

**ASTORIA
PLAZA
BANQUET EVENT CONTRACT**

BEC #222537

IN-HOUSE SALES ACCOUNT MANAGER: Judy Anne Estaris
DATE: 09 NOVEMBER 2022

DATE OF EVENT: 10 NOVEMBER 2022	DAY: THURSDAY	FUNCTION: WORKSHOP	SEGMENT: INSURANCE SOURCE: PHONE INQUIRY
ENGAGER: PHILIPPINE GUARANTEE CORPORATION		Contact Person: Mr. Erick Joshua L. Lagon Mobile No.: +63 905 398 2743 Email: ejllagon.gad@philguarantee.gov.ph Signatory: Atty. Nelia O. Oandasan, Chairperson – GFPS EXECOM	

BILLING ADDRESS: JADE BUILDING 335 SEN. GIL PUYAT AVENUE MAKATI CITY.

BILLING ARRANGEMENTS:

- o Fifty-percent (50%) down payment based on the total contract price to be settled upon confirmation of the scheduled event.
- o Remaining balance and any incidentals occurred during the event to be settled immediately through cash or credit card only.
- o **Please create a master folio for PHILIPPINE GUARANTEE CORPORATION at Banquets for November 10-11, 2022. Summary of charges to be presented to client for review at 3:00pm.**

ANNOUNCEMENT BOARD:

"SEMINAR-WORKSHOP ON THE DEVELOPMENT OF PHILGUARANTEE GENDER AND DEVELOPMENT PLANS AND BUDGET FOR CY 2023"

Venue: HAMPTON 2 ND FLOOR	USE OF FUNCTION ROOM: 8:30AM – 5:30PM CHARGE IN EXCESS PER HOUR: PHP 10,700.00 NET PER HOUR MEAL REQUIREMENTS: AM SNACK BUFFET LUNCH PM SNACK	GUARANTEED NO. OF PAX: 25 PERSONS	AM SNACK, BUFFET LUNCH, PM SNACK PHP 1,700.00 NET PER PERSON Inclusions: -One (1) AM Snack. -One (1) Buffet Lunch with Iced Tea. -One (1) PM Snack. -Free-flowing hot coffee/hot tea during meeting proper. CHARGE IN EXCESS PER PERSON: -Buffet Lunch: PHP1000.00 NET -AM/PM Snack: PHP350.00 NET
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BEVERAGE REQUIREMENT:

- Free flowing iced tea during lunch.
- Free flowing coffee and hot tea during the meeting proper.
- Provide Water Station.

NOTE: Kindly coordinate with MR. ERICK JOSHUA L. LAGON with regards to any additional orders during the actual event.

SET UP/ INCLUSIONS:

- CLASSROOM SET-UP (Any changes with regards to set-up is not allowed during the actual day of event).
- Complimentary use of Function Room.
- Complimentary use of one (1) flipchart.
- Complimentary use of one (1) whiteboard with markers.
- Candy mints, papers & pencils
- Extension cord.

ENGINEERING REQUIREMENTS:

- Complimentary use of one (1) unit of projector with HDMI port & projector screen
 - Complimentary use of two (2) wired microphones.
 - Please make sure lights, airconditioning units and sound system are in good condition.
- Note:** Client to bring laptop for the meeting.

HOUSEKEEPING REQUIREMENTS:

- Please make the assigned function room clean and presentable.

FRONT OFFICE/BELL/SECURITY REQUIREMENTS:

- THREE (3) complimentary parking pass/es -c/o banquet service
- Please apply PhP 140.00 net flat rate for parking.
- Overnight accommodation in a One Bedroom Suite with breakfast for 2 persons
- Check-in time/date: November 10, 2022; 3pm
- Check-out time/date: November 11, 2022; 12nn
- Reservation Number: 362700

MIS REQUIREMENTS:

- Complimentary WiFi access for all participants.

