

FUNCTION CONTRACT

January 19, 2023

Agreement between *Chalet Baguio* hereinafter called "HOTEL" and "CLIENT" named hereinafter

COMPANY NAME	: DEPARTMENT OF FOREIGN AFFAIRS
CONTACT PERSON	: MS. MARIA ANGELA PONCE
PRINCIPAL ADDRESS	: DEPARTMENT OF FOREIGN AFFAIRS MARITIME AND OCEAN AFFAIRS OFFICE 2330 ROXAS BOULEVARD, PASAY CITY
CONTACT NUMBER	: 0917-174-0723
EMAIL ADDRESS	: moao.aa@dfa.gov.ph
FUNCTION TITLE	: 2023 MOAO PLANNING SESSION AND GAD ACTIVITY
DATE OF ARRIVAL/DEPARTURE	: JANUARY 26-27, 2023
DATE OF FUNCTION PROPER	: JANUARY 26, 2023
GUARANTEED NO. OF PERSONS	: 18 PARTICIPANTS
BILLING ARRANGEMENT	: FEBRUARY 27, 2023

I. ROOM

2 Triple , 5 Twin and 2 Single Occupancy

FUNCTION MEALS

1 PM Snacks and 1 Dinner

DATE	Room & Meals	No. of Pax	Total	Remarks
Jan.26-27, 2023	3,300.56	18 pax	59,410.08 6,500.00	Rooms: 2 Single, 5 Twin & 2Triple Sharing Meals: Jan.26:1PM Snack(Plated) & 1Dinner (Family Serving) Jan.27: 1Breakfast Projector Rental

TOTAL AMOUNT: Php65,910.08

I. PACKAGE INCLUSIONS;

- 2 Days and 1 Night Room Accommodation with Breakfast
- Function Details:
 - Use of function room
 - Meals: PLATED SERVING(1PM SNACKS), & FAMILY SERVING(1DINNER) on January 26, 2023
- 1 Registration area
- P/A System with microphones
- Whiteboard with markers
- Notepad and Pencils
- Projector and Projector Screen
- Hotel Set-up: Complete Room Amenities

SET-UP

U-SHAPE SET UP - San Bernardo HALL on January 26, 2023
Whiteboard with accessories, Registration table inside the hall, podium with microphone

ENGINEERING / GENERAL SERVICES

P/A Sound System, 1 rostrum microphone & 1 floor microphone
Additional 1 Microphone: Total of 3 Microphones

FRONT OFFICE & HOUSEKEEPING

Check in time: 2:00 PM
Check out time: 12:00nn

MEAL ARRANGEMENT/MENU

JANUARY 26: PM SNACKS 03:00PM (PLATED SERVING) BIHON WITH TOASTED BREAD AND ICED TEAD
JANUARY 26: DINNER 06:00PM (Family Serving)

SET 11

Sopa de Ajo	Pork Bistek
Chicken ala King	Vegetables in Oyster Sauce
Steamed Rice	Chocolate Mouse
Iced Tea	

BEVERAGE ARRANGEMENT

Free-flowing Benguet coffee.
Others: Personal account must be treated in cash basis otherwise clearance is obtained from the engager.

OTHERS

Other charges personal account



Manila
F & S Arcade , 1014 Arnaiz., San Lorenzo Village, Makati City
Telephone: 8 846-1707
Fax: 8556-1600
Mobile: 0998-576-9017 / 0998-574-1975
Email Address : chaletbaguio3@yahoo.com / chaletbaguiosales@gmail.com

Baguio
Upper Military Cut off Road, baguio City 2600
Telefax: +63 74 424-8070/72/85/97
Mobile: 0932 882 6043 / 0917 724 5514
Website: www.chaletbaguiohotel.com
Email: chaletbaguiofo@yahoo.com / chaletbaguio@yahoo.com

TERMS & CONDITIONS

1. After any given function the number of covers is established by an employee of the HOTEL and his count will be accepted as final. The CLIENT may appoint a teller from his side and the count of the HOTEL employee and that of the Client's teller shall be reconciled and agreed. Where the CLIENT does not appoint such teller, both parties shall accept the tally made by the HOTEL employees shall be accepted by both parties.
2. The CLIENT binds to pay the minimum price based on the guaranteed number of persons, notwithstanding under-attendance or non-appearance. In case the number of guests exceeds the guaranteed minimum, the CLIENT agreed to pay the actual number of covers served. ALL NO SHOWS WILL BE CHARGED FULL AMOUNT.
3. Changes in agreed number of covers, rooms, etc. shall be supported by an Amendment Form.
4. Notification of any changes on the number of covers to be served must be received by the HOTEL at least 48 hours before the start of the function in order for this to be implemented on time. Failure to give such notice will result in the HOTEL serving the original number of covers agreed upon, with the CLIENT paying the full amount concerned. However, where the requirements of the CLIENT are for additional covers, over and above the numbers originally agreed, the HOTEL at its sole discretion may be able to provide the additional covers required or make some alternative suggestion depending on the function menu, venue, capacity, and the time available to make necessary adjustments. All the cost relating to such upward adjustments of covers is to be borne by the CLIENT and agreed upon in advance.
5. Notice of cancellation and postponement of function shall be made in writing. Cancellation and/or postponement of the scheduled function date shall result in forfeiture of the whole cash deposit.
6. The CLIENT agrees to have guests, invitees and other persons leave the designated function room at the closing hour indicated. The engager further agrees to reimburse the HOTEL for any overtime wage payments or other expenses incurred by the Hotel because of client's failure to comply with these regulations.
7. The CLIENT shall be billed in accordance with the minimum number of persons finally contracted notwithstanding under attendance or in case of non- appearance of CLIENT. However, should the attendance be more than the minimum number stipulated, the CLIENT shall be billed per cover or at actual number of persons present.
8. The HOTEL shall not be liable for failure to comply with any or all of the terms of this agreement due to labor dispute, fortuitous events of other causes beyond its control.
9. Any item/s (i.e. props, cakes, etc.) brought into the hotel in relation to the function should be cleared from the function room and the premises of the hotel within one (1) hour after the end of the function, unless the prior written consent of the HOTEL to an extension of the same is obtained. If not, the HOTEL has the right to dispose the said item/s.
10. The CLIENT shall be solely responsible for its and its guests' personal belongings such as gifts, exhibits, displays, and other materials. The HOTEL shall in no instance be held liable for any damages to or losses of such items.
11. All food and beverages items shall be purchased exclusively from the HOTEL and the CLIENT is prohibited to bring food and beverage into the HOTEL premises unless previously negotiated and agreed upon.
12. The CLIENT assumes responsibility for any damages and loss caused by the client, participants and guests at the function to HOTEL property put at their disposal and use.
The HOTEL reserves the right to substitute the agreed function space with a similar space and any such substitution shall be deemed by the CLIENT as full performance under this contract
13. The CLIENT and HOTEL agrees Send Bill arrangements and it's due Thirty (30) days upon receipt of statement of account. Client must provide the Hotel a copy of LOA or Certificate of Availability of Funds and signed Contract agreement prior to arrival.
For bank to bank payments:

