



ROOM ACCOMMODATION AND BANQUET CONTRACT

This agreement is made this 8th day of November 2017 at Clark Freeport Zone, Pampanga by and between:

WIDUS INTERNATIONAL LEISURE, INC., a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with address at Building 5400, M.A. Roxas Highway, Clark Freeport Zone, Pampanga, and represented herein by its **Senior Sales Manager, Marichelle T. Selom**, (hereinafter referred to as the "HOTEL");

and,

MINES AND GEOSCIENCES BUREAU a corporation duly organized and existing under and by virtue of the laws of the [Republic of the Philippines], with address at **Cleofer's Building, Gen. Henson Avenue, City of San Fernando**, and represented herein in by its **OIC, REGIONAL DIRECTOR, LOPE O. CARIÑO, JR**, (hereinafter referred to as the "CLIENT")

WHEREAS, the CLIENT booked for a guaranteed minimum of **60 in Vegas 1 on November 20, 2017**.

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

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual covenants and stipulations hereinafter set forth, the parties hereto have agreed as they hereby agree as follows:

I. TOTAL PACKAGE COST, SCHEDULES AND INCLUSIONS

A. PACKAGE COST

1. Breakdown:

Date	Persons	Meal Type	Rate	Venue	Days	Total
20-Nov-16	60	AM Snacks	-	Vegas 1	1	
	60	Managed Buffet Lunch		Vegas 1	1	
	60	PM Snacks		Vegas 1	1	
MEAL CHARGES						
TOTAL CHARGES/ GUARANTEED PACKAGE CONTRACT					PHP	60,000.00

2. Other Conditions/Requirements:

- a. The total amount payable to the Hotel may increase because of incidentals and other authorized charges.
- b.

B. MEETING ROOMS & MEAL REQUIREMENTS

1. Time / schedule:

Function Date	Time	Venue	Type of set-up
20-Nov -17	8:00AM- 21:00PM	Vegas 1	Class Room

- 2. Usage of meeting rooms in excess of agreed time is with corresponding *Php 5,000.00 nett per hour for an extended use of the assigned Function Room*

C. MEAL REQUIREMENT & SCHEDULE:

Meal	Serving Time	Venue	Minimum Guaranteed No. of Persons
AM SNACKS	9:00 AM	Vegas 1	60
LUNCH	12:00 NN	Vegas 1	60
PM SNACKS	15:00 PM	Vegas 1	60

D. COMPLIMENTARY AMENITIES AND OTHER INCLUSIONS:


1. Complimentary meeting amenities:
 - Complimentary candies
 - Notepads and pencils
 - Free use of flipchart with paper
 - Free use of whiteboard with marker & eraser
 - Free use of podium with microphone
 - Free use of in-house sound system with two (2) microphone
 - Free use of in-house audio and visual equipment
 - Free use of LCD projector and white screen
2. Inclusions:
 - Access to Casino Widus
 - Free use of gym and swimming Pool
 - Complimentary Wi-Fi
 - Registration Area

II. CHECK-IN/OUT TIME:

1. The HOTEL's standard check-in time starts at 3:00PM and check-out time is at 11:00AM.
2. Request for early check-in depends on the availability of the rooms with corresponding charges. If rooms are available upon guests' arrival, early check-in will be allowed. But if not, a room will be allocated for all luggages.
3. Request for late check-out depends on the availability of the rooms with corresponding charges.

III. CLIENT'S OFFICIAL/AUTHORIZED SIGNATORIES:

That the persons authorized to sign all rooms, food and beverages charges in behalf of the CLIENT is/are as follow/s:

Name	Position	Specimen Signature
LOPE O. CARIÑO, JR	OIC, REGIONAL DIRECTOR,	

IV. REVISION/AMENDMENT

1. Additional room accommodation required by the CLIENT may be allowed by the HOTEL but is subject to room availability.
2. 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.
3. 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.
4. Any revision or amendment on guaranteed package shall be covered by a separate agreement to be acknowledged by the CLIENT's authorized representative.

V. CANCELLATION POLICY

1. No cancellation charges shall be imposed provided we receive the cancellation notice of thirty (30) days prior to function and arrival date. Otherwise, client shall be charged in full amount of the total guaranteed package.

