



Letter of Agreement

MR. RENATO L. EBARLE
Undersecretary
DEPARTMENT OF LABOR AND EMPLOYMENT
6/F DOLE Building Muralla cor Gen. Luna St. Intramuros, Manila

Dear Undersecretary Ebarle,

Subject: Workshop on Gender and Development | 41 PERSONS
April 27-29, 2022 (Wednesday - Friday)

Thank you for choosing **LAS CASAS FILIPINAS DE ACUZAR** as the final venue for the above-mentioned function. Following are the special arrangements which we have mutually agreed upon.

I. ROOM & MEAL PACKAGE

ROOM AND MEAL PACKAGE		
Single Occupancy	17,600	nett per person
Twin Occupancy	12,350	nett per person
Triple Occupancy	10,400	nett per person
Quadruple Occupancy	9,525	nett per person
Inclusions:		
• Room Accommodation		
• Two (2) Breakfast		
• Two (2) Set Lunch		
• Two (1) PM Snack		
• Two (2) Set Dinner		
• Use of Function Room		
• Guided Heritage Tour (30 mins. - 1 hour)		
• Use of Swimming Pool and Beach Area		
• Use of beach facilities such as volleyball, tug-of-war, badminton and obstacle course		
• Welcome Drinks and Cold Towel		
• All taxes and service charge		
Guaranteed minimum of 41 persons		



II. ROOM BLOCKING:

ROOMS/OCCUPANCY	NO. OF ROOMS	NO. OF PERSONS
Single Occupancy	1	1
Twin Occupancy	1	2
Triple Occupancy	10	30
Quad Occupancy	2	8
TOTAL	14	41

Check-In date : April 27, 2022

Time: 3:00 pm

Check-Out date : April 29, 2022

Time: 12:00 nn

- We strictly enforce check-out time of 12:00 noon for the guestrooms only. Any request for late check-out shall be coordinated to our front desk personnel in the resort.
- A Service Fee shall be imposed for late check-out beyond 12:00 NN, without prior approval. These charges shall be imposed:

12:01 PM – 2:00 PM	50% of the room rate
2:01 PM – 12 Midnight	100% of the room rate or equivalent to one (1) night

III. MEAL REQUIREMENTS:

DATE	MEAL	GUARANTEED NO. OF PERSONS
April 27, 2022	Set Lunch	41 Persons
	PM Snack	41 Persons
	Set Dinner	41 Persons
April 28, 2022	Breakfast	41 Persons
	Set Lunch	41 Persons
	PM Snack	41 Persons
	Set Dinner	41 Persons
April 29, 2022	Breakfast	41 Persons

IV. COMPUTATION OF CHARGES:

(1) Single Occupancy	: Php 17,600.00 x 1 person	= Php 17,600.00
(1) Twin Occupancy	: Php 12,350.00 x 2 persons	= Php 24,700.00
(10) Triple Occupancy	: Php 10,400.00 x 30 persons	= Php 312,000.00
(2) Quad Occupancy	: Php 9,525.00 x 8 persons	= <u>Php 76,200.00</u>
	Total	= Php 430,500.00



BILLING

- We shall require **full payment** amounting to **FOUR HUNDRED THIRTY THOUSAND FIVE HUNDRED PESOS ONLY (Php 430,500.00)** shall be settled on **April 23, 2022**
 - The HOTEL shall charge a cancellation fee equivalent to **ONE HUNDRED PERCENT (100%)** of total rooms booked.
 - **IN CASE OF SEND BILL ARRANGEMENT**
 - A **Letter of Request** or **Certificate of Availability of Funds** (government) is required before signing the contract
 - **Failure to settle on due date, the resort shall charge an initial 2% interest of the total bill and additional 2% on every succeeding months.**
 - Due to specially discounted rate extended to your group, strictly cash and company check shall be accepted. Please note **COMPANY CHECK / PERSONNAL CHECK** shall be accepted provided the minimum three (3) banking days clearing is observed prior the schedule date of function .
 - Please make check payable to:

Account Name	:	MARIVENT RESORT HOTEL INC.
Account No.	:	SAVINGS # 525-0242686
Bank	:	BDO- Balanga Branch
 - Other charges incurred outside of the package shall be settled in cash or credit card upon check-out.
- Hope you find everything in order. Kindly sign on the space provided below and return to us our copy of this agreement on or before **April 23, 2022** to confirm your reservations.

Thank you very much.
LAS CASAS FILIPINAS DE ACUZAR

ANGELICA MARTY
Account Executive

ANNE ESPINO-OROSCO
Assistant General Manager

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

CONFORME:

MR. RENATO L. EBARLE
Undersecretary
DEPARTMENT OF LABOR AND EMPLOYMENT

CERTIFIED FUND AVAILABLE

for:
RICHELDA L. BALLAD
Chief Accountant
Financial Management Service
430, 500 Las Casas Filipinas de Acuzar
BAGAC, BATAAN
2022-04-03



HOTEL TERMS AND CONDITIONS

ROOMS:

1. Request for early check-in / check-out is subject to space availability. Additional room requirement shall be subject to space availability.
2. All guests assigned in each room should sign-up and acknowledge amenities inside room to avoid dispute of charges upon check-out.
3. No transfer of amenities from each room to avoid delay during check-out.
4. **The hotel provides safety deposit box in all of the rooms free of charge. Please keep all your valuables (ie. Jewelry, cash payment, etc.)**
5. **Lost keys shall be charged Php 3,500.00**
6. **Checks are not accepted**

BANQUETS:

WE SHALL PROVIDE YOUR SCHEDULED MEALS AS PER THE GUARANTEED MINIMUM STIPULATED FOR EACH FUNCTION WITH A 10% ALLOWANCE FOR POSSIBLE INCREASE IN ATTENDANCE. IN EXCESS OF THE 10% ALLOWANCE ON THE GUARANTEED NUMBER OF COVERS, A SURCHARGE OF 20% SHALL BE ADDED PER EXTRA COVER OR PERSON.

All Food and Beverage items shall be supplied exclusively by the HOTEL.

Bringing in of Food and Beverage items are not allowed. A corkage fee of Php 500.00 per head shall be charged should guest insist on bringing food item.

In case attendance goes beyond the 10% allowance based on the minimum guaranteed covers, the Hotel shall not be responsible or liable for the delay in food replenishment and / or service.

FUNCTION ACTIVITIES AND MATERIALS:

1. The HOTEL will not accept any request for storage for props and equipment brought in by the ENGAGER. Appropriate security pass should be obtained prior to function date.
2. The ENGAGER shall be solely liable for its guests' personal belongings such as gifts, prizes, exhibits, props, displays and other materials.
3. 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 one 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 or a performance shall abide by hotel policy.