



October 19, 2017

BANQUET CONTRACT

Greetings from The Plaza Hotel – Balanga City!

Located at the Plaza Mayor de Ciudad de Balanga, in the heart of Bataan’s capital, the hotel is adjacent to the city hall and across the 18th century Balanga Cathedral. An architectural icon, The Plaza Hotel in Balanga City provides a unique experience with its Old-world charm and modern undertones. The hotel features an impressive facade inspired by Spanish colonial architecture, and decorative interiors with hints of contemporary design.

Thank you for choosing The Plaza Hotel for your event requirement. In line with this, we are delighted to provide you with the quotation stated below:

Provisions	Rate per Head	No. of Pax	Total Banquet Package
Venue: Grand Plaza Ballroom Date and Time: October 25-27, 2017 – 8:00am to 5:00pm	PhP 400.00	780	PhP 312,000.00
Room Accommodation : 5 Deluxe Room Triple Sharing	PhP 2,900/room/night X 3 nights	15	PhP 43,500.00
TOTAL ESTIMATED CONTRACT PRICE:			PhP 355,500.00

Menu

October 25, 2017

AM Snack

Serving Time: 9:00am
Designer Doughnuts
Cucumber Juice

LUNCH

Serving Time: 12noon
Lumpiang Hubad
Pork Tonkatsu
Steamed Rice
Coffee Flan
House Blend Iced Tea

PM SNACK

Serving Time: 3:00pm
Mixed Pancit
Orange Juice

October 26,2017

AM Snack

Serving Time: 9:00am
Arrozcaldo
Orange Juice

LUNCH

Serving Time: 12noon
Chicken Sotanghon
Barbeque Spareribs
Steamed Rice
Signature Cake
Cucumber Lemonade

PM SNACK

Serving Time: 3:00pm
Chicken Sandwich
Blue Lemonade

October 27,2017

AM Snack

Serving Time: 9:00am
Banana Bread
Cucumber Juice

LUNCH

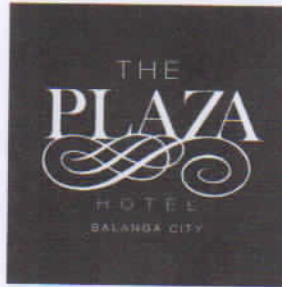
Serving Time: 12noon
Sauteed Veggies & Mushroom
Grilled Chicken
Steamed Rice
Fruit Salad
House Blend Iced Tea

PM SNACK

Serving Time: 3:00pm
Stirfry Noodles
Orange Juice

The above estimate is not a guaranteed amount. The final invoice amount will reflect charges according to the final guaranteed guest count and any additional charges incurred as approved by Client and our Resident Manager.

- Rates are inclusive of the following during the Event:
 - Use of Venue with Basic Set-Up
 - Basic Sound System with operator and Microphones
 - LCD Projector and Wide-Screen



Event Policies and Guidelines

The following policies are designed to assist you in the planning of your event and provide the guidelines for The Plaza Hotel Balanga. The Plaza Hotel's Sale and Marketing Associate will work with you to provide additional details and answer any questions you may have. We will make every effort to ensure a successful event. In order to achieve this, we ask that you review the following policies and procedures.

1. **Deposit and Cancellation Policy:**

For Social Events: To reserve a specific date for your function, a deposit of 30% is required. The deposit will be applied to the total charges for your function. The deposit / payment are due with the signed contract and is non-refundable and non-transferable.

Notice over 30 days prior to event:	full refund of deposit
Notice 10 to 29 days prior to event:	50% refund of deposit
Notice less than 10 days prior to event:	no refund of deposit

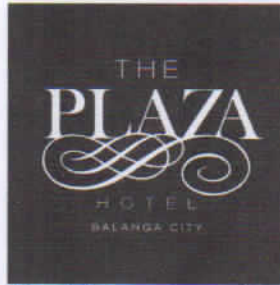
For Corporate Events with Existing Credit Line Arrangement: A Letter of Guarantee or Authorization is required along with the Signed Contract of event upon reservation.

2. **Food and Beverage:** The Hotel must provide all food and beverages. No Food or Beverage of any kind will be permitted to be brought into or taken from the banquet rooms by the guest.
3. **Corkage Fees:**

Item	Price
Photobooth	1,000
LCD Projector	1,000
LED Wall	5,000
Lechon	1,000
Chocolate Fountain	5,000
String Entertainers	500 - 2,000
Wine / Hard Drinks	350/Bottle
Canape Station	500
Dessert Station	500
Band	2,000

**Other items that shall consume electricity shall be subjected to a corkage fee of 500 per item.*

4. **Menu Selections:** The Sales Executive shall have the final decision on Menu Selection at least Five (5) working days before day of the event. If Event is finalized less than 5 Days before event, menu shall be under Chef's Discretion.
5. **Banquet Room Schedules:** All events are contracted for specific beginning and end times. The location of your events is available for the agreed upon times only. The function space may be scheduled for other events prior to and / or following your event. Additional charges for each hour may apply to events that exceed the agreed upon end time.
6. **Decorations:** Decorations or display items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, table or any other substance in order to prevent damage to the fine fixtures and furnishings. All rooms will be available two hours prior to the start of your event for decorating, unless other arrangements are made in advance. Any Damages that occur will be the responsibility of the engager and charges may apply. All decorations must be removed after the end of the event, unless other arrangements are made.