VI. PAYMENT AND BILLING POLICY

1. Total contracted charges including incidental charges duly signed by the authorized signatory shall be settled on Send-bill arrangement, a **Certificate of Availability of Funds (CAF) for government accounts, Letter of Authorization (LOA) and Purchase Order (PO) for corporate accounts** should be submitted upon signing of contract. Total charges should be settled thirty days (30) from the date of submission of the Statement of Account.
2. For request for special billing arrangement, we require our CLIENTS to go through the HOTEL's credit line accreditation process.
3. That any payment made by the CLIENT to the HOTEL is non-refundable.
4. The hotel only accepts cash, credit card and company cheque as form of settlement. Company cheque has to be made payable to **WIDUS INTERNATIONAL LEISURE INC.** and is subject to three (3) banking days clearing.
5. A penalty surcharge of five percent (5%) shall be imposed for accrued past due accounts on a monthly basis.
6. Settlement of Group Master Accounts can be made in form of cash or Bank Draft or Telegraphic Transfer. Details of our bank account are as follows:

Bank Name:	LAND BANK OF THE PHILIPPINES
Branch / Address:	CLARK
Account Name:	WIDUS INTERNATIONAL LEISURE, INC.
Account Number:	1582-1027-04

7. **TAX EXEMPTION** – Pursuant of Section 2 of CERTIFICATION OF REGISTRATION AND TAX EXEMPTION – AS A CLARK SPECIAL ECONOMIC ZONE ENTERPRISE CERTIFICATION NO. 2006-228 OCTOBER 30, 2006. Exemption from all local and national taxes; including but not limited to corporate withholding income taxes and value added taxes (VAT) pursuant to Section 15 of the Act and Section 5 of E.O. No. 80 Proclamation No. 163 and further confirmed by BIR Ruling no. 046-95 dated March 3, 1995.

VII. OTHER TERMS AND CONDITIONS

1. **INCIDENTAL CHARGES**
 - a. All incidental charges shall be charged on personal account of the guest/participant payable upon check-out, unless otherwise permitted and duly signed by the company signatory or the authorized individual. In this case, the printed name and signature of the authorized signatory is required.
 - b. All losses in and damages in guest room(s), function rooms and other hotel facilities shall be shouldered by the delegates. The CLIENT should be able to brief the concerned delegates on this so they can take necessary precaution.
2. As a standard policy, delegates must surrender the keycards to the Front Office upon check-out. Group coordinator should communicate any special arrangements with the Hotel's Sales In-charge prior to group's arrival.
3. **EXTRA COVERS** - Ten (10%) percent extra covers from the minimum guaranteed number of participants shall be accommodated by the HOTEL during functions, with extra 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 of 10% per person per meal in excess on the allocated extra covers.
4. The HOTEL shall not allow leftover foods to be packed or to be brought inside the room.
5. Bringing of food and drinks from outside shall not be allowed inside the hotel unless arrangements have been made. Corresponding corkage fees shall be applied.
6. The HOTEL strictly prohibits racking, sticking, and/or hammering any material in the walls, ceilings, floors, doors, fixture of the venue. In case of damages, the client agreed to be charged accordingly.
7. The HOTEL reserves 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.




8. 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.
9. **FORCE MAJEURE** - Both parties shall not be liable for failure to comply with this agreement due to force majeure including, but not limited to: labor disputes, natural disaster or other causes beyond the control of both parties.
10. The Hotel shall not be liable for any loss or damage or injury to the person or property of the client or any of its guests, sustained while in the Hotel premises and/or outside of the hotel for activities coordinated by the hotel except when such loss, damage or injury is due to the willful act or gross negligence of the Hotel or any of the employees.

IN WITNESS WHEREOFF, the parties hereto sign this document at Clark Freeport Zone, Pampanga on this November 7, 2017.

ON BEHALF OF THE HOTEL:


MARICHELLE T. SELOM
Senior Sales Manager

ON BEHALF OF THE CLIENT:


LOPE O. CARIÑO, JR
OIC, REGIONAL DIRECTOR,
 

NOTED BY:

MITCHELL A. ESTACIO
VP for Finance

Distribution HOTEL: DOR/ Accounting