

LCA GARDEN INN AND CATERING SERVICES

Gamiton, Carrascal, Surigao del Sur

CONTRACT OF AGREEMENT

27 June 2022

TO: DEPARTMENT OF FOREIGN AFFAIR
RCO BUTUAN, ROBINSONS MALL BUTUAN CITY

Dear Ma'am;

Marajao na hapon!

LCA Garden Inn and Catering Services provides a comprehensive choice of business services to meet every requirement. As we value the needs of our guest, please find below details;

The details are as follows:

EVENT ARRANGEMENTS:

Date	:	August 27-29, 2022
Time	:	8:00 am – 5:00pm
Venue	:	LCA Garden Inn and Catering Services
Type of Function	:	Team Building Activity
Function Title	:	DFA Team Building Activity
Number of pax	:	12 pax guaranteed
Contact	:	Ms. Jiji Labastilla

Function room amenities

- o Free used of Resort Basic sound System (1) speaker with microphones
- o Standby Philippine Flag
- o Rostrum
- o Free use of LCD screen
- o Extension Wires

Meal & Table arrangement

- o Manage buffet type of service and plated snacks
- o Use of rectangular table or round table with chairs
- o Hot & Cold Purified Drinking Water

1. **ADVANCE DEPOSITS**

As a matter of policy, RESORT shall require a deposit equivalent to fifty percent (50%) of the total estimated revenue upon **CONFIRMATION** and contract signing. **NO DEPOSIT** (or any of its equivalent guarantees) means **NO CONFIRMATION**. Full Payment will be 2 days prior the event.

2. **BILLING ARRANGEMENT**

- Billing will be based on the guaranteed number of persons contracted for, or actual head count, whichever is higher. The actual number of covers served will be established by the authorized Resort Representative.
- CLIENT is aware and has agreed to pay the balance and other incidentals upon presentation of the bill at the close of the affair with the resort's Banquet Manager/Sales In charge. The client shall pay based on the guaranteed number of minimum persons reserved regardless if actual attendees fell



3. ESTIMATED COMPUTATION

Date	Item Description	Quantity	Unit Cost	Total
August 27-28	Family Room, good for 10 pax, 2 nights	1	8,000.00	16,000.00
August 27-28	Twin Room , good for 2 pax, 2 nights	1	4,500.00	9,000.00
August 28-29	Meals (breakfast), 2 days	12	345.00	8,280.00
August 27-28	Meals (lunch), 3 days	12	345.00	12,420.00
August 27-28	Meals (dinner) 2 days	12	345.00	8,280.00
August 28-29	Snacks (AM) 2 days	12	167.00	4,008.00
August 29	Snacks (PM) 1	12	167.00	2,004.00
	TOTAL			Php 59,992.00

[Handwritten signature]

4. POSTPONEMENT

Should the Client postpone the schedule of the function to another date or time, kindly notify the Marketing and Events Department in writing at least a 2 weeks before the event. The postponement will be subject to the availability of the function room on the alternative date.

5. CANCELLATION

Should the Client opt to cancel the function due to unavoidable conflict, Resort shall honor client's request considering that cancellation is made at least 30 days before the booked date. Refund is applicable only when cancellation is made at least 30 days before the contract date.

[Handwritten signature]

6. GUEST ROOM

A penalty of a one-night room charge shall be charged against the CLIENT if cancellation notice of a guaranteed booking is given less than 15 days prior to the date of arrival. The client should pay the guaranteed room nights reserved regardless if they were used or not. Any unsettled rooms incurred by the CLIENT and the Client's guests during the event shall be settled by the authorized signatory/ ies upon check-out.

The Resort will provide a free shuttle service for Bump off guest (from Almont Inland resort to the partner hotel).

7. FORCE MAJEURE

The RESORT will not be held liable for services not rendered due to acts of God, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the RESORT that interrupts the expected course of events.