MENU:

- AM Snack: 10:00am**
Corned Beef Pandesal
- BUFFET LUNCH: 12:00nn**
CAFÉ ASTORIA – MENU OF THE DAY
- PM Snack: 3:00pm**
Linguine Arabiata with Basil Cheese Bread

BILLING COMPUTATIONS
November 10, 2022

MEETING/EVENT PACKAGE:

AM SNACK, BUFFET LUNCH, PM SNACK
Php1,700.00 NET PER PERSON x 25 PERSONS = Php 42,500.00net

ROOM ACCOMMODATION:
1BR Suite @Php4,400/room/night x 1 unit x 1 night = Php 4,400.00net

TOTAL ROOM CHARGES PAYABLE TO THE HOTEL = Php 4,400.00net

TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL = Php 46,900.00 NET

ATTY. NELIA O. OANDASAN
Chairperson – GFPS EXECOM
PHILIPPINE GUARANTEE CORP. N

MS. LINDSAY S. ESTERADO
Senior Sales Manager - Banquets
ASTORIA HOTELS & RESORTS

MR. GILBERT E. TLAM JR.
Corporate Director – F&B
ASTORIA HOTELS & RESORTS


**ASTORIA
PLAZA**
BANQUET EVENT CONTRACT

BEC #222538

IN-HOUSE SALES ACCOUNT MANAGER: Judy Anne Estaris
DATE: 09 NOVEMBER 2022

DATE OF EVENT: 11 NOVEMBER 2022 DAY: FRIDAY	FUNCTION: WORKSHOP	SEGMENT: INSURANCE SOURCE: PHONE INQUIRY
ENGAGER: PHILIPPINE GUARANTEE CORPORATION	Contact Person: Mr. Erick Joshua L. Lagon Mobile No.: +63 905 398 2743 Email: ejllagon.gad@philguarantee.gov.ph Signatory: Atty. Nelia O. Oandasan, Chairperson – GFPS EXECOM	

BILLING ADDRESS: JADE BUILDING 335 SEN. GIL PUYAT AVENUE MAKATI CITY.

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- o **Please create a master folio for PHILIPPINE GUARANTEE CORPORATION at Banquets for November 10-11, 2022. Summary of charges to be presented to client for review at 3:00pm.**

ANNOUNCEMENT BOARD:

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BEVERAGE REQUIREMENT:
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 -Provide Water Station.

NOTE: Kindly coordinate with **MR. ERICK JOSHUA L. LAGON** with regards to any additional orders during the actual event.

SET UP/ INCLUSIONS:
 -CLASSROOM SET-UP (Any changes with regards to set-up is not allowed during the actual day of event).
 -Complimentary use of Function Room.
 -Complimentary use of one (1) flipchart.
 -Complimentary use of one (1) whiteboard with markers.
 -Candy mints, papers & pencils
 -Extension cord.

ENGINEERING REQUIREMENTS:
 -Complimentary use of one (1) unit of projector with HDMI port & projector screen
 -Complimentary use of two (2) wired microphones.
 -Please make sure lights, airconditioning units and sound system are in good condition.
Note: Client to bring laptop for the meeting.

HOUSEKEEPING REQUIREMENTS:
 -Please make the assigned function room clean and presentable.

FRONT OFFICE/BELL/SECURITY REQUIREMENTS:
 THREE (3) complimentary parking pass/es -c/o banquet service
 -Please apply PhP 140.00 net flat rate for parking.

MIS REQUIREMENTS:
 -Complimentary WiFi access for all participants.

MENU:

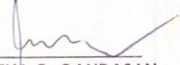
AM Snack: 10:00am
 Guinataang Bilo-Bilo

BUFFET LUNCH: 12:00nn
 CAFÉ ASTORIA – MENU OF THE DAY

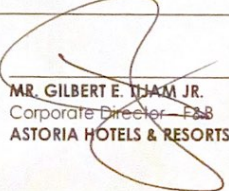
PM Snack: 3:00pm
 Curried Chicken Burger with Home Made Potato Wedges

BILLING COMPUTATIONS
November 11, 2022

MEETING/EVENT PACKAGE:	
AM SNACK, BUFFET LUNCH, PM SNACK	
Php1,700.00 NET PER PERSON x 25 PERSONS	= PhP 42,500.00net
TOTAL BANQUET CHARGES PAYABLE TO THE HOTEL	= PhP 42,500.00 NET


ATTY. NELIA O. OANDASAN
 Chairperson – GFPS EXECOM
 PHILIPPINE GUARANTEE CORP.

