

Tel: (02) 638 7878 loc 8207

Email: banquetsales.lindensuites@gmail.com

passion on a plate  
**thehappychef**  
of The Linden Suites



### CONTRACT FOR BANQUET EVENT

<b>Company:</b> DEPARTMENT OF FOREIGN AFFAIRS		<b>Name of Representative</b> USEC EDUARDO JOSE DE VEGA	
<b>Complete Address:</b> 2330 ROXAS BLVD PASAYA CITY		<b>Mobile / Telephone:</b> 8834-3383	<b>Date Reserved</b> September 5, 2022
<b>Billing Address:</b>		<b>Type of Settlement:</b> PLS SEE ATTACHED CAF	<b>Event Date:</b> September 23, 2022 <b>Time of Event:</b> 9:00am-5:00pm
<b>No. of Persons:</b> 30 PAX 1 WHOLE BLUEBERRY CHEESECAKE	<b>Amount (net/ per head):</b> Php 1600. X 30 PAX Php 3500.00 Total Php 51,500.00	<b>Type of Function:</b> SEMINAR	<b>Room Venue:</b> SKY LOUNGE
<b>AM SNACKS</b> ARROZCALDO JUICE <b>LUNCH</b> MOLO SOUP GISING GISING MIKI BIHON CHICKEN PORK ADOBO GRILLED TUNA BELLY STEAMED RICE LECHE FLAN WITH MACAPUNO ICED TEA <b>PM SNACKS</b> SPAGHETTI A MATRICIANA JUICE  *** Prices are inclusive of 12% VAT, 10% service charge and applicable government tax.		<b>Event Details/Inclusions for Conference room:</b> <ul style="list-style-type: none"><li>✦ Use of the function room for the hours mentioned</li><li>✦ Two-(2) Complimentary parking per day (12 hours).</li><li>✦ Complimentary WIFI Access</li><li>✦ Coffee</li><li>✦ Refillable drinks during meals</li><li>✦ Basic sound system (microphone and speakers)</li><li>✦ Complimentary use of LCD</li><li>✦ Water Station</li><li>✦ Waiter Service</li></ul>	
<b>Board Text</b>			

### TERMS & CONDITIONS

#### RESERVATIONS

1. Signed contract of the total package price is required to book any event with Swizzlestick, Inc. at The Linden Suites.
2. Swizzlestick, Inc. -the F&B concessionaire at The Linden Suites, Inc. shall be responsible for the banquet services after the CLIENT has signed and submitted the original banquet contract to the F&B Banquet Sales. It is understood that Linden Suites and Swizzlestick, Inc. shall not be liable for their failure to provide food over and beyond the guaranteed minimum number of persons or as stated in the contract.



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### EXHIBITION AND DISPLAYS

1. Display of posters, streamers and other related materials shall be subject to the approval of Linden Suites, Inc. and shall only be allowed at the venue proper.
2. Use of material - nails, adhesives, etc. that can cause defacement and damage to hotel property- walls, tables, chairs, ceilings, etc. is strictly not allowed.
3. All suppliers of the event are requested to follow the banquet suppliers' guidelines.

### OTHERS

1. CLIENT shall assume responsibility for damages on Linden Suites, Inc. and/or Swizzlestick, Inc. property done intentionally or thru negligence incurred either by them or their CLIENTs or both within the premises. Cost of damages shall be charged to member to recoup the cost of repair and/or replacement.
2. The Linden Suites, Inc. and Swizzlestick, Inc. shall not be held responsible for failure to implement the BEO agreement in case of Force Majeure.
3. If and when the need arises, the Linden Suites, Inc. and Swizzlestick, Inc. reserve the right to provide the CLIENT with a comparable substitute banquet room and the CLIENT shall in turn acknowledge the agreement to change.
4. Swizzlestick, Inc. reserves the right to substitute similar or comparable items for the event for which such substitutions shall be deemed by the CLIENT as full performances under this agreement in cases beyond the control of Swizzlestick, Inc.
5. Client will secure GATE PASS for electrical appliances that will be used for the event. Please advise banquet coordinator early prior to day of event. Hotel reserves the right to approve its use.
6. The Linden Suites, Inc. and Swizzlestick, Inc. has the right to stop any event that is deemed to cause disturbances to other members and CLIENTs' and/or to Linden Suites, Inc. premises.
7. Please note that Linden Suites, Inc. and Swizzlestick, Inc. shall not be liable or responsible for any missing/damaged items of CLIENTs or suppliers.

By signing the conforme below, the CLIENT agrees with all the above mentioned terms and conditions.



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3. The CLIENT assumes the responsibility of notifying Swizzlestick, Inc. (in writing) for whatever changes in the contract. The signed amendment form may be emailed to [banquetsales.lindensuites@gmail.com](mailto:banquetsales.lindensuites@gmail.com) within 48 hours before the banquet date.
4. CORKAGE – Bringing in of food and drinks to the venue will be charged P1,000 per item and only allowed if with prior notice and approval of Swizzlestick, Inc.

#### PAYMENT & BILLING CHARGES

1. The CLIENT shall pay the guaranteed minimum number of persons regardless of whether the expected number of CLIENTs is less than the contracted minimum.
2. However, should the attendance be more than the minimum as stipulated in the contract, the member shall be billed according to the actual number of persons in attendance and shall be charged of the excess covers.
3. For CLIENTS with credit line at Linden Suites, send bill arrangement will be followed. LOA should be signed by authorized signatory.
4. For CLIENTS who choose to pay in cash or credit card, their booking shall be fully paid before the scheduled event; additional charge/s shall be paid immediately after the event.
5. Checks should be made payable to **Linden Suites Inc.** with allowance for clearing of 5 days, only after which, booking is confirmed.
6. Total Banquet charges will be shouldered by **DEP'T OF FOREIGN AFFAIRS** „The Linden Suites will appreciate receiving the payment as scheduled below:

Particular	Deadline
Signed Contract	
Full Payment – see attached CAF	

#### POSTPONEMENT/CANCELLATION

1. **CHANGE OF DATE:** Postponement by the CLIENT of the contracted banquet party to a day other than the date stated in the contract shall be subject to the availability of banquet rooms.
2. **CANCELLATION:** Cancellation of the contracted banquet function should be in writing. A letter of cancellation signed by the CLIENT should be emailed to [banquetsales.lindensuites@gmail.com](mailto:banquetsales.lindensuites@gmail.com) at least 3 days prior to the banquet date. Swizzlestick, Inc. shall confirm receipt of the said letter of cancellation.
3. **CANCELLATION FEE:** A CLIENT who fails to cancel a booked event within the set deadline shall not be entitled to any refund.



