

ATTY. ANA C. DIONE, CPA

Undersecretary

DEPARTMENT OF LABOR AND EMPLOYMENT - CENTRAL OFFICE

Human Resource Development Service

5th Floor, Muralla Wing, DOLE Building, Intramuros, Manila

Tel No. 5273580 (DL) 5273000 loc. 505 (Trunkline)

Contact Number: 0917 851 6767

Email: dolehrds.training@gmail.com

RE: SEMINAR/MEETING (Contract)
June 7-11, 2022

Warm greetings from **The Bayleaf!**

Thank you for considering The Bayleaf Cavite for your event scheduled on **June 7-11, 2022.**

A. Room and Meal Requirements

Date	Function Room Requirements	Package Per Person	Total
June 7, 2022	Fennel: 5pm to 8pm Buffet Dinner		
June 8, 2022	<i>6am to 10am</i> <i>Daily Breakfast</i> <i>(part of the room package)</i> Fields: 8am to 8pm AM Snack, Buffet Lunch, PM Snack and Buffet Dinner	<i>Live-In Package</i> <i>Php1,900.00net</i> 63 persons x 5 days	Php598,500.00
June 9, 2022	<i>6am to 10am</i> <i>Daily Breakfast</i> <i>(part of the room package)</i> Ballroom 1: 8am to 8pm AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
June 10, 2022	<i>6am to 10am</i> <i>Daily Breakfast</i> <i>(part of the room package)</i> Saffron: 8am to 8pm AM Snack, Buffet Lunch, PM Snack and Buffet Dinner	<i>Live-Out Package</i> <i>Php1,000.00net</i> 8 persons x 3 days	Php24,000.00
June 11, 2022	<i>6am to 10am</i> <i>Daily Breakfast</i> <i>(part of the room package)</i>		
		Grand Total	Php622,500.00net

Governor's Drive, General Trias, Cavite 4107 Philippines

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(Rate is inclusive of 10% service charge and gov't tax)
Guaranteed no. of persons: 63 + 8 persons

Other Inclusions:

Rooms

Four-Nights Stay – **5 Triple & 12 Quad** sharing with breakfast for 63 persons on June 8-11,
2022 Complimentary parking slot for in house guests

Beverages

One (1) round of Iced Tea during Lunch and Dinner
Flowing coffee

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- Use of function room based on the date and time mentioned above, in excess, **Php10,000.00 per hour** shall be charged. Function room usage extension will be subject for availability and approval of the management.
- Use of one (1) LCD projector and motorized wide screen
- Basic Sound System with (2) Microphones
- Flipcharts with markers and erasers
- Papers and Pencils
- Complimentary Wifi Access

C. Estimated Charges:

Live-In Package: Php598,500.00
Live-Out Package: Php24,000.00

Total Estimated Charges: Php 622,500.00net

E. TERMS AND CONDITIONS

• **Check-In/Out Time:**

The HOTEL's standard check-in time starts at 2:00PM on the day of arrival. Check-out time at 12:00NN:

- Request for early check-in depends on the availability of the rooms. If rooms are available upon guest's arrival, early check-in will be allowed.
- Request for early check-out depends on the availability of the rooms.

• **Official & On-Site Official Signatory:**

That, the persons authorized to sign all Room and Banquet charges in behalf of the group are as follows:

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F. Other Requirements:

1. The Client should furnish the Hotel of the rooming lists and schedule of activities at least three (3) days before the event.

G. Health Protocols

1. Presentation of vaccination cards upon entry at the hotel
2. Pregnant Moms, Seniors & PWD are required to be fully vaccinated
3. Unvaccinated guests must undergo Antigen Test by the hotel with negative result
Rate: Php500.00net per test **Time: 12nn to 8pm**

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