convertible Sofa-bed Kitchen with electric cooktop burner, microwave, rice cooker, cookware. Dining area with complete chinaware & silverware. One (1) Toilet & Bath with hot & cold shower.

PAID

Received by: _____

Date: _____



INCLUSIONS & AMENITIES

Room accommodation

Meal Arrangement

Rooms include living room area, toilet and bath, kitchen and dining table, queen size bed and sofa bed
Rates are quoted in Philippine Peso and inclusive of prevailing government taxes.

Kindly provide your Rooming List three (3) days prior to your arrival.

A. BANQUET ARRANGEMENTS

Under the terms of this agreement, Azalea Hotels & Residences Baguio will prepare and coordinate all banquet and meal arrangements based on the guaranteed number of persons.

Please note that any variance between the expected and guaranteed number should be within 10%. Charges will be made accordingly to the guaranteed number or actual attendance whichever is greater. Should the actual attendance be above the 10% allowable variance, the Hotel will make every effort to serve the same menu but without guarantees. **If expected and guaranteed number persons exceed the 10% allowable variance, an additional 20% will be added to the total package rate per person.**

The Hotel reserves the right to make the appropriate changes of function room venues should there be amendments and/or availability in more suitable venues. New banquet meeting and meal arrangement schedules not covered in this agreement will be subject to availability when reservation is made.

Bringing in of food and liquor to the Hotel for consumption in the function is not encouraged. The Hotel reserves the right to refuse such arrangements. This contract shall serve as waiver releasing the Hotel from any liabilities or accountabilities arising from complaints regarding food and/or drinks during the function, brought in without approval from the Hotel Management. Prevailing Corkage fees shall apply for approved special cases.

Use of heaters, heat producing devices, open flames, candle, lamps, lanterns, and other devices that may potentially compromise the safety and security of the Hotel, its guests, must have prior written approval from the Hotel Management. We highly recommend that special equipment that will be used in the function must be coordinated with the Hotel's engineering department.

We would like to ensure that your guests will have enjoyable meal and meeting experience. In line with this, we would like to request that you please advise us of any special meal instruction that your participants may need (i.e. vegetarian, no pork and allergies). To ensure that your event/function is successful May we also request that you advise us of your expected VIPs (dignitaries, officials, movie stars, etc...) who will be requiring special care and attention.

PAID
Received by: _____
Date: _____



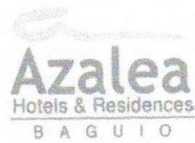
The use of function rooms beyond the agreed schedule will be subject to extension charges determined by the Hotel.

<u>Incl. Dates</u>	<u>Venue</u>	<u>Time</u>	<u>Hall Set-up</u>	<u>Min. Gtd.</u>	<u>Special Meeting Package Rate</u>
May 15, 2023 /Mon	Martinez 1	1200-2100 H	Classroom	30	Live-in:Group package inclusive
May 16, 2023 /Tue	Martinez 1	0800-2100 H	Classroom	30	Live-in:Group package inclusive
May 17, 2023 /Wed	Martinez 1	0800-2100 H	Classroom	30	Live-in:Group package inclusive
May 18, 2023/Thu	Martinez 1	0800-2300 H	Classroom	30	Live-in:Group package inclusive
May 19, 2023 /Fri	Martinez 1	0800-1000 H	Classroom	30	Live-in:Group package inclusive

INCLUSIONS & AMENITIES

Day 1	Day 2	Day 3
a. AM set snack b. Assisted buffet lunch c. PM set snack d. Assisted buffet dinner	a. Assisted buffet breakfast b. AM set snack c. Assisted buffet lunch d. PM set snack e. Assisted buffet dinner	a. Assisted buffet breakfast b. AM set snack c. Assisted buffet lunch d. PM set snack e. Assisted buffet dinner
Day 4	Day 5	
a. Assisted buffet breakfast b. AM set snack (Packed) c. Assisted buffet lunch d. PM set snack e. Assisted buffet dinner	a. Assisted buffet breakfast b. AM set snack c. Assisted buffet lunch d. PM set snack	

