

CLIENT SERVICE CONTRACT

This contract is entered into by:

Forest Crest Nature Hotel and Resort, with trade name: **Forest Crest Nature Hotel and Resort Inc.** and with business address: Km. 72 Batulao, Kaylaway, Nasugbu, Batangas, represented by its Senior Sales Manager, Ms. Judy Grace V. Aniceto; herein referred as the **“HOTEL”**

and

Company/ Business Name **DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF ASSET MANAGEMENT SUPPORT SERVICES**
 Business Address **2330 Roxas Boulevard, Pasay City, Metro Manila, Philippines**
 Authorized Representative **MR. MEDARDO G. MACARAIG
Assistant Secretary, OAMSS**

Herein referred as the **“CLIENT”**

With terms and agreement stated below:

A. EVENT DETAILS

Event Name **TEAMBUILDING & GAD ACTIVITY**
 Event Date **NOVEMBER 19-20, 2022**
 Contact Person **MS. HERMINIA COMULLO
Administrative Officer**
 Guaranteed No. of Pax **84 PERSONS**
 Contract Price **PHP 467,800.00 (VAT INC)**

Breakdown of Contract Price

Hotel Accommodation and Meals	84 persons	Php 467,800.00
Grand Total		Php 467,800.00 (VAT INC)

B. BANQUET REQUIREMENTS

1. Arrival and Departure

Arrival Date November 19, 2022 Time 2PM
 Departure November 20, 2022 Time 12PM

Advance Party

Date and Time	Room Type	Qty	Remarks

2. Banner/ Signage Name: **WELCOME PARTICIPANTS TO
TEAMBUILDING AND GAD ACTIVITY**

3. Room Accommodation

Room Type	Qty	Total Pax
Cabin Single Room	05	
Cabin Family Quadruple Sharing	20	
TOTAL	25	84 pax

4. Meals

Day 1	Am Snacks, Managed Buffet Lunch, Pm Snack, Managed Buffet Dinner
Day 2	Managed Buffet Breakfast, Am Snack

5. Venue

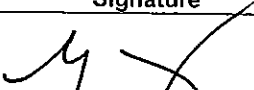
	Time	Venue	Requirements
Day 1	Am Snack Managed Buffet Lunch, Pm Snack Managed Buffet Dinner	Talisay Function Room	Banquet Set Up
Day 2	Managed Buffet Breakfast Am Snack	Talisay Function Room	

6. Usage of Facilities and Amenities

- Use of the Following :
 - Complimentary use of Wavepool
 - Complimentary use of Club house Pool
- Meeting Facilities / Amenities
 - Use of Function Room as from 8:00am to 9:00pm
 - Additional hour charge on function room – Php 3,500.00/hr
 - Day 1 – 8:00am to 9:00pm
 - Day 2 – 6:00am to 12:00nn
 - Basic sound system with 3 wireless microphones
 - LCD Projector
 - Inclusive of Free flowing of Coffee and Water
 - Dedicated Wi-Fi Internet Access
 - First Aid responders during the event, Hospital onsite
 - Extension cords
 - Lobby Posting
 - Complimentary Welcome Banner and Backdrop
 - Complimentary Use of Shuttle service within the vicinity
 - Free Parking slots
 - Free Wifi Access

C. AUTHORIZED SIGNATORY/IES OF THE CLIENT

The following officers are the only recognized representatives of the CLIENT on any matters that need to be decided upon by the Client and the Hotel:

Name	Designation	Signature
MR. MEDARDO G. MACARAIG	Assistant Secretary - OAMSS	

PAYMENT ARRANGEMENT

Mode of Payment	Payable on	Amount	Due Date
Full payment	30 Days after the event	Php 467,800.00	30 Days after

TERMS AND CONDITIONS

1. PAYMENT

Payment Terms	Payable on	Mode of Payment	Payment Details
Full payment	30 Days upon receipt of the SOA	Company check or Cash	Bank Name : Security Bank Branch : Mendez Crossing Tagaytay Account No. : 0000024408393 Bank Name : BDO Branch : Mendez Crossing Tagaytay Account No. : 007528014424 Bank Name : Landbank of the Philippines Branch : Nasugbu Batangas Account No. : 3681-0084-02

Clients shall not pay cash to our Authorized Collectors for security and control purposes. If cash is the only available mode of payment, have it paid at the Resort or deposited to the Hotel's Bank Account and just email the deposit slip to the Sales Account Manager.

