

BANQUET RESERVATION CONTRACT

This agreement entered into by and between **OCEAN AIRE HOTEL CORPORATION** a hotel business entity with principal office address at Ocean Aire Building, Sunrise Drive, CPB D.Macapagal, Pasay City, represented by **FORCIA LLANZA, BANQUET SALES EXECUTIVE** hereinafter referred to as HOTEL

-and-

MS. DYAN KRISTINE B. MIRANDA – PASTRANA
From Department of Foreign Affairs, Aseana Business Park. Cork. Macapagal Blvd

Hereinafter referred to as CLIENT

WITNESSETH:

WHEREAS, the CLIENT booked for a minimum guaranteed of **50 persons**
For **September 30 – October 1, 2023.**

WHEREAS, the HOTEL has the capability to provide room accommodation and meals on the above-mentioned dates at reasonable cost;

NOW, THEREFORE, the PARTIES both hereunto have agreed, as they hereby agree in Consideration herein stipulated as follows:

1. BANQUET REQUIREMENTS

BANQUET	TIME	Number of Persons	Venue	Package Rate
September 30 – October 1, 2023				
Meals and Beverages	September 30 – October 1, 2023 8:00 AM – 5:00 PM	50 PAX	AURA BALLROOM	P4,407.50 net per / head

2. COMPUTATION OF CHARGES:

A. Banquet Requirements

September 30 – October 1, 2023

Meals Php 4,407.50net/night x 50 persons x 2 days = PHP 440,750.00NET

****Rates are inclusive of Service Charge ****

****Rates are inclusive of VAT****

3. OFFICIAL SIGNATORY: That **MS. DYAN KRISTINE B. MIRANDA** is the authorized person to sign the contract for all F & B charges in behalf of the group during the event.

4. REVISION/AMENDMENT

Additional room accommodation required by the CLIENT may be allowed by the HOTEL but is subject to space availability.

Additional meals required by the CLIENT may be allowed by the HOTEL provided that notification shall be advised at least seventy-two (72) hours prior the arrival date.

Rooming list should be forwarded 5 days prior the group's arrival.

One hundred twenty one (121) rooms and above are subject to additional 20% charge.

Reduction on the guaranteed number of rooms and number of covers on the food and beverage arrangements will be charged based on the HOTEL's cancellation policy.

5. CANCELLATION POLICY

Cancellation of the reservation or part of the reservation can be made free of charge forty (46) days and above prior to the first day of arrival.

Sixteen (16) to Forty Five (45) days' notice before the arrival date, the CLIENT shall be charged Fifty (50%) percent of the total guaranteed package

Fifteen (15) days and below notice before the arrival date, the CLIENT shall be charged in FULL AMOUNT of the total guaranteed package.

6. PAYMENT

Send bill arrangements.

Payments to the hotel may be deposited to the hotel's bank account, which will be detailed in the Room/Banquet Reservation Contract. Proof of payment should be emailed to nightaudit.gphm@gmail.com copying the sales in-charge.

Payment may be made thru any **Banco de Oro** branches with the following details:

Account Number:	00853-00081-68
Swift Code:	BNORPHMM
Account Name:	Ocean Aire Hotel Corporation
Branch Address:	BDO Macapagal, Pasay City

A penalty surcharge of Five (5%) percent shall be imposed for accrued past due accounts on a monthly basis.

That any payment made by the **CLIENT** to the **HOTEL** is non-refundable.

The hotel only accepts Cash and Dated Company Cheque as form of settlement. Company cheque has to be made payable to **OCEAN AIRE HOTEL CORPORATION**.

A "Certificate of Creditable Tax" for taxes withheld shall be submitted by the **CLIENT** to the **HOTEL** prior to group's check-out. Otherwise, the **HOTEL** will require full payment of the total amount payable by the **CLIENT**.

The **CLIENT** shall withhold expanded withholding tax (EWT) of 2% of the bill exclusive or net of VAT pursuant to BIR Revenue Memorandum Cir. No. 72-2004 since the **CLIENT** falls under the category of tax payers obliged to withhold from its supplier. However, a photocopy of the letter from BIR considering that the **CLIENT** belongs to the top 10,000 corporations of the Philippines must be submitted to support this arrangement.

7. MINIMUM GUARANTEE

Minimum guarantee herein refers to the minimum number of persons from which a contracted package and its corresponding price is initially based. Excess on top of the minimum guaranteed covers shall be charged accordingly. The hotel will only serve actual number of persons guaranteed by **CLIENT**.

In the event of under attendance:
The minimum guarantee will prevail.

The client may take home food unconsumed. CLIENT cannot expect HOTEL to cook additional food to be taken out even if guests are less than expected.

In the event of over attendance:

The CLIENT must sign the order slip as acknowledgement of the excess persons. Payment must be settled immediately within the date of event either cash, credit card or send bill arrangement.

The HOTEL will not be liable for insufficiency and quality of food.

8. PARKING POLICY

The parking spaces are limited only, thus it is on first come first serve basis.

All hotel guests are required to proceed to the front desk to claim their parking stub to secure a slot for complimentary parking. Not unless otherwise, CLIENT will provide all the plate numbers of the cars that will park inside hotel premises.

9. EXTRA COVERS – Ten (10%) percent extra covers from the minimum guaranteed number of participants shall be accommodated by the HOTEL during functions with extra person charge based on the agreed meal rates. Otherwise, additional meal requirement will be subject to availability and strictly be on chef's discretion. In addition, the HOTEL will impose a surcharge 10% per person per meal in excess of the allocated extra covers.

10. Bringing in of food and drinks from outside shall not be allowed inside the hotel.

11. The Hotel strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue. In case of damages, the client/guests agreed to be charged accordingly.

- a. Every registered guest is liable for any damages to the room or property therein, or any discrepancies incurred during their stay, due to the actions of themselves or the guests. In the event of foregoing, the registered guest will be charged for any losses or damages incurred by the Hotel.

12. The HOTEL serves the right to issue further terms and conditions as, in the judgment of the HOTEL may from time to time be necessary for the safety, protection and preservation of the interest of the HOTEL. Such terms and conditions when so issued shall have the same force and effect as if originally made a part of this Agreement.

13. Any disturbance or discontinuance of this agreement due to causes beyond the control of the HOTEL shall confer no right or cause of actions against the HOTEL, nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.

14. Force *Majure*- Both parties shall not be liable for failure to comply with this agreement due to force *majure* including, but not limited to: labor disputes, natural disaster or other causes beyond the control of both parties.

IN WITNESS WHEREOFF, the parties hereto sign this document at Manila, Philippines on this **27th DAY of SEPTEMBER 2023.**

ON BEHALF OF THE HOTEL

By:



FORCIA LLANZA (MS.)
BANQUET SALES EXECUTIVE
GOLDEN PHOENIX HOTEL MANILA

ON BEHALF OF THE CLIENT

By:



MS. DYAN KRISTINE B. MIRANDA - PASTRANA
ACTING DIRECTOR