



CS250085 *J*

Century Park Hotel CONTRACT

February 26, 2025

MR. ROMLEAH PULIDO OCAMPO

Executive Director

CITEM - Center for International Trade Expositions and Missions

Golden Shell Pavilion, Roxas Boulevard, corner Sen. Gil J. Puyat Ave, Pasay City

Dear Mr. Ocampo;

Warm greetings from *Century Park Hotel!*

Thank you for considering Century Park Hotel as the venue for your upcoming event.

We are pleased to offer the following arrangements.

FUNCTION ROOM BLOCKING

Date	Start Time	End Time	Function Room	No. of Persons Guaranteed
February 26, 2025	8:00 AM	5:00 PM	Corregidor B	42 Persons

BANQUET CHARGES

Date	Meals & Particulars	No. of Persons	Rate	Sub-total
February 26, 2025	AM Snack w/ Hot Coffee or Tea Buffet Lunch w/ 1 Round of Iced Tea PM Snack w/ Hot Coffee or Tea	42 persons	PHP 3,550.00 net per person	PHP 149,100.00 net
TOTAL ESTIMATED CHARGES				PHP 149,100.00 net

Rates are inclusive of 12 % RVAT, 1% Municipal Tax and 10% Service Charge.
Rates are subject to change without prior notice.

Inclusions:

- Complimentary use of venue for a minimum guaranteed person
- Complimentary use of Projection Screen *(Subject to availability)*
- First come first served parking space *(P.Ocampo Side and Annex Side only)*
- Complimentary Wifi Access *(Speed will depend on the number of users)*
- Complimentary use of Digital Kiosk for Event Poster
- Free Flowing Coffee, Tea and Water
- Registration table
- Wired Microphones
- Podium/Rostrum with microphone

FUNCTION ROOM RENTAL

We shall waive the room rental of the function room if the minimum number of guaranteed persons at a specified meal period is reached.

Excess charges per hour will be applied beyond the specified time of event. A fraction of an hour is considered one full hour.

www.centurypark.com

599 P. Ocampo St. Malate, Manila, Philippines

(652) 8525-8888

EXTENSION OF USE OF MEETING VENUE

Please see below the hourly extension rates of your venue.

Corregidor B **Php 15,000.00 / Hour**

PAYMENT

Full Payment of **Php 149,100.00 net** to be settled thru SendBill Arrangement within 15 days after Event with **NOA, NTP & CAF** to be submitted on **February 27, 2025.**

**All incidentals and excess charges are to be settled IMMEDIATELY after the event thru cash or credit card only.*

The bank details for payment via bank deposit/telegraphic transfer are as follows:

BANK : PHILIPPINE NATIONAL BANK
ACCOUNT NAME : CENTURY PARK HOTEL
PESO ACCOUNT : 1702-7000-1013

BANK : BDO
ACCOUNT NAME : CENTURY PARK HOTEL
PESO ACCOUNT : 00447 0000 100

MINIMUM GUARANTEED ATTENDANCE

- The PATRON confirms to pay for the minimum guaranteed number of **Forty Two (42) persons on February 27, 2025.**
- The HOTEL shall charge the PATRON for the guaranteed number OR actual number of persons whichever is higher. The HOTEL will set-up facilities for 10% (maximum of 550 persons) in excess of the guaranteed number of persons.
- No reduction in the number of guaranteed covers shall be allowed by the HOTEL after signing the contract. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- The HOTEL does not guarantee the catering of increases of more than the guaranteed number of guests, although every effort will be made to meet the event requirements. Last minute increases or additional food orders may be based on chef's recommended menu. Further, should the actual number of persons exceed the guaranteed attendance, menu price per succeeding person will be subject to a **Php 50.00 increase.**

CANCELLATION AND POSTPONEMENT

- The party who made the advance reservation or payment notifies the Hotel of its decision to cancel or scale down the event.
- Any cancellation means forfeiture of the confirmation deposit.
- Cancellations or postponements made after the confirmation of the booking will merit a surcharge equivalent to the rates listed below.

Date of Cancellation	Cancellation Charge
<i>From confirmation date to...</i>	
Fifteen days prior to event date	50% of guaranteed revenue
Three Days prior to the event date	100% of guaranteed revenue

- Cancellation of the booking thirty (30) days prior to the event date will only be accepted in writing. You should send written cancellation request with the following options.
- For cancelled events, the Organizer shall be given following options for the non-refundable deposit made: (1) consume the amount paid at a later date