

FUNCTION CONTRACT

Contract CB#010-2020

CLIENT'S FULL NAME	Dr. Nicomedes P. Eleazar, CESO IV Director, DA-BAR
COMPANY NAME	Bureau of Agricultural Research
PRINCIPAL ADDRESS	RDMIC Bldg. Elliptical Road, cor Visayas Ave., Diliman, Q.C.
VENUE	San Marcelino Hall
TYPE OF FUNCTION	Live In
DATE OF ARRIVAL	February 03, 2020
DATE OF FUNCTION	February 03-07, 2020
DATE OF DEPARTURE	February 07, 2020
PHONE/MOBILE NUMBER	02-920-0231
GUARANTEED NO. OF PERSONS	50 Participants
BILLING ARRANGEMENT	Send Bill Arrangement
PRICE PER PAX/PACKAGE AMOUNT	Php1,700.00 pax/day / Php357,500.00

INCLUSIONS	Managed Buffet Serving for Breakfast, Lunch & Dinner Plated Serving for AM & PM Snack Free Wi-Fi Access Free use of LCD Projector & Projector Screen Podium and Microphones Directional Signage Free use of Function Hall for 8hrs. (In excess Php.1,500.00/hr.) Parking Area (first come, first serve basis)
MEAL/BEVERAGE ARRANGEMENT	Managed Buffet (Soup, 2Main Course & 1 Vegetable w/ Dessert and 1Round drinks) Free flowing coffee, hot/cold water during the entire function
FUNCTION SET UP	Class Room Type Set Up
ENGINEERING DEPARTMENT	Complete P/A system with 3 microphones
FRONT OFFICE & HOUSEKEEPING	Estimated Time of Arrival: 9:00 AM Estimated Time of Departure: 12:00 PM Live In Seminar
OTHERS	Other charges personal account Charge for excess hours on use of function hall Php1,500/hr. LCD Projector for 8hrs. (in excess Php.1,200.00/hr)

TERMS & CONDITIONS

1. After any given function the number of covers is established by an employee of the HOTEL and his count will be accepted as final. The CLIENT may appoint a teller from his side and the count of the HOTEL employee and that of the Client's Teller shall be reconciled and agreed. Where the CLIENT does not appoint such teller, both parties shall accept the tally made by the HOTEL employees shall be accepted by both parties.
2. The CLIENT binds to pay the minimum price based on the guaranteed number of persons, notwithstanding under-attendance or non-appearance. In case the number of guests exceeds the guaranteed minimum, the CLIENT agreed to pay the actual number of covers served. ALL NO SHOWS WILL BE CHARGED FULL AMOUNT.
3. Changes in an agreed number of covers, rooms, etc. shall be supported by an Amendment Form.
4. Notification of any changes on the number of covers to be served must be received by the HOTEL, at least 48 hours before the start of the function in order for this to be implemented on time. Failure to give such notice will result in the HOTEL serving the original number of covers agreed upon, with the CLIENT paying the full amount concerned. However, where the requirements of the CLIENT are for additional covers, over and above the numbers originally agreed, the HOTEL at its sole discretion maybe able to provide the additional covers required or make some alternative suggestion depending on the function menu, venue, capacity, and the time available to make necessary adjustments. All the cost relating to such upward adjustments of covers is to be borne by the CLIENT and agreed upon in advance.
5. Notice of cancellation and postponement of function shall be made in writing. Cancellation and/ or postponement of the scheduled function dates shall result in forfeiture of the whole cash deposit.

[JURAT]