



Mr. Renato L. Ebarle  
 Undersecretary  
 DOLE- Central Office

Dear Mr. Ebarle,

Warm Greetings!

We are delighted that you are considering **HOTEL CASIANA** as one of your potential venue for your upcoming meeting/event this coming **December 2-4, 2021** for **33 pax**.

Kindly find the **“Special Package”** below for your reference and approval:

**VENUE, MEAL AND ROOM ACCOMMODATION**

**33 pax x 3 days x 2,100.00 = P 207,900.00**

- Above rates are inclusive of applicable taxes and service charge.
- The rates are subject to change without prior notice.

**INCLUSIONS:**

- ✓ Room Accommodations:
  - Room Type: Deluxe Triple Total Number of Rooms:11

- ✓ Meals: (please tick the appropriate box)

	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
Day 1			✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	✓	

- ✓ Over flowing coffee with candies
- ✓ Exclusive use of
  - Function Room A  B  Poolside Pavilion  Bar Lounge
  - Board Room
- ✓ Function/Event type of set up: Classroom Setup with social distancing
- ✓ Sanitation kit for every room
- ✓ Integrated Audio-visual system with surround speakers, 2 high quality microphones, 2 conference microphones and 2 lapel microphones
- ✓ Automatic roll up super wide white board with high-definition projector.

- ✓ Touch screen video karaoke system with 2 KTV wireless microphones
- ✓ Podium, Philippine flag and flag poles
- ✓ Secretariat table
- ✓ White board with markers and erasers
- ✓ Flipchart
- ✓ Notepad and pens
- ✓ In room coffee and tea set up
- ✓ Air purifier in every room
- ✓ All rooms with Balcony
- ✓ Steady WIFI connection inside function room, rooms and common areas
- ✓ Use of heated swimming pool based on IATF rulings
- ✓ Secured Parking space

*NOTE: In compliance with IATF and LGU, we strictly follow 30% maximum capacity for our indoor function room and 50% outdoor venue.*

## **TERMS AND CONDITIONS**

1. **GUARANTEED GUESTS:** The number of guests agreed upon and the payment thereof is guaranteed. Should the guests exceed the guaranteed number, the exceeding guests shall be required to pay the amount equivalent to the price of each guest in the original agreement.
2. **PAYMENT POLICIES:** A deposit of 50% should be paid within seven (7) calendar days upon confirmation of the booking and the full payment shall be settled within seven (7) calendar days before the event and/or upon the arrival of any of the members of the entourage who will use the hotel's facility for the event. Should the client within seven (7) days from the date of the event cancel the said confirmed booking, an amount equivalent to 20% of the agreed contract price shall be charged against the client, for the lost opportunity of the hotel to offer its services to other clients. However, should the cancellation be made three (3) days prior the event, payments made by the client shall be forfeited.
3. **FOR SEND BILL ARRANGEMENT:** SEND BILL ACCOUNTS – Payment must be settled fifteen (15) to thirty (30) days from the date of receipt of the 'Statement of account issued by the Hotel. A surcharge of 1% per week shall be imposed to all overdue accounts. 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.

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

**BANCO DE ORO (BDO), Wind Residences, Tagaytay City Branch**  
 Acct. Name: HOTEL CASIANA OPC  
 Acct. No.: 0101-0800-4506 Branch: Wind Residences, Tagaytay City

Acct. No.: 0101-0800-4506 Branch: Wind Residences, Tagaytay City

Payments made through the aforesaid bank shall be subject to the confirmation and/or checking by the Hotel. In case the deposit has not been paid within the time prescribed, the confirmation of the booking is considered cancelled.

4. MISCELLANEOUS: During the event, the Hotel shall be free from liability, damage and/or harm caused by the guests, and the same shall be the sole responsibility of the client.

5. In compliance with the IATF and the Tagaytay LGU directives, please present your COVID-19 vaccination card together with a negative RT-PCR or Antigen that was taken 72 hours prior to arrival at the hotel.

We hope that that you will give due consideration to the "Special Package" herein offered.

If there are queries and concerns, please don't hesitate to contact the undersigned or you can return this email with your concerns.

Please be assured that we will do our best to give you a Great Accommodation and Experience here in HOTEL CASIANA.

We are looking forward to serve and hear from you soon.


Best Regards,

  
Trisha Mae Miranda  
Sales and Marketing Manager


CONFORME:

  
Mr. Renato L. Ebarle  
Undersecretary, DOLE-CENTRAL OFFICE


Noted By:

  
MS. NILDA D. SERRANO  
Hotel Operations Manager

Approved By:

  
Mr. Carlo M. Brea  
Director of Business Development  
Cluster General Manager  
Enderun Hotels

CERTIFIED FUND AVAILABLE

  
P151,200 (DOLE-CO's share)  
ORS 2021-12-8312  
RICHELDA L. BALLAD  
Chief Accountant  
Financial Management Service