PAID
 Received by: _____
 Date: _____

**B. ESTIMATED TOTAL GROUP COST**

Please be informed of the estimated group cost as follows:

<u>Incl. Dates</u>	<u>Particulars</u>	<u>Total</u>
15-19 May 2023	Total Package for Room Accommodation with Use of Function room	= Php 330,000.00
	And Meals Arrangements for 30 Persons	
	Total	= Php 330,000.00

CHECK-IN /CHECK-OUT TIME

Check-in time is from 1500 H onwards while check-out time is at 11am H. The Hotel will exert effort but cannot guarantee to accommodate early check-in prior to the standard check-in time depending on room availability.

All guests will be asked to register and present a valid identification card upon check-in.

BILLING ARRANGEMENT

All guest rooms, organized meals and tours including authorized expenses incurred during the event, will be charged to the CLIENT.

All official incidentals should be supported with the signature and should be settled in full in cash or an accredited credit card upon consumption.

All incidentals on personal account and should be settled in full in cash or an accredited credit card upon consumption.



23060949



PAYMENT

Should payment be settled using a credit card, the Hotel will require a signed letter of authorization for Azalea Hotels & Residences Baguio to charge the account. Same letter should include a copy of the front and back portions of the credit card and a valid ID with same signature specimen.

Please arrange fund transfer to below account in favor of **Fog Horn Inc.**

BANCO DE ORO (Current Account)

Branch: Libertad, Mandaluyong City

Php Current Account#: 00693 002 5568

Swift Code: BNORPHMM

If payment is to be settled through fund transfer, please forward a copy of the transmittal form and cheque payment to the Hotel for our reference and proper monitoring of deposits made.

All cheque payments should be made payable in favor of **Fog Horn Inc.**

Please be informed that the exchange rate to be used, which is subject to change without prior notice, will be based on the prevailing Hotel daily room posting rate.

CANCELLATION

Under the terms of this agreement, Azalea Hotels & Residences Baguio has reserved your guest rooms. In the event these services and facilities are not to be used, the Hotel will experience significant monetary loss which will be difficult to calculate due to uncertainty and cost of obtaining replacement business. Therefore, it is agreed that for no shows or any cancellations, the following shall apply:

Upon confirmation: Cancellations received beyond this date shall be subject to **one-hundred percent (100%)** charge for the total rooms, meals and tours for the whole duration of the group's stay.

Early Departure/No Show: 100% of total estimated group cost throughout the duration of the group's stay.

NON-COMPLIANCE

If required deposits, guarantees, or payments are not received by the dates indicated, regrettably, the reservation for the guest may be subject to cancellation without prior notice. Reinstatement of the reservation can only be made upon receipt of payment and to the extent that rooms are then available.

DAMAGE

Should there be any damage to the property of our Hotel during your event/function, we will charge CLIENT for any repair or replacement costs.

PAID
Received by: _____
Date: _____

23060949



EXCLUSION OF LIABILITY

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statues of the Philippine Government, strikes, riots and acts of God or conditions beyond the control of the Hotel.

In the event of non-performance due to the above reasons, the Hotel shall refund in full the deposits received for this group/event/function.

CONFIDENTIALITY

All information contained within this agreement are private and confidential and may not be disclosed or obligated to a third party for whatever reason or purpose.

OTHER CONDITIONS

The Hotel shall not be liable for any loss or damage or injury to the person or property of the CLIENT or any of its guests, sustained while in the Hotel premises and/or outside of the Hotel for activities coordinated by the Hotel except when such loss, damage or injury is due to the willful act or gross negligence of the Hotel or any of the employees.

The Hotel does not permit the staging of indecent, lewd and/or other shows or presentations that go against normally acceptable moral norms or standards. Furthermore, Hotel Management shall have the right to stop such acts if CLIENT conceals such intention from the Hotel.

