



BANQUET AND CATERING CONTRACT

JAPI Travellers Hotel's professional team in culinary and our service skills assures you that we are committed in delivering all closed deals to your absolute satisfaction. In order to ensure you and your guests of organized function, we must ask that we both acknowledge all information given here and adhere to the policies stipulated in this contract.

Client's/Representative's Name: DFA- Santiago City % Ms. Karen Joy Buendia	
Address: Santiago City	
Contact Number (Office): 078 323 374	Contact Number : 0995 927 8408
Email Address: santiago.co@dfa.gov.ph	Type of Event: Team Building
Date of Event: December 10-11, 2022	Function Hall: La Verte Hall
Call Time: 9:30 AM	
Food Serving Time (MUST BE ACCURATE):	
AM Snack- 10:00 AM (1st) 8:00 AM (2nd)	
Lunch- 12:00 Noon	
PM Snack- 3:00 PM	
Dinner-7:00 PM	
Closing Time: 10:00 PM	Estimated Number of Guests: 17 PAX
Price/Head: Package of PHP 66,781	Stylist: N/A

- *Choosing a different Event Stylist may require additional Supplier's contract.*

MENU DETAILS:

AM Snack:	Sotanghong Guisado (1st) Ham & Cheese Sandwich (2nd)
PM Snack:	Chicken Sandwich
Soup:	Mushroom Soup (L) ; Crab & Corn Soup (D)
Appetizers:	N/A
Main entrée:	Grilled Liempo with Special Sauce (L) ; Bagnet(D)
	Stir Fried Vegetables with Beef (L) ; Buttered Vegetables (D)
	Cheesy Pimiento Baked Bangus (L) ; Sweet & Sour Fish Fillet (D)

Rice:	Plain
Desserts:	Fresh Fruits (L) ; Buko Pandan (D)
Drinks:	Juice

CLIENT INSTRUCTION and OTHER SPECIAL REQUIREMENTS:

Color Motif: **Combination of Blue & White**

Other Special Requirement/s and requests:

TOTAL CASH LAYOUT:

Total Cost	P 66,781
Total Discount	N/A
Grand Total	P 66,781

PAYMENT DETAILS: Send bill to DFA-Santiago City -Within 30 days after receiving the SOA.

RESERVATIONS:

Date _____ Cheque No. _____ OR# _____
 Received By: _____ O.R./Acknowledgment #: _____

20% DOWN PAYMENT DATE:

Date _____ Cheque No. _____ Bank Name: _____ Cash: _____
 Received By: _____ O.R./Acknowledgment #: _____

Full Payment

 Date Cheque No. Bank Name Cash

We require a **P 5,000.00** security deposit upon signing this contract. The security deposit is fully refundable after 7 working days if there is no damage or loss to the premises and if all venue rules have been followed. The client(s) are financially responsible for damages that exceed the security deposit amount.

Kindly review this portion of the contract carefully, and ask any question you may have PRIOR to signing it, as the following policies are strictly adhered to and NO exceptions are valid under any circumstance.

GENERAL INFORMATION AND POLICIES

1. Services shall include the customary utensils requirements and set-up, table centerpiece, chairs & tables. Included in Catering contract are uniformed servers, a minimum of 1 per 50 guests, as agreed upon between caterer and client. Table décor and Linens provisions may be adjusted to accommodate safety or weather conditions. (Pool side Venue). Notification will be offered to client, if time permits. Full Dinner (Soup or Salad, Entrée, Sides, Breads and Beverages), Tax, Set up and Removal are included in per person cost.