7. **Audio Video Equipment:** If audio-video equipment is required, arrangements are to be made through the Sales department.
8. **Entertainment:** Management reserves the right to control the volume of any entertainment booked by client.
9. **Non Smoking Facility:** The Plaza Hotel Balanga is a smoke free facility. A fine is assessed for smoking on the premises.
10. **Security:** The hotel shall not assume any liability for the damage or loss of any merchandise left in the hotel prior to or following the banquet or meeting. Arrangements may be made for security of exhibits, merchandise or articles set up for display prior to the planned event. It is important to note that they cannot store materials beyond the last day of the event. If additional security personnel are required for the event, the security personnel shall be supplied by the hotel and the cost shall be the responsibility of the event organizers.
11. **Payments:** As noted above, a deposit is required to reserve specific dates. Final payment of the remaining balance will be due no later than five (5) days prior to the event date. The final payment amount is based on the estimated event charges, less all advance deposit payments received. The hotel reserves the right to charge / credit card on file any difference between estimated charges and actual charges. Business check, cash, Visa, MasterCard, Discover or American Express are acceptable forms of payment. For deposit or payment by credit card please complete and return the enclosed authorization form with a copy of the credit card front and back.

12. Cancellation Policy:

Cancellations received will be subject to a cancellation penalty as follow:

30 days or more prior to the function date	25% of contracted total
21 -29 days prior to the function date	50% of contracted total
14-20 days prior to the function date	75% of contracted total
Less than 7 days prior to the function date	100% of contracted total

If an event date is changed with more than thirty days' notice, the deposit will be transferred to the new dates.

13. **Act of God:** If for reasons beyond our control, including but not limited to labor strikes, accidents, government restrictions or regulation of travel, acts of war or acts of God, the Hotel is unable to perform its obligation, then non-performance is excused with no liability other than the return of deposit. In no event shall the Hotel be liable for consequential damages for any reason whatsoever.

The event sponsor agrees that by signing the banquet agreement for service, food, beverage, room rental, audio-visual, all other miscellaneous banquet charges, applicable tax, service charges, and / or guest rooms, you are acknowledge the fact that there is no dispute over such charges and the sponsor is fully responsible for payment of the total amount due. Any discrepancies in counts or charges should be identified at the time of signing banquet event order and or contract agreement. In the event the group vacates the premises prior to signing the banquet check, all charges will be considered accurate.



To ensure booking of this event, you may provide us with a signed copy of this Contract.

To pay deposit by credit card:

Type: (please circle) AMEX, VISA, Master Card
Account:
Expiration Date: _____

To pay deposit thru check (Please provide 3 Banking days prior the event for clearing):

Bank Name Security Bank
Account Name The Plaza Hotel Balanga City, Inc
Account Number 0000-000090-691

Should you require any assistance or for any queries, please do not hesitate to contact me anytime.
Thank you, we look forward to serving you!

Best Regards,

Kathrine Lazatin
Kathrine Lazatin

The Plaza Hotel – Balanga City
Sales & Marketing Executive

CONFORME

LOPE O. CARIÑO JR.
LOPE O. CARIÑO JR.

OIC – Regional Director
MGB-R-III

Approved by:

Christine Rodriguez
Christine Rodriguez

The Plaza Hotel – Balanga City
Sales and Marketing Manager

Noted by:

Adrielle Jazmin
Adrielle Jazmin

The Plaza Hotel – Balanga City
Senior Operations Manager

REPUBLIC OF THE PHILIPPINES)
BALANGA CITY, BATAAN) S.S

BEFORE ME, a Notary Public for and in the Province of Bataan personally came and appeared:

NAME

ID's Presented

Lope O. Carino
Kathrine Lazatin

Company Id No. 17030652

who represent to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free and voluntary acts and deeds.

WITNESS MY HAND AND SEAL this 25th day of Oct. 2017 in Balanga City, Bataan.

Doc. No. 482
Page No. 98
Book No. 512
Series of 2017


ATTY. TEODORO D. CAMACHO III
NOTARIAL COMMISSION EXPIRES DEC. 31, 2017
IBP LIFETIME MEMBERSHIP NO. 03469
PTR NO. 1937570 JANUARY 4, 2017
ROLL OF ATTORNEY NO. 22568
NOTARIAL COMMISSION NO. 337-16