



## ITRavel TOURIST LANE

Your Travel Management Company!

Canelar, Zamboanga City  
(062) 991-1174 / 09177226410

Date Issued: 14 October 2022

### SALES CONTRACT

NAME OF COMPANY  
DEPT OF FOREIGN AFFAIRS  
CO ZAMBOANGA

DATE OF FUNCTION  
DEC. 3-4, 2022

TYPE OF FUNCTION  
ACCOMMODATION  
AND EVENT SERVICES

ORGANIZER OF THE COMPANY  
MARIA ANNETTE F. AQUINO-HERRERA  
Head of Consular Office

TEL NUMBER  
991-4398

AGENCY'S REPRESENTATIVE  
MS. LEAH MARIE FABIAN

GUARANTEED # OF PAX  
17 Pax

#### RATES APPLIED:

MINIMUM RESERVATIONS REQUIRED: 17 PAX

#### ALL IN OVERNIGHT PACKAGE RATES:

PHP 94,000.00

#### INCLUSIONS:

Overnight accommodation at Sky Valley Park  
Function room for 17 pax  
Dinner and Lunch  
Audio Visual Equipment (Projector, White screen, microphone and speaker)  
Van Transportation to and from Sky Valley Park (2 vans)  
Free use of swimming pool  
Event Host for 1 day activity  
Team Building activities, materials and tokens

#### MEAL SCHEDULE:

DATE	FUNCTION	NO. OF PAX	TIME
03 December 2022	Dinner	17 PAX	6:00-7:00 pm
04 December 2022	Brunch	17 PX	09:00am

#### GENERAL RULES OF SKY VALLEY PARK

1. Guests must check in any time between 2:00pm to 7:00pm and check out at 12:00noon at the latest.
2. Early check-in and late check-out are not allowed.
3. No smoking INSIDE the house.
4. Pets of guests—and by extension, any pets of the guests' visitors and employees—are not allowed within the House.
5. Please do not move around or rearrange our furniture.
6. There is a lidded bin for biodegradable waste in the kitchen. Outside, there are adequate recycling bins for non-biodegradable waste. The caretakers can assist you should you need them.
7. The house is not a full service hotel. Please clean up after yourselves when dining.

TP3PHI



HRAZC  
HUMAN RESOURCE AND  
ADMINISTRATIVE SERVICES CENTER



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8. If anything is found to be damaged or an item is missing from the property, the host will claim for the price of the damaged or lost item to be deducted from the security deposit.
9. For misplaced items, we encourage and prefer for the guests to return them rather than fine them for it.
10. Should the price of the damage or loss exceed Php 5,000.00, the owners/hosts reserve the right to fine the guests until the full amount has been repaid.
11. Like everything else in the property, damage done to the gardens will be deducted from the security deposit. Guests and anyone under their employ are not allowed to uproot, disfigure, remove or rearrange any of the plants in the gardens. If the plants are in the way of your set up, you are free to cancel your reservation by contacting the hosts via messaging system or via text/call. The plants in the gardens will never be removed for any guest's setup.
12. In setting up for events, the owners have given the caretakers no obligation to help in that regard. The caretakers were hired to keep the property clean and presentable. Should you require their assistance for other matters, you may ask them yourselves for their rates. As fellow upstanding citizens and members of the workforce, they have the right to refuse.
13. There will be no refunds or discounts given if your events are interrupted by acts of God such as unpleasant weather and calamity, and by extension, after effects that are caused by these acts of God.

### TOTAL AMOUNT BALANCE DUE TO US:

PHP 94,000.00 (INCLUSIVE OF ALL TAXES AND INCIDENTAL EXPENSES)

70% down payment upon signing of the Sales Contract.

**TERMS OF PAYMENT:** Balance and other charges will be settled within 7 days after the event.

**IN THE ABSENCE OF DOWNPAYMENT, CERTIFICATION OF AVAILABILITY OF FUNDS (CAF) WILL BE REQUIRED UPON SIGNING OF THE SALES CONTRACT.**

- Call time for transportation pick-up in DFA CO Zamboanga will be at 1:00-2:00 pm
- Guests must check in any time between 2:00pm to 7:00pm and check out at 12:00noon at the latest
- Chosen Menu must be provided two weeks prior to actual date of the function.
- Losses or damages of hotel property done by the contracting party shall be charged accordingly to the contracting party.
- Call time for transportation pick-up in Sky Valley Park will be at 11:00-12:00 PM

IN WITNESS WHEREOF, the parties have hereunto set their signature at the City of Zamboanga, Philippines this 14th day of October, 2022.

DEPARTMENT OF FOREIGN AFFAIRS  
CO ZAMBOANGA

ITRAVEL TOURIST LANE

Represented by:

  
MS. MARIA ANNETTE F. AQUINO-HERRERA  
Head of Consular Office

  
MS. LEAH MARIE FABIAN  
General Manager