MS. LINDSAY S. ESTERADO
 Senior Sales Manager - Banquets
 ASTORIA HOTELS & RESORTS


MR. GILBERT E. UJAM JR.
 Corporate Director – F&B
 ASTORIA HOTELS & RESORTS



TERMS AND CONDITIONS

BANQUETS:

- 1. The Engager shall be billed in accordance with the minimum number of persons finally contracted notwithstanding under-attendance or in some cases, non-appearance of the Engager. In case the actual number of persons fall short of the minimum guaranteed number during this scheduled function, the said minimum guaranteed number shall still be charged, accordingly.
- 2. Should the attendance be more than the minimum number stipulated, the Engager shall be billed for actual number of persons, whichever is higher.
- 3. The HOTEL shall provide all arrangements based on the guaranteed no. of pax stipulated in each organized meal.
- 4. In case attendance goes beyond the guaranteed no. of pax, the hotel shall not be responsible or liable for the delay in food replenishment and/ or service.
- 5. All Food and Beverage items shall be exclusively purchased from ASTORIA PLAZA. Engager is not permitted to bring in food and beverage items in the hotel unless there is an agreement to the contrary. Waiver of corkage shall be subject to the discretion of the Food and Beverage Director.
- 6. Taking home of unserved portions for buffet meals is strictly prohibited. Sudden change of temperature may cause spoilage that may result undue effects or illness caused by food consumed.

BILLING:

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FUNCTION ACTIVITIES AND MATERIALS:

- 1. It is expected that the client's function shall start promptly at the specified time stated herein; thus, the assigned function room is expected to be vacated promptly as scheduled. The use of the assigned function room is limited **THE TIME INDICATED IN THE BANQUET EVENT CONTRACT**. Beyond which, hourly rate of PHP 10,700.00 net per hour for every fraction thereof shall be charged, accordingly.
- 2. The HOTEL will not accept any request for storage of props and equipment brought in by the ENGAGER. Appropriate security pass should be obtained prior to function date.
- 3. The ENGAGER shall be solely liable for its guests' personal belongings such as gifts, prizes, exhibits, props, displays and other materials.
- 4. The ENGAGER shall be liable to the HOTEL for any loss, damage or injury caused by the act, negligence or omission of the client, his/her representative, contractor, agent, guests/visitors or any person acting in his/her behalf while in the performance of any activity in connection with the contracted function: where the engager undertakes or contracts for a special set-up of the function, he must ensure that the premises assigned to the function are protected from damages. Ensure that the people working/ rehearsing for a performance shall abide by hotel policy.
- 5. The hotel reserves the right to assign an alternative function room should the assigned venue be unavailable or for other justified reasons.

CANCELLATION:

- 1. Cancellation of this function is no longer allowed. In the event of cancellation after signing this contract, the HOTEL shall charge a cancellation fee equivalent to ONE HUNDRED PERCENT (100%) of the total contract price.
- 2. The HOTEL shall not be liable for failure on its part to comply with the provisions of this contract in cases of labor disputes, natural disasters, fortuitous events and such other cause beyond the control of the Management. In turn, the HOTEL shall not charge the ENGAGER cancellation charges in cases of force majeure.

SHOULD ALL THE ABOVE ARRANGEMENTS MEET YOUR APPROVAL, KINDLY INDICATE CONFIRMATION BY SIGNING BELOW AND FORWARD SIGNED COPY TO US **NOT LATER THAN 09 NOVEMBER 2022.**

I HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND CONDITIONS AND HEREBY AGREE TO COMPLY WITH THE SAME.

Company Name
 Signature
 Name
 Designation
 Date

PHILIPPINE GUARANTEE CORPORATION

 ATTY. NELIA O. OANDASAN
 Chairperson – GFPS EXECOM
