



December 7, 2022

Mr. Edgar C. Canta
Head of Consular Office
Department of Foreign Affairs
Baguio City, Philippines

TEAM BUILDING PROPOSAL AND CONTRACT

Greetings from Santiago Cove Hotel & Restaurant!

Thank you for considering Santiago Cove Hotel and Restaurant a brand-new room boutique hotel located in the quiet and quaint Sabangan Cove in Santiago, Ilocos Sur. Santiago Cove Hotel and Restaurant is pleased to quote and offer you the following details below;

Type of Package: Team Building Package
Date of Event: December 9-11, 2022
Venue: Adela's Function Hall
Guaranteed Covers: 12 pax
Package Cost: **Php 75,584.00**

Date	Particulars	Quantity	Unit Price	Total
December 9, 2022	Room Accommodation			
	Deluxe Room (2pax)	6 rooms	3,560.00	21,360.00
	Controlled Buffet	12 pax	699.00	8,388.00
December 10, 2022	Room Accommodation			
	Deluxe Room (2pax)	6 rooms	3,560.00	21,360.00
	Com. Breakfast	12 pax		
	AM Snack	12 pax	300.00	3,600.00
	Controlled Buffet Lunch	12 pax	699.00	8,388.00
	PM Snack	12 pax	300.00	3,600.00
	Controlled Buffet Dinner	12 pax	699.00	8,388.00
	Tarpaulin	1 piece	500.00	500.00
December 11, 2022	Com. Breakfast			
Total (P)				75,584.00

We anticipate booking and occurrence to this proposal November 18, 2022. After the said date, the restaurant will release the private room tentatively reserved for you.

I. Package Inclusions:

- ✓ 3D/2N accommodation-based Deluxe room on mention dates above.
- ✓ Maximum 2 persons per room per night
- ✓ Full Board Meals
 - Complimentary Breakfast
 - Three (3) Controlled Buffet Meals for 12pax
 - One (1) AM Snack for 12pax
 - One (1) PM Snack for 12pax
- ✓ Overflowing coffee during the event proper
- ✓ Overflowing Iced Tea or Juice during the event proper
- ✓ Basic Backdrop set-up
- ✓ Basic sound system and microphones during the event proper at the hall
- ✓ Free WI-FI access
- ✓ Unlimited access to Swimming Pool

II. Terms and Conditions:

1. Standard hotel Check-in time: **14:00H**. Check-out time: **12:00NN**.
2. Use of the Adela's Function Hall for 8-hours on 2nd day. In exceed of 8-hours additional P1,500 per hour will be collected.
3. Additional charge of **P2,500 per 4-hours** for the use of basic sound system and 2 wireless microphones for any outdoor activity
4. Any food and drink bought outside of the hotel/restaurant premises are entitled to a Corkage Fees:
 - Lechon Baboy 20% of the total amount purchased per piece
 - Hard Liquor/Wine Php 1000 per bottle
 - Beers Hotel price per bottle
 - Food doubles the price
5. For any notary purposes, additional of **P50** per piece.
6. In the event that the number of persons exceeded from 46 pax, additional charges will be collected
7. Gratuities is not included
8. Upon confirming, a **50%** deposit of the total amount will be collected to guarantee the reservation
9. **Package rates are subject to change and venue is subject to availability**

III. TERMS OF PAYMENT

Upon confirmation of booking, the hotel requires a down payment equivalent to **50%** of the contract price. The balance representing the other 50% shall be paid on the day of the bookings/reservations.

For **Send Bill** arrangements, the hotel requires settlement of the total bill within **1-month** upon receipt of the Statement of Account. Failure to settle the bill on the said date shall subject the contract price to an interest of 10%.

BANK DETAILS:

Account Name: Prolific Corporation
Account Number: 005 508 007 163
Bank Name: Banco De Oro (BDO)
Bank Address: Candan City, Iloocos Sur

IV. Other Terms and Conditions:

- a. Billing will be based on the guaranteed number of attendees contracted for, actual attendance whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.
- b. Incidental charges will be on Cash Basis under personal account unless otherwise approved by the authorized signatory. For any unpaid incidental charges, the client shall be held liable for the payment of the said charges.
- c. Failure to comply with the agreed terms of account settlement stated in the contract, the HOTEL may charge interest based on the prevailing market, to the outstanding balance of the CLIENT.
- d. Should the payment be enforced by the court action, the CLIENT shall pay an additional twenty-five percent (25%) of the money judgement by the way of attorney's fee.
- e. Should the CLIENT postpone the schedule of the event to another date or time, the CLIENT must notify the Sales and Marketing Department in writing at least thirty (30) days in advance. Postponement will be subject to the availability of the function room on the alternative date. Should the CLIENT opt to cancel item shall apply depending on the date of notice of cancellation was made.
- f. Should the CLIENT notify the HOTEL of the postponement less than a month prior to the event date and there are no function rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel event. Should the CLIENT opt to cancel the event shall apply.
- g. Postponement notice of the event received less than one week prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply.
- h. Function Room: The following Cancellation Schedule and Charges shall apply to all the cancellations of DEIFINTE function room booking with signed contracts:
 - Reservation's deposit shall be forfeited upon cancellation of the event.
 - All progressive payments are non-refundable
- i. Unless the CLIENT give advice, the HOTEL 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 three (3) business days prior to event. If confirmation on the guaranteed is not received, the HOTEL will consider the number of attendees indicated on the original contract to be correct and guaranteed accordingly.
- j. The HOTEL shall not be liable for failure to comply with this agreement due to force majeure, labor disputes, strike or other causes beyond its control
- k. Guaranteed number of attendees indicated in the contract is NOT subject to reduction
- l. All food and beverage arrangement must be supplied exclusively by the HOTEL. The CLIENT cannot bring other the food and beverage items into the HOTEL. In the event that the HOTEL allows the CLIENT to bring food and drinks items, the CLIENT shall be held liable for the condition, quality and sufficiency of the items and corresponding

handling and corkage fees applies on all items. The CLIENT shall be required to sign a waiver form for all and beverage item brought in the HOEL premises.

m. The HOTEL must be advised on the additional arrangement needed. Corresponding charges for the additional amenities will apply.

n. Damage Bond: A damage bond will be required for special set-up and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may be incurred from ingress until egress period. Damage bond is refundable in full, but without interest, three (3) business days after the event provided that no damage was incurred, the HOTEL will assess the damage is incurred, the HOTEL will assess the damage and automatically bill the cost of repair and/or replacement to the CLIENT.

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


p. CHILD POLICY: 0-3 yrs old – free of charge,
4 yrs old and above – full charge

We trust you will find our contract in order. If you have any inquiries or suggested amendments, please do not hesitate to contact us at **09399505455 | 09171154495 | 09263243682.**

Thank you very much for giving us the opportunity to accommodate you. Rest assured that we will do our outmost efforts to make your stay and event successful and a memorable one.

We are always at your service.

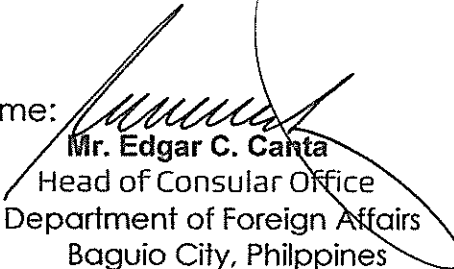
Very truly yours,


Virna Isabel Ecraela
Sales & Marketing
Santiago Cove Hotel and Restaurant

Noted by:

Jenelyn G. Real
Hotel Manager
Santiago Cove Hotel and Restaurant

Conforme:


Mr. Edgar C. Canta
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