2. Meals provided as stipulated above shall be paid in full in accordance with the terms stated above with or without full consummation and JAPI Hotel and Restaurant shall not be required to provide additional place setting or food and beverage. **In excess of the number of reservation, P1,500.00 per plate will be added after the reserved number of guests for the service rendered.** The client will not, at any instance, require JAPI Hotel and Restaurant for additional orders to accommodate excess guests. The right to do so is with the management.
3. The client shall not be allowed to add any type of food not prepared by JAPI Hotel and Restaurant for food safety reasons. If the client wishes to bring in food not prepared by JAPI Hotel and Restaurant, a waiver must be signed. JAPI is automatically relieved from all liabilities due to food poisoning and spoilage.
 - a. The said food will be placed in a separate table (dressed up) and the client will be charged Php 500 per dish (corkage fee) and Php 150 for the usage of table and other preparation dishes.
 - b. Roasted pigs (Lechon) may be permitted with additional fees to cover preparation and other services required by the client. P 1000 PHP Corkage
4. **Food exposed in room temperature for more than 3 hours might get spoiled.** Any delay on the stated serving time or bring home left-over food, the caterer shall be relieved from all liabilities if food poisoning or any problem should arise. A separate Waiver for left-over food is required before the client can bring it home. We highly discourage taking any left-over food outside the premises for we can no longer assure safety and this may pose health hazards.
5. JAPI Catering and Services reserves the right to substitute items that become available in the open market or that exceed reasonable market costs. Caterer will notify client for approval if time allows.
6. In the event that your group requires a split menu, entrée selections are limited to a maximum of 2 selections. There may be an additional charge for this service. The hotel requires that the client produce place cards or tickets identifying the particular entrée selected by each guest. If the hotel needs to produce more than the initial amount guaranteed for a specific entrée, the client is responsible for paying for those additional meals.
7. All alcoholic beverages are subject to PHP 500 per bottle corkage and Php 500 per case for beer/bottle of premium drinks inclusive of ice. Alcohol will not be served to minors.
8. A guaranteed attendance figure is required for all meal functions 5 business days prior to the function date, and is not subject to reduction. If the catering office is not advised by this time, the estimated figure will automatically become the guarantee. We will be prepared to serve 5% over the guaranteed number for groups below 400 people and 3% for groups of 400 and above.
9. The client agrees to pay for not less than the number of guests guaranteed two weeks prior to the event. Arrangements for additional guests and menu changes must be made at least one week prior to the function and such final guarantee shall be binding on client as if originally agreed upon.

VENUE POLICIES:

1. The duration of the event shall be limited to **8 hours per DAY. Additional charge of P2,000 will be charged per hour of extension.**
2. Function room assignments are made according to the guaranteed minimum number of people anticipated. Because these attendance figures may vary from expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance figures.
3. All venues are strictly non-smoking area. There are designated areas for smoking. Please be guided accordingly. Illegal substances are not allowed at any time on the premise. Drunken/violent behavior disturbances are prohibited and subject to immediate removal from the premise and possible termination of event without refund.
4. All music must be toned down by 10pm to give respect to checked in guests and the community surrounding the premise.
5. All non-food items such as table napkins, floral arrangements, backdrop décor, styling materials, plates, glass, utensils etc. remain the property of JAPI Banquet & Catering.
6. The hotel will not permit the affixing of anything to walls, floors or ceilings with nails, staples, tape or any other substance.

7. Additional decorations may be requested but may not be put without the management's consent. Any decorations must be approved by the Banquet Manager.
8. We will be pleased to arrange for any audio-visual requirements for your function. For extensive set-ups, arrangements can be made through our office to contact local professional audio-visual services.
9. All vehicles associated in anyway with the event must be parked within the parking area or the drive.
 - a. (Swimming Pool Venue): Posted rules for the swimming pool must be followed at all times by Client(s) and their guest(s) who release JAPI Travellers Hotel and Restaurant from any liability for bodily injury. A separate contract may be applied for those availing a Pool Venue event.
10. **The client should not revise the approved layout during the actual day of set-up that will cause delay.** Minor revisions may be entertained three days prior the event while major revisions shall be done and will be entertained 30 days prior the event in case of big event. The client has the responsibility to inform the Banquet Manager of such any changes. Last minute changes can impact the quality of the event and JAPI Banquet is not responsible for these compromises in quality due to rush and last minute requests.
11. The customer shall be responsible for the safety and security of all the guests and their personal property. Any breakages and loses due to accidents incurred by the guest or by the parties listed above shall be billed separately after the event. It shall be understood that everything is in order in so far as these matters are concerned if the caterer does not receive any written complaint from the customer within 24 hours from the end of the function.
12. The hotel does not assume responsibility for damage or loss of any merchandise or articles left on the premises prior to, during or following any event. Arrangements for security for equipment or merchandise prior to the event can be made through the Banquet Manager in charge of the event.
13. The Teodora Hall and Amado hall uses live, video, and still photography to assist with promotion of the venue. All photos taken by your Photographer will also be the property of the company and will be used for promotional purposes. No boudoir or nude photography is permitted anywhere at the hotel premises.

