



November 8, 2022

MR. CHRISTOPHER B. MONTERO
Assistant Secretary
Human Resources Management Office
Department of Foreign Affairs

Dear Mr. Christopher,

Greetings from Lime Resort Manila!

Thank you for choosing to celebrate your event with us on November 11-12, 2022.

Kindly see the details of reservations below for your perusal:

PACKAGE	PAX	DATE	Package Rate
FNB	126	November 11-12, 2022	PHP 327,537.50
ROOMS	126	November 11-12, 2022	PHP 229,800.00
GRAND TOTAL			PHP 557,337.50

Inclusions:

- Overnight stay with complimentary breakfast for 2 in:
 - 38 Standard Twin Bayview Rooms
 - 28 Deluxe Twin Bayview Rooms
- Use of function room (Lotus Hall)
 - November 11, 2022 – 6pm – 10pm (with 1-2 hours ingress)
 - November 12, 2022 – 8am - 3pm (with 1-2 hours egress)
- Food and Beverages for 126 pax:
 - November 11, 2022:

Buffet Dinner

- Soup
- Cream of Asparagus
- Salad
- Caesar Salad
- Entree
- Steamed Rice
- Sundried tomato pasta
- Roast vegetables with sweet corn
- Seared Salmon with lemon and butter sauce
- Chicken Roulade.
- Dessert
- Assorted pastries
- Beverage
- 1 round of Iced Tea

- November 12, 2022:

AM Snacks

- Spam and egg Sandwich
- Tuna Sandwich

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Buffet Lunch

- Soup
- Minestrone Soup
- Salad
- Seasonal Greens with condiments and choice of dressing
- Entree
- Steamed Rice
- Pasta with Carbonnara (no pork)
- Butttonette of vegetable
- Chicken Cacciatore
- Fish Fillet with lemon capers Sauce (Dorado Fish)
- Dessert
- Buko Pandan
- Leche Flan

- Beverage
- 1 round of Iced Tea

PM Snacks

- Spaghetti with meatballs (beef)
- Pasta with pesto sauce

****Buffet Dinner and Lunch set up outside Lotus Hall****

****With Flowing Water, Coffee and Juice****

4. 1 long Registration table
5. Basic Venue Set Up (tables and chairs for 126 pax)
6. Basic Sounds and Lights
7. Complimentary Wi-Fi
8. Complimentary use of PA Equipment
9. Complimentary use of Projector and Screen
10. Complimentary use of LED Wall for 4 hours for 2 days
11. Complimentary access to Sky Lounge Infinity Pool (8am-10pm)
12. Complimentary access to Fitness Center (8am-10pm)

Optional:

1. Lechon – Php15,000.00/piece (12 kilos)
2. Extra Hourly Rate: Php5,000.00/hr

Corkage Fee:

1. Lechon – Php5,000.00
2. Drinks – free one bottle, succeeding bottle will be charge of Php1.00/ML

****Rates are subject to change without notice prior to contract signing. ****

****Rooms are subject to availability. ****

Mode of Payment:

Bank: Asia United Bank (AUB)

Account Number: 063-01-000107-5

Account Name: HC BAY HOTEL INC

Confirmation

Emily Cruz



Requirements at Check-in:

- No incidental deposit will be collected for Standard Twin and Deluxe Twin Bayview. If in case of losses and damages, penalty will be charge to the organizer or pax account.
- Check-in: 2:00PM and Check-out: 12:00 noon, valid Identification card (either Corporate ID, Government IDs, or passport) is required.
- Early check-in and late check-out are subject to availability and additional charges may apply.
 - Early check in fee: Half of the room rate (3am-6am); Php1,500.00 (6am-10am)
 - Late Check out fee: Half of the room rate (1pm-6pm); Full room charge (6pm beyond)
- Adults 18 years old and above must be FULLY VACCINATED and will be required to present their vaccination cards upon check-in

TERMS AND CONDITIONS:

- Above room rates are based on per room, per night.
- Room rates are inclusive of breakfast, but additional charges may apply depending on guests needs and requests.
- Every room has 4 sets of towels. Extra towel will be charged Php175.00.

CHILD POLICY:

- Deluxe Twin Bayview: Maximum of two (2) children 11 years old and below sharing bed with parents are free of charge.
- Standard Twin Bayview: Maximum of 2 adults only.
- Breakfast is not included for children.
- Children 12 years old and above will be considered adults, extra bed/Bed-sharing charge will be applied.
- Extra Bed Charge: Php 1200 / per pax but not applicable to Standard Twin and Deluxe Twin Bayview.
- Extra Breakfast Charge – Php 650 / Adult | Php 325 / 11 years old below.

HOTEL POLICY

- All rooms are non-smoking except smoking floors (5th and 6th floor balcony).
- All requests are subject to availability.
- Reception is open 24 hours.
- High floor/ room location request is subject to room availability.
- Standard check -in time: 2PM; Check-out: 12NN
- Request for early check in / late check-out is subject to room availability (Additional cost will apply).

POLICY ON CANCELLATION:

- Cancellation received one (1) month prior to arrival date may be rebooked within thirty (30) calendar days subject to room availability and may be computed based on the current rates.
- Cancellation received less than one (1) month prior to arrival is no longer entitled to a payment refund. Full room charge per night will be applied.
- NO SHOW is non-refundable and non-re bookable.
- In case of FORCE MAJEURE, the Hotel shall not be responsible for cancellations or failures if such cancellations which arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and severe weather condition.

While we cannot return your down payment in such events, conversely, you can rebook it within a 3-month period from the date of cancellation provided with supporting documents. (This policy is subject to room availability).