

IV. **BILLING ARRANGEMENTS**

Kindly be informed of payment terms covering both rooms and banquet below-

Other food & beverages and other services ordered outside of the package shall be posted on the group's folio. As the authorized signatory, kindly countersign for charges to be incorporated to the master folio. The master folio shall be for full settlement prior group's check-out.

All other incidental charges not mentioned above shall be on the personal account of the individual member which shall be for full settlement prior check-out.

Checks must be made payable to:

Account Name: Dreamventures Property Management Corporation
Branch Name: BDO- Timog Branch
Account Number: 1240100556

Please fax your deposit slip to fax number (02) 413-7281. Kindly advise hereunder when you have made a deposit.

V. **CANCELLATION POLICY**

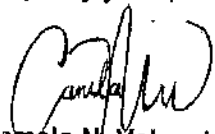
No-show and Cancellation fees shall be imposed for all bookings cancelled after the payment option dates given above.

For no-shows and cancellations made **after signing of conforme**, a 50% cancellation charge will apply, as well as 50% of the function room rental charge.

No-shows and cancellations made after **February 25, 2016** shall not be entitled to a refund.

Should you find everything in order, please affix your signature to signify your conformity and return to me a copy. However, if you have any clarifications, I will be very happy to discuss with you how best we can meet your specific requirements. Thank you very much and we look forward to welcome you and your group to HIVE HOTEL AND CONVENTION PLACE.

Very truly yours,



Amela N. Valencia
Sales Executive
SALES and RESERVATIONS OFFICE
122.814.2481/ 806-1004

CONFORME:



DR. NICOMEDES P. ELEAZAR
Director, Bureau of Agricultural Research