



**Mr. Renato L. Ebarle**  
Undersecretary  
**DEPARTMENT OF LABOR & EMPLOYMENT**  
Muralla cor. General Luna St.,  
Intramuros, Manila, 1002, Philippines

Dear Mr. Ebarle,

**RE: DOLE 88<sup>th</sup> Anniversary**

Thank you very much for considering Rizal Park Hotel as a venue for **"DOLE 88<sup>th</sup> Anniversary on December 6, 2021"**. As per your specific requirements, we have outlined the following arrangements for your consideration:

**MEETING VENUE:**

Date/Time	Meals	Room	Setup	Agreed #	NETT Rate per package	Rate
<b>6 December 2021 (Monday)  5PM-9PM</b>	Buffet Menu 3	Ballroom 3	Round Tables Setup	150 persons	<b>Php 2,460,00</b>	<b>PHP 369,000.00</b>
<b>TOTAL CHARGES</b>						<b>PHP 369,000.00</b>

The Hotel reserves the right to control, restrict, or prohibit the use of the lobby areas outside the meeting venue. It will be at the discretion of the Hotel to provide the best possible layout of the lobby areas conducive to you.

**MEETING VENUE INCLUSIONS:**

1. Four (4) hours use of the venue based on the above schedule:
2. Free use of Ballroom 3 Area
3. Free use of Basic Audio/Visual Equipment:
  - a. Basic Sound System with two (2) Microphones
4. Round Table setup
5. Flowing Coffee and Water

**Rizal Park Hotel**  
South Road Drive, T.M Kalaw Extension, Ermita, Manila  
T: 804-8700 E: reservations@rizalparkhotel.com.ph  
Website: www.rizalparkhotel.com.ph

**EXTENSION OF USE OF MEETING VENUE**

Dinner venue extension shall be subject to availability. Please see below the hourly (or part thereof) rates per venue.

Meeting Venue	Hourly (or part thereof) Extension Rate
Ballroom 3	20,000.00 / Hour

**PARKING**

Hotel shall extend 10% courtesy car passes based on your minimum number of attendees. For your other guests, we shall extend a flat rate of P100 per car per day. We would appreciate if you could advise your requirements prior to the event in order for us to make the appropriate arrangements.

**CORKAGE**

The following charges are applicable for any wines and/ or hard liquor brought into the hotel:

- Wine: Free corkage for three (3) bottles in excess **Php 500 nett per 750 ml bottle**
- Hard Liquor: Free corkage for three (3) bottles in excess **Php 1,000 nett per bottle**
- Champagne: Free corkage for three (3) bottles in excess **Php 500 nett per bottle**
- Lechon: Free corkage for one (1) lechon in excess **Php 3,500 nett per piece**

**PAYMENT**

<b>December 13, 2021</b>	100% payment of total amount as stated in the contract including incidental charges incurred during the event.

\*Incidental charges incurred during the event should be settled immediately after the event through cash or credit card only. Unless acknowledged by authorized signatory and to be included in the total charges incurred by **Department of Labor & Employment** during the event

***The bank details for payment via bank deposit/ telegraphic transfer are as follows:***

ACCOUNT NAME : Restopreneur Management Inc.  
 PESO ACCOUNT NO. : 051-01-0000-814  
 BANK ADDRESS : Asia United Bank (Alhambra)  
 TIN NO : 009408587000  
 HOTEL ADDRESS : South Road Drive, T.M. Kalaw Ext. Ermita, Manila, Philippines

ACCOUNT NAME : Restopreneur Management Inc.  
 PESO ACCOUNT NO. : 004511362230  
 BANK ADDRESS : Banco De Oro (Kalaw)  
 TIN NO : 009408587000  
 HOTEL ADDRESS : South Road Drive, T.M. Kalaw Ext. Ermita, Manila, Philippines

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Note: Please use the ordinary deposit slip when remitting to our account. Please also indicate information such as Depositor's Name, payment particulars, etc. which could help us identify the source of payment/deposit.

Rizal Park Hotel shall have the right to demand immediate payment of all outstanding accounts if the Organizer fails to settle accounts within the agreed terms. Interest of 2% per month will be charged on all overdue accounts.

The authorized signatories of this event are: (on behalf of the Organizer)

a. \_\_\_\_\_  
b. \_\_\_\_\_

**MINIMUM GUARANTEED ATTENDANCE**

Please review and confirm the expected and guaranteed number of attendees on or before **December 6, 2021**. The final guaranteed number cannot be less than the contracted guaranteed number or minimum revenue. Any discrepancies between the expected and guaranteed number should be within 5% and the total guaranteed attendance should not be lower than the minimum charge required by the Hotel. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

**CANCELLATION AND POSTPONEMENT**

- The party who made the advance reservation or payment notifies the Hotel of its decision to cancel or scale down the event.
- Any cancellation means forfeiture of the confirmation deposit.
- Cancellations or postponements made after the confirmation of the booking will merit a surcharge equivalent to the rates listed below.

**Date of Cancellation**

*From confirmation date to...*

Fifteen days prior to event date

Three Days prior to the event date

**Cancellation Charge**

50% of guaranteed revenue

100% of guaranteed revenue

- Cancellation of the booking thirty (30) days prior to the event date will only be accepted in writing. You should send written cancellation request with the following options.
- For cancelled events, the Organizer shall be given following options for the non-refundable deposit made: (1) consume the amount paid at a later date (2) credits (3) vouchers (4) re-booking, which shall not be longer than one year of date of cancellation.

**OUTSIDE FOOD**

Rizal Park Hotel does not allow any Food, Beverages, and any consumable Items to be brought inside the Hotel. Crew meals are available upon prior arrangement from the Hotel, subject to nominal charge.

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