



Warm Greetings from Mansion Garden Hotel!

The Hotel is pleased to submit this **CONTRACT OF AGREEMENT** made and executed this **November 11, 2017** at Subic Bay Freeport Zone by and between :

MINES AND GEOSCIENCES BUREAU REGIONAL OFFICE NO. III represented by **NOEL B. LACADIN** in his capacity as **CHIEF, GEOSCIENCES DIVISION** with office address at **MINES & GEOSCIENCES BUREAU R-III, CLEOFER'S BLDG., GEN. HIZON AVE., CITY OF SAN FERNANDO, PAMPANGA.**

and

FREEPORT MANSION LEISURE CORPORATION (Freeport Mansion Garden Hotel) a private entity organized in accordance with the laws of the Philippines with office address at Dewey Avenue Corner Bonifacio St. Subic Bay Freeport Zone, represented by **JHEE HERERRA**, Administrative Officer.

W I T N E S S E T H

WHEREAS, the **FREEPORT MANSION LEISURE CORPORATION** was chosen by the **MINES AND GEOSCIENCES BUREAU R-III** as the **appropriate venue for their participants/clients room accommodation;**

WHEREAS, the **FREEPORT MANSION LEISURE CORPORATION** shall provide Function Room and Meals to the guest of **MINES AND GEOSCIENCES BUREAU R-III.**

WHEREAS, this **CONTRACT OF AGREEMENT** applies to the following block of rooms; however, this does not constitute a guarantee or representation by the **FREEPORT MANSION LEISURE CORPORATION** that the Function Room and Meals will be reserved or occupied by participants/clients of **MINES AND GEOSCIENCES BUREAU R-III** in the details set below. The Hotel shall, on a regular basis, advise the **MINES AND GEOSCIENCES BUREAU R-III** of the Function Room reserved in the block and the date available.

Details:

Event:	Live-out Convention
Function Date:	November 17,2017
Venue:	Ballroom Whole
Total number of person/s:	200 Pax
Room Number:	
Double Deluxe:	201,202,203,204

Handwritten signatures and initials on the left margin.

Package Rate:

Room Type	From	To	Rate	Total no.	Amount in Php
Live-out Meeting Package (2 Snacks & Managed Buffet Lunch)	November 17	November 17	Php 893.00/person per day	205 Pax	183,065.00
4 Double Deluxe (Quadruple Sharing)	November 16	November 17	Php 2,250.00 per head/night	15	33,750.00
TOTAL					Php 216,815.00

Total Package: Php 216,815.00NET

Down payment: Php 5,000.00 SOA#0792

Remaining Balance: Php 211,815.00

Function Room Inclusions:

1. Use of Function Room for Nov 7 – 11, 2017.
2. Complimentary use of LCD Projector with Wide Screen
3. Basic Sound System and Microphones
4. Free Flowing Coffee or Tea during meeting proper
5. Table Setup
6. Free Wi-Fi Internet Access
7. White Board
8. Pads and Pencils
9. Welcome Banner
10. **Meals**
 - a. **November 17-** Breakfast, Plated AM Snacks, Managed Buffet Lunch, & Plated PM Snacks

Room Inclusions:

1. Hotel Rooms
4 Quadruple Sharing
Check In: November 16
Check Out: November 17
2. 40"/30" LED TV with Signal HD Cable
3. Modern Bathroom with rain head shower
4. Mini refrigerator
5. Coffee and Tea kettle
6. Free use of swimming pool
7. 24 hrs Free Wi-Fi Internet Access
8. Ample and well lit parking lot

- ✓ Foods brought outside during the seminar are all subject to corkage fee.
- ✓ Decorations are not provided by the Hotel

TERMS & CONDITIONS

I. RESERVATION PROCEDURE

- For purposes of tracking, we would appreciate if all reservations are coursed through phone call and e-mail to the Hotel's reservation personnel/Sales and Marketing Officer 3 days prior the event.
- To facilitate pre-registration, the Client may request the Hotel to provide him with blank Registration Forms which may be forwarded thru e-mail to the latter's authorized person.
- Should you decide to bring in any equipment that will consume electricity, an energy fee of 500 or above per day shall be charged.

II. BILLING/SAFETY ARRANGEMENT

Account Name : Freeport Mansion Leisure Corp.
BPI Account

8393036517

- Fifty percent down payment is required upon signing of the contract or at least seven days prior the event.
- All other incidentals (*food & beverages, telephone, miscellaneous and other related charges*) shall be charged to personal account/group billing and be settled during or after the event.
- Any financial matters shall be coordinated directly to the Account Officer and/or Manager on Duty.
- The Hotel shall not be responsible for any loss or damage due to force majeure or due to the acts of the guest, family, visitors or if loss arises from the character of the things brought into the Hotel.
- The Hotel recommends the guest to deposit their highly valuable items to the Hotel vault.

III. NO SHOW/CANCELLATION POLICY

- For any no show, all deposits by the Client shall be forfeited in favor of the Hotel and full contracted package should be settled by the client.
- For any cancellation made within:
 - 7 days prior to the event, 50% of the Total Package should be settled.
 - 5 days prior to the event, 75% of the Total Package should be settled.
 - 3 days prior to the event, 100% of the Total Package should be settled.

IV. AUTHORIZED SIGNATORY

The below name/s will be the only official signatory for all transactions:

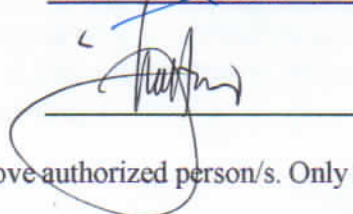
MINES AND GEOSCIENCES BUREAU REGIONAL OFFICE NO. III

1. NOEL B. LACADIN



FREEPORT MANSION GARDEN HOTEL

2. JHEE C. HERRERA



Orders and other instructions shall be approved by the above authorized person/s. Only the sent specimen signature shall be acknowledged by the Hotel.

This contract shall take effect upon signing thereof by the parties

WHEREAS, non-compliance of any of the parties shall render this Agreement null and Void.

IN WITNESS WHEREOF, the parties have hereunto signed this November 11, 2017 at Subic Bay Freeport Zone, Olongapo City, Philippines.

FOR THE MINES AND GEOSCIENCES BUREAU REGIONAL OFFICE NO.

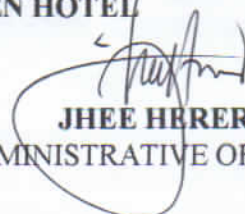
III

AND FREEPORT MANSION GARDEN HOTEL

By Authority of the Regional Director:



NOEL B. LACADIN
CHIEF, GEOSCIENCES DIVISION

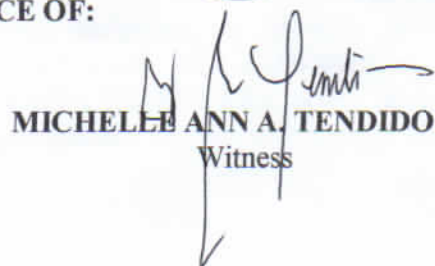


JHEE HERRERA
ADMINISTRATIVE OFFICER

SIGNED IN THE PRESENCE OF:



JOSELYN C. CARBONELL
Witness



MICHELLE ANN A. TENDIDO
Witness