OPTION DATE

To enable the Hotel to reserve the requirements for your group on a firm basis, we would appreciate if you could indicate your acceptance of all the arrangements by signing and returning this agreement to our office on or before the agreed option date. In the interim, should another organization request the same space on a definite basis before this date, the Hotel will give you a 72-hour option for you to confirm the space/room being held.

RESERVATION CUT-OFF AND PAYMENT SCHEDULES

In order for us to confirm your reservations on a definite basis, please take note of the following conditions:

By 11 May 2023, you shall advise your acceptance of this agreement to the Hotel by signing and sending a copy of this contract to the HOTEL. This will allow us to put the blocking on definite basis.

14 days after receiving the final statement of account, the HOTEL shall require full payment for the total rooms, meals and other arrangements for the whole duration of the guest stay.

We hope you find these arrangements and conditions acceptable. Should you wish to make any amendments, please do not hesitate to contact us. Currently, your booking is on a tentative basis until we have received a signed conforme. Please do get back on or before the option date. We will then get back to you to finalize all outstanding details.

PAID
Received by: _____
Date: _____

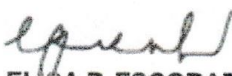
23060949



Thank you for choosing Azalea Hotels & Residences Baguio. We are committed to ensure that your stay will be a pleasant one. Should you need further assistance, please contact us and we shall be very happy to assist you.

For and in behalf of:
AZALEA HOTELS & RESIDENCES BAGUIO

For and in behalf of:
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES


ELISA P. ESCOBAR
Group General Manager
Date: 11 May 2023


MR. NESTOR DOMENDEN
Executive Director, PCAF
Date: 11 May 2023

PAID
Received by: _____
Date: _____

23060949

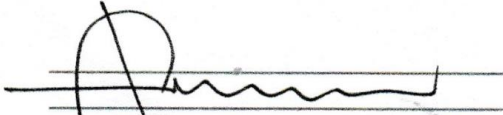
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

ALLOTMENT AVAILABLE: ₱330,000

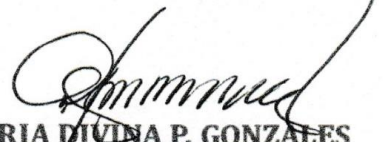
BS No. 02-101101 2021-05-

FUNDS AVAILABLE: ₱330,000

Control No. M-05-21-046



JOSE REDENTOR H. BESENIO
OIC Asst. Div. Chief, AFMD-Finance
and Chief, Budget Section



MARIA DIVINA P. GONZALES
Chief, Accounting Section

PAID
Received by: _____
Date: _____

ACKNOWLEDGEMENT

23060949

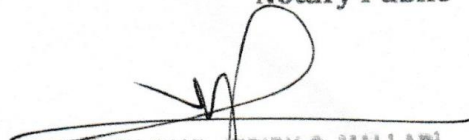
Republic of the Philippines)
Quezon City) s.s.

Before me, Notary Public, for and in QUEZON CITY 16 MAY 2023 this ____ day of _____ 2023 appeared the following persons presenting to me their respective identifications, to wit:

Affiant	Passport No./CTC/TIN No.	Issued at	Issued on
NESTOR D. DOMENDEN	PCAF Office ID No. 202202	Quezon City	Sept. 15, 2022
ELISA P. ESCOBAR	Passport No. P5866337A	La Union	Feb 01, 2018

WITNESS MY HAND AND SEAL, on the date and place above written.

Notary Public


ATTY. PAUL JERICK O. MALLARI
 NOTARY PUBLIC FOR AND IN QUEZON CITY
 Admn. Matter No. NP-001 (2022-2023); until 12-31-2023
 ROL NO. 74996
 IBP NO. 278373 / Jan. 09, 2023 / Pasig City
 PTR NO. 4125536 / Jan. 13, 2023 / Quezon City
 MCLE Compliance Certificate No. VII-0003043
 (Valid from 05-12-2021 until 04-14-2025)
 DA-Central Office Building, Elliptical Road,
 Diliman, Quezon City

Doc. No. 235
Page No. 96
Book No. 1
Series of 2023

PAID
 Received by: _____
 Date: _____