

citadines

Bay City
Manila

Citadines Bay City Manila
Diosdado Macapagal Boulevard corner Coral Way
Pasay City 1300 Philippines
T +63-2) 866 8100 F +63-2) 866 8200
www.citadines.com

Wednesday, October 18, 2023

Mr. Von Ryan G. Pangwi
Acting Passport Director DFA
Office of Consular Affairs

Dear Mr. Pangwi,

Warm greetings!

Thank you for considering **Citadines Bay City Manila** to be the venue of your upcoming event. In this regard, we are pleased to offer you our Banquet Package based on your requirements and details as follows:

Date of Function : November 11, 2023
Event Type : Training
Number of Persons Guaranteed : 120 persons

To confirm your acceptance of our offer, kindly sign and return a copy of this agreement via scanned copy to banquetcoordinator.cbcm@the-ascott.com on or before **October 19, 2023**.

We look forward to working closely with you to ensure the success of this event.

Yours sincerely,

Ellaine Del Rosario
Banquet Coordinator

EVENT REQUIREMENTS:

| Date | Start Time | End Time | Function | Room | Set-up | Number of Pax | Minimum Guaranteed Revenue/Price |
|---------------------|------------|----------|-----------|----------|--------------|---------------|----------------------------------|
| 11 Nov 2023 | 8:00AM | 5:00PM | Whole Day | Ballroom | Round Tables | 120 | PHP 240,000.00 |
| Grand Total: | | | | | | | PHP 240,000.00 |

Meeting Package

This Package requires a minimum guarantee of 120 persons and includes the following benefits:

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Inclusions & Arrangements:

- Use of Function Room (Bay City Ballroom)
 - o AM Snack
 - o PM Snack
 - o Lunch Buffet
- Soup
- Salad
- Choice of Two Mains (Fish, Chicken, Beef or Pork)
- Vegetables
- Rice
- Dessert
- One Round of Iced Tea during Lunch
- Free Flowing Coffee and Tea Set Up
- LCD Projector and Screen
- Air purifier for ventilation
- Basic Sound System with Two Wireless Microphones
- Internet Access for All Participants
- Complimentary (10% of no. of persons) parking slots in the property per day. Subject to availability.
- Use of function room excluding ingress and egress period. (2 hours prior and 2 hours after).

Optional Requirements:

- | | |
|-------------------------|---|
| • Additional flipchart | Php800.00nett |
| • Telephone Rental | Php500.00nett |
| • Extra Markers | Php80.00nett |
| • Additional Microphone | Php2,500.00nett |
| • Lapel Microphone | Php3,500.00nett |
| • Projector | Php800.00nett hourly or Php5,500.00nett daily |
| • LED Wall | Php30,000.00nett |
| • Lights and Sounds | Php15,000.00nett |
- Requirement for early set-up/ingress are subject to availability of the function rooms with applicable ingress charges.*

NOTE: Function room rental fee of Php13,500.00nett/hour shall apply in excess of the allotted time, with a fraction of an hour being considered as a full hour.

The Minimum Guaranteed Revenue/Price and all other charges and fees payable to Citadines Bay City Manila under this Agreement shall be inclusive of 12% value-added tax, 10% service charge and 0.825% local tax.

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BANQUET POLICY AND AGREEMENT

RESERVATION PROCEDURE

- Banquet reservation will only become valid and effective upon the date of signing of this Agreement.
- The number of Guaranteed Guests indicated above shall be the basis for preparation of the food and beverage requirements for the event and shall likewise serve as the basis of the Minimum Guaranteed Revenue/Price in the billing, regardless of whether or not the actual number of guests meets the number of Guaranteed Guests.
- In the event that the number of actual guests exceeds the number of Guaranteed Guests, the Client will be charged for the additional guests accordingly.
- Additional persons beyond the minimum guarantee shall be accommodated subject to the space availability of the venue reserved for the event.

FINAL DETAILS

- **Final Details** relating to menus, room set-up, audio visual requirements, entertainment, including proposed displays and decorations for the event shall be submitted to Citadines Bay City Manila not later than twenty (20) days prior to the event.
- Any revisions to the Final Details after the said date must be sent to Citadines Bay City Manila's representative at least seven (7) days prior to the event. Any revisions sent beyond this period shall be accepted only at the discretion of the Chef and/or Citadines Bay City Manila, as may be applicable.

TERMS & CONDITIONS

- Client may inform Citadines Bay City Manila in writing in case there is an increase in the number of Guaranteed Guests, at least four (4) days prior to the event, in which case the Minimum Guaranteed Revenue/Price shall be adjusted accordingly, based on the number of additional guests, and applying the Per Person Rate.
- In the event that the Client informs Citadines Bay City Manila of additional guests only three (3) days or less prior to the event, Citadines Bay City Manila shall not be obliged to accommodate the additional guests and will do so at its sole discretion. Should Citadines Bay City Manila agree to accommodate the additional guests, Citadines Bay City Manila reserves the right to use substitutes for similar food items and/or service based on availability. The Client also acknowledges and agrees that the additional persons accommodated in accordance with this clause shall be subject to the Per Person Rate *plus thirty percent (30%) per head ("Premium Rate")*.
- If the final headcount on the date of the event is higher than the Guaranteed Guests, Citadines Bay City Manila will charge based on the final headcount, applying the Premium Rate for the excess number of guests. If the actual headcount is less than the Guaranteed

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Guests, the Client will be billed based on the number of Guaranteed Guests stated in this Agreement.