a. Bank	: BDO (Banco De Oro)
b. Branch	: Arnaiz Ave., San Lorenzo Village, Makati City
c. Account Name	: CHALET BAGUIO
d. Account Number	: 5350108310
14. If an outstanding account is referred to a lawyer for collections, the
15. CLIENT agrees to pay 25% of the unpaid amount as collection expenses of litigation, including attorney's fees, if a case is filed in court.
16. Charge account should be settled within one (1) month from date of function.
17. The hotel reserves the right to block the function room based on the guaranteed number of persons. In case the number of guests exceeds the guaranteed, the hotel reserves the right to transfer the group to another function room; however it will not be held against the hotel in instances that there are no function rooms available for the group to transfer to.

I have read and accepted the terms and conditions:

CHALET BAGUIO:


Ms. Ferriza Myers
Account Executive -Chalet Baguio

CONFORME:


MS. MARIA ANGELA PONCE
Assistant Secretary
DEPARTMENT OF FOREIGN AFFAIRS MARITIME AND OCEAN AFFAIRS OFFICE

Noted By:


Ms. Ann Manabat
Sales Manager -Chalet Baguio

Noted By:


Mr. Rany Manava
Director of Sales and Marketing Chalet Baguio



STATEMENT OF ACCOUNT

SA# C-45528
*** DFA COPY

Date: JANUARY 28, 2023

Attention : MS. MARIA ANGELA PONCE
Company : DEPARTMENT OF FOREIGN AFFAIRS MARITIME AND OCEAN AFFAIRS OFFICE
Fax No. :
Tel.No :
Mobile : 0917-174-0723
Email : moao.ao@dfa.gov.ph

Name of Guest(s) : DFA & CO,.
No. of Adults/Kids : 18 ADULTS

Arrival Date : JANUARY 26, 2023
Departure Date : JANUARY 27, 2023

Inclusions : ROOM WITH BREAKFAST FOR 18 ADULTS ONLY

Note : PLEASE REFER DETAILS TO THE FUNCTION CONTRACT

Due Date : SENDBILL ARRANGEMENT DUE TO FEBRUARY 27, 2023

Rates: GROUP RATES

ROOM ACCOMMODATION WITH MEALS

Php 3,300.56 x 18 Adult/s

P 59,410.08

Projector Rental Php6,500.00 x 1 Day/s

P 6,500.00

TOTAL AMOUNT : P 65,910.08

Prepared By: Ferriza Myers
Account Executive

Approved By: Mr. Raffy Manjaya
Director of Sales and Marketing

Conformed: MS. MARIA ANGELA PONCE

- Cancellation Policy based on the number of days prior to arrival date. 20% charge if cancelled or modified after the booking is made.
- 16-30 Days - 50% Cancellation Charge
- 0-15 Days - 100% Cancellation Charge
- No Show - 100 % Cancellation Charge
• Child Policy: Maximum of 2 Kids, 10 years old and below are allowed per room, sharing bed with Parent/Adult.
• 11 years old and above are considered an adult, with charge of P700.00/pax/night, Inclusive of breakfast.
• Guests who have already checked-in who wish to shorten their stay will not be refunded, payment made shall be forfeited.
• Standard Check-in time is 2PM and Standard check-out time is 12NN.
• Early Check-In Policy - 30% Charge From 6am to 12noon. (Subject to availability on the date of arrival)
• Late Check-Out Policy - 50% Charge 1230pm to 500 pm / Full rate for 500pm and beyond. (Subject to availability on the day of check-out)

Chalet Baguio
F& S Arcade 1014 Arnaiz St. San Lorenzo Village, Makati City
Manila No.: Fax: (632) 556-1600 Phone: (632) 846-1707
Baguio No.: (6374) 424-8070 /72/85/97
Email: chaletbaguioreervations@yahoo.com

Bank Details:
Account Name: CHALET BAGUIO
Bank: BDO (Banco De Oro)
Account Number: 5350108310
Address: Arnaiz St. San Lorenzo Village, Makati