Event of Force Majeure means an event beyond the control of the Authority and the Operator, which prevents a Party from complying with any of its obligations under this Contract, including but not limited to:

1. act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);
2. war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilization, requisition, or embargo;
3. rebellion, revolution, insurrection, or military or usurped power, or civil war;
4. Lockdowns, Pandemics, diseases, contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
5. riot, commotion, strikes, go slows, lock outs or disorder, acts or threats of terrorism, government regulation or advisory (including travel advisory warning)
6. Shortage or disruption of the electrical power supply causing blackouts
7. Any other cause reasonable beyond parties control, making the event commercially impracticable. Impracticable to perform, illegal, or impossible to perform under this agreement as the parties originally contracted. and other event that may affect the normal Banquet and Catering operations the latter is not held liable for the consequences it may have caused the event.

OTHER TERMS & CONDITIONS

1. This contract is taken into effect upon payment. **All down payment fees are forfeited upon reservation cancellation. Reservation and down payment fee is non-refundable, non-transferable and non-consumable.** None payment of balances a week before the event / occasion reserves the right for JAPI TRAVELLERS HOTEL AND RESTAURANT, the Caterer to cancel all services without any refund.
2. We reserve the right to assess finance charges on any unpaid amount (delinquent accounts) when due at an interest rate of the maximum permitted by law.
3. Final count guarantee and payment in full is due to JAPI Banquet and Catering seven (7) days prior to event. If final payment is not received by JAPI Banquet and Catering on or before this date, no services will be provided and no refunds are due. No extensions may be granted.
4. In the event that the Caterer must seek legal remedies to complete execution of this contract, the client agrees to pay all reasonable attorney fees.
5. JAPI Traveller's Hotel and Restaurant reserves the right to make any reasonable adjustments to this agreement which allow for fluctuations in market availability, time constraints, or a necessity to comply with fire and safety hazards. Every possible attempt will be made to communicate any adjustments to client, however, caterer shall be authorized to make any reasonable, immediate adjustments to agreement, as to best accommodate unexpected situations that could arise.
6. An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (prepayment), direct billing (subject to approval) or completed credit card authorization form.
7. A security deposit is strictly implemented for those who are availing an additional Stylist. Please refer to the Supplier's Contract.
8. Clients availing accommodations or guest rooms provided by the hotel requires separate agreement and must be communicated with the Front Desk manager of the hotel or any front office staff.
9. All cancellations must be made in writing following verbal advice to the host. The client is responsible for verifying that JAPI Banquet & Catering have received their cancellation letter. A cancellation fee of 20,000 pesos will be applied.
10. Upon Signing this contract the package taken and written in this contract cannot be converted to other promo offers of the company and other promos to be release.

In signing this Contract, the **Clients** warrants that it has read and understood the foregoing terms and conditions, and hereby agrees and accepts all its terms and conditions. In the event of any breach in any provision of this Contract by the **Clients**, **JAPI** may summarily terminate this Contract and call on the performance security, if applicable, without prejudice to the institution of appropriate civil and/or criminal proceedings against the **Clients**.

I / We Accept:

MS. KAREN JOY L. BUENDIA
Client

DATE: 23 NOV 2022

CHRISTIAN JAY Y. ANDRES
JAPI BANQUET & CATERING



Rooming List

DFA SANTIAGO

December 10-11, 2022

ROOM TYPE	No. Pax	GUEST NAME	CONTACT NO.	SIGNATURE
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Deluxe Double room-Main Building *One matrimonial bed

IF 05	1	ZENILYN C. PHUK	09177799386	

Deluxe Family room-Main Building *Two matrimonial bed

DF 02	1	ARIES AGUILAR	09351303103	
	2	FRANCIS T. Sinaban	09151181818	
	3	MICHAEL JOSE	09534576531	
	4	NELSON AQUINO	09759940261	

Deluxe Twin room-Main Building *Two single bed

2F 09	1	RIZA DEL L. LOÑEZ	09248991796	
	2	KAREN JOY L. BUENDIA	09959278408	

Superior Room-Annex Building *One Matrimonial Bed

AI 13	1	EOLYN B. Ocampo	09777640425	
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Superior Family Rooms-Annex Building *Two Matrimonial Bed

AI 15	1	MICHELLE ANN ZURBAN	09369946098	
	2	ROSE KAREN V. RAMIREZ	09365923303	
	3	Jean Claudine E. Tuppal	09174412467	
AI 16	1	JANINE LAPPAN	09175019809	
	2	JENNY ROSSE ARRIOLA	09162391337	
	3	MELODY F. CRIVOTOME	09269341225	
AI 17	1	KAREN JOY R. Alagano	091616156131	
	2	Monaliza M. Ballesteros	09175897920	
	3	Valerie Anne F. Rincon	0995-6491126	