2. RESERVATION

Only accounts with signed contract are reserved. The Hotel reserves its right to release to other Client any tentative bookings.

3. ROOMING LIST

Rooming List must be submitted by the client to the Hotel eight (8) days prior arrival. Rooming List shows the names of the individuals that will stay in a particular room. Upon check in of the group, the Client may either choose to:

- a) Let the Front Office Associate or Banquet Coordinator of the Hotel to distribute the keys to the participants, in accordance to the Rooming List submitted, or,
- b) Someone from the Client shall handle the distribution of keys

Late or non-submission of Rooming List shall mean that the distribution of keys will be handled by the Client and that the Hotel shall not be blamed or liable for any delay that may occur due to this.

4. CORKAGE FEE

It is the standard of FOREST CREST NATURE HOTEL AND RESORT to cater all the FOOD and DRINKS that the Client shall consume inside the Hotel. If the Client opts to bring in food or any kind of drinks, be it juice, softdrinks or alcoholic drinks, the client shall be charged with Corkage Fee.

5. DELAYED ARRIVAL AND LATE DEPARTURE

When the Hotel is not in fault on the delayed arrival or late departure of the Client, the Hotel's other clients should not be in anyway affected and must follow the standard check-in and check-out time of the Hotel. This applies to both rooms and function rooms.

If the client's current venue needs to be vacated on a specified time due to next booking, the current client must either leave the venue or transfer to another venue, so as not to affect the other bookings.

6. POSTPONEMENT AND RESCHEDULE

Postponement or Reschedule of Client's Event shall be under discussion with the Sales Account Manager for matters that must be considered, moreover on the available dates and function venues. Postponement or Rescheduling must be done in written letter addressed to the General Manager of the Hotel at least 1 month prior to postponement/reschedule of the event.

7. CANCELLATION / NO-SHOW

Signed contracts cannot be cancelled.
Fifty percent (50%) of the contract price is non-refundable.

The ENGAGER shall also pay 100% of the total contract price once the number of guaranteed covers has been lessened fifteen (15) days prior to the event date.

8. GUARANTEED PAYMENT OF CLIENT OBLIGATIONS

If the Client is a corporation, partnership or organization, the person or persons signing for and in behalf of the corporation, partnership or organization shall be personally, jointly and severally liable to the HOTEL for the payment of the obligation herein incurred for the function and of any damages and / or losses incurred by the HOTEL during or by reason of such function caused by willful acts, omission or negligence of the client or its guests.

The signing and execution of this agreement is conformity on his/her part to be personally, jointly and severally liable together with the CLIENT whom he/she represents.

Any loss and / or damage to the Hotel's property during the event as a result of client's negligence will be charged to the client correspondingly.

9. FORCE MAJEURE


The Hotel shall not be solely liable for non-performance of the agreement stated herein or for any damages caused by circumstances that are unforeseen and beyond control of the Hotel, making performance inadvisable, commercially impracticable, illegal or impossible. This includes but not limited to acts of God, rebellion, war, terrorist attacks or usurped power. Neither of the two parties shall be considered in breach of this contract for these circumstances.

In consideration to the client, the event can be rescheduled to a later date agreed by both parties, but, all perishable goods bought specifically for the event shall borne by the client.


10. CONFIDENTIALITY

Both parties shall keep all arrangements private and confidential.

Prepared by:



JUDY GRACE V. ANICETO
SENIOR SALES MANAGER
FOREST CREST NATURE
HOTEL AND RESORT INC.

Client's Conforme:


MR. MEDARDO G. MACARAIG
Assistant Secretary - OAMSS
DEPARTMENT OF FOREIGN AFFAIRS

09 NOV 2022

SUBSCRIBED AND SWORN TO BEFORE ME
THIS DAY 11 NOV 2022 AT B.I.


ATTY. RUBEN M. AZANES, JR.
NOTARY PUBLIC
UNTIL DECEMBER 31, 2022
PTR NO. 2463598D, 01/03/2022-QUEZON CITY
iBP NO. 178672, 01/03/2022- Quezon City Chapter
Roll of Attorney's No. 46427
Admin Matter No. 004
MCLE-VII-0018605-05-24-2022
TIN: 140-394-386-000
Unit 2 UGF-2 Opulent Bldg. Socorro, Quezon City

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