



CONTRACT

Atty. Ana C. Dione, CPA
Undersecretary
 DOLE Building, Muralla corner General Luna St.,
 Intramuros, Manila, 1002, Philippines
 (02) 8527 3000

DATE	June 12-16, 2022
COMPANY	Department of Labor and Employment
GUARANTEED NO. OF PERSONS	70 pax.
TIME	8am
VENUE	Function B
SET UP	Classroom
PACKAGE RATE	Php 690,500.00 NETT

INCLUSIONS:

- ✓ Room Accommodations:
 - (10) Deluxe Triple (Twin with extra bed)
 - (10) Deluxe Family Quad (with extra bed)

✓ Meals:

	Buffet Breakfast	AM Snacks	Buffet Lunch	PM Snacks	Buffet Dinner
Day 1					✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	✓	✓
Day 4	✓	✓	✓	✓	✓
Day 5	✓				

- ✓ Free flowing coffee with candies
- ✓ Exclusive use of Function B
- ✓ Function/Event type of set up: Classroom Setup with social distancing
- ✓ 9x12 LED Wall for June 13-15, 2022
- ✓ 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

- ✓ Podium, Philippine flag and flag poles
- ✓ Secretariat table
- ✓ White board with markers and erasers
- ✓ Flipchart
- ✓ Notepad and pen
- ✓ Sanitation kit for every room
- ✓ In-room coffee and tea set up
- ✓ Air purifier in every room
- ✓ All rooms with balcony
- ✓ Steady Wi-Fi connection inside function room, rooms and common areas
- ✓ Use of heated swimming pool based on IATF rulings
- ✓ Secured parking space

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. **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

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.


3. **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.

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,


Katherine Loro
Director of Sales and Marketing

CONFORME:

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