8. FOOD AND BEVERAGE

- a. Unless the CLIENT gives an advice, the RESORT will extend services only for the guaranteed number of persons confirmed by the CLIENT. A confirmation on the guaranteed number of attendees will be required seven (7) business days prior to the function. If a confirmation on the guaranteed is not received, the RESORT will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.
- b. The RESORT cannot be responsible for services for the actual attendees exceeding 10persons more than the minimum guaranteed number. Meals will only be prepared for the number of guaranteed; however, every effort will be made to accommodate additional guests. A delay in service may result if additional guests need to be served, chef discretion will only be allowed.
- c. If actual attendance exceeds the guarantee, the actual attendance will be charged.
- d. Outside vendors and/or CLIENT sponsors dealing with food and beverage is strictly not allowed within the RESORT premises.
- e. All alcoholic beverages must be purchased through the RESORT and served on RESORT premises according to RESORT rules and policies. Alcoholic beverages cannot be brought out from the property.
- f. Due to health regulations, food must not be taken off the premises after it has been prepared and served to its guests. In addition, no food and drinks shall be brought into the hotel.
- g. RESORT does not permit the bringing brought in foods from outside, coolers, plastic containers, and other beverage items in litro packs or in cans, styropacks for additional food/ dishes. The RESORT will not be responsible and held liable for any health claims of guests that may be caused by these items.

- h. To guarantee freshness, all dishes shall be served up to a maximum of two and a half hours only for sanitary reasons, especially on Garnishes and Salads. The food ingredients that may be used require a specified duration of freshness.
- i. Per RESORT POLICY, bringing of left-over food items from the chafing dishes is strictly prohibited. RESORT reserves the right to remove the remaining dishes strictly after two and a half hours.
- j. Any additional personal effects and/or equipment or items brought in by CLIENT to be used during the event shall be turned over ONLY to the assigned Banquet Captain on Duty. The RESORT will not be held liable for any losses if turnover was made to other resort employees other than the assigned Banquet Captain on duty.
- k. Signing of this contract signifies that the CLIENT understood and has accepted all the terms and conditions stipulated herein.

9. **VENUE**

Function must begin and end promptly at the scheduled time on the contract. If the space is available and the CLIENT would want to extend the function, an excess hour rental fee of *Php 2,000.00* per hour or a fraction of an hour shall be charged accordingly. Rental charge is based on per hour or a fraction of an hour. The RESORT reserves the right to change the function room assignment to a space more suitable as needed with prior notice.

10. **SPECIAL ARRANGEMENTS/ PROGRAM OF ACTIVITIES**

The RESORT must be advised of any additional arrangement needed. Corresponding charges for the additional amenities may apply. RESORT requires the CLIENT to submit a copy of their program or activities at least three (3) days prior to the actual event for the RESORT to evaluate if such program is deemed fit to be implemented. The resort reserves the right to revise and/or approve the program for its implementation and non-implementation during the actual event.

12. The CLIENT shall be on the lookout for their personal effects and belongings that they may leave at any location within the resort. The RESORT does not assume responsibility for the damage or loss of any property brought into the RESORT or left behind; therefore, the CLIENT may consider arranging for security personnel. Please consult with your Third Party Point Person/ Supplier for the cost of this service. Please do not leave your valuables and personal property unattended.

13. The CLIENT is obliged to adhere to the General Rules and Regulations/Banquet and Meeting Guidelines of the RESORT. Any damages incurred to the RESORT property will be properly assessed and will be charged accordingly to the CLIENT.

14. Any action arising from this contract shall be filed/ instituted before the Regional Trial Court of Cantilan, Surigao del Sur, exclusively at the election of the aggrieved party. The guilty party shall be liable for all expenses, damages, and attorney's fees relative to the filing of the case.

15. RESORT reserves the right to pre-terminate the contract should there be a breach thereof.

16. At any time, an addendum may be attached. The said addendum will form part and parcel of this contract;

the Signing of this agreement constitutes approval and acceptance of all terms and conditions stated herein. Thank you very much, and we look forward to the pleasure of welcoming you to LCA Garden Inn and Catering Services very soon!

PREPARED BY:
For and in behalf of

LCA GARDEN INN AND CATERING
SERVICES

LEOPOLDO T. ELIOT
Proprietor

CONFORME:

For and in behalf of
Consular Office Butuan

Margarita P. Manigo
Head of Consular Office