- Any item(s) (i.e. props, backdrops, cakes, etc) brought into the venue in relation to the function shall be pulled-out immediately after the function, and in any case not more than the time allotted for egress. If any such items remain unclaimed within twenty-four (24) hours from the "End Time" indicated in this Agreement, Citadines Bay City Manila has the right to dispose of the said item(s) and shall be held free and harmless by the Client from any liability in connection with such disposal.
- The Client agrees to commence and conclude the function at the scheduled time. Should the function go beyond the scheduled time, additional charges may apply, at the standard rate of Php13,500.00nett per hour. Rates are subject to change without prior notice.

BILLING ARRANGEMENT

Deposit and Prepayment of Charges

The Client shall make the following payment to Citadines Bay City Manila according to the Schedule set below:

| Payment Schedule |
|--|
| Send Bill Arrangement (15-30 Days upon receive of invoice) |

- All bank charges must be borne by client.
- Where applicable, a Letter of Authorization or Purchase Order must accompany the signed Agreement.
- All incidental expenses, including but not limited to, additional food, beverage, telephone bills (local and long-distance calls) facsimile, photocopying services etc. must be paid in cash or credit card by any individual guest in his personal capacity, unless Citadines Bay City Manila is otherwise informed by the Client prior to the event.
- Payments may be made thru Cash, Managers Check, Credit Card or wire transfer to Citadines Bay City Manila's account at BDO Branch with the following details:

BDO Account Name : BSM Holdings Inc.
BDO Account No : 012538000039
Branch : WMall Bldg., Diosdado Macapagal cor. Coral Way, Pasay

City

Payments made by the **Client** to **Citadines Bay City Manila** are non-refundable.

CANCELLATION

- Cancellations made within **24-72 hours** after the confirmation will be subjected to a cancellation fee of fifty percent (50%) of the total package rate.
- In the event that a reservation is neither cancelled nor used by the Client by or on the date of reservation, full payment of all amounts due to Citadines Bay City Manila under the Agreement must be paid by the Client. Any cancellations made less than twenty-four (24) hours from the event shall not entitle the Client to refund of any payments already made. The payments received by Citadines Bay City Manila are non-refundable and non-transferable.
- Should an act of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the reasonable control of the parties take place, making it illegal or impossible to hold the event and/or perform the terms of the Agreement, this Agreement may be terminated or amended for any of the above reasons without liability, by written notice from one party to the other.

OTHER TERMS & CONDITIONS

Loss and Damages

- Client agrees to be responsible for any loss or damage to Citadines Bay City Manila's premises or property, or for any injury to persons, caused by the negligence or misconduct of any of its guests, attendees, representatives, officers, or employees.
- It is the guest's responsibility to take care of his/her respective belongings. The property shall not be liable for any loss of or damages to guest's personal belongings. Meeting rooms may be locked upon Client's discretion.
- Citadines Bay City Manila shall not be liable for any loss or damage to any property of the Client or its guests, attendees, representatives, officers, or employees, brought inside the function room. Ascott shall not be liable in respect to any damage or loss of property, goods and articles brought in or left at the premises of the residences.
- The Client agrees to abide by the existing rules and regulations of Citadines Bay City Manila related to reservations and operations.



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Music and Entertainment

- Citadines Bay City Manila has the right to control sound levels for the event.
- Loud music shall not be played past 10:00PM.
- All entertainment systems brought into the event must be approved by Citadines Bay City Manila.

Food Take-out and Brought-in Disclaimer

- Citadines Bay City Manila does not allow leftover food/beverage to be taken out or any outside food and beverage items to be brought in.
- By signing this Agreement, the Client holds Citadines Bay City Manila free and harmless from and shall indemnify Citadines Bay City Manila against any claims or liability arising from the unauthorized take out of left-over food and beverage or bringing in/consuming of food/beverage items from outside.

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Acceptance

By signing and returning this Agreement on or before October 19, 2023, this Agreement will constitute a binding contract between both parties. The individuals signing are duly authorized to bind and sign this Agreement for and on behalf of the corporations or principals they represent. In the event that a fully signed copy of this Agreement is not received by Ascott on or before October 19, 2023, neither party will have any further obligations under this Agreement.

Once again, thank you very much and we look forward to welcoming you at Citadines Bay City Manila.

For further queries, you may contact me at telephone numbers **T: (63-2) 8866 8100 M: (63) 932 215 8173 F: (63-2) 866 8200** or email **banquetcoordinator.cbcm@the-ascott.com**

Agreed and Accepted by DFA Office of Consular Affairs and BSM Holdings Inc.



Elaine Del Rosario
Banquet Coordinator
Citadines Bay City Manila



Mr. Von Ryan G. Pangwi
Acting Passport Director
DFA Office of Consular Affairs



Mitchell John Abenir
Manager Food & Beverage Department
Citadines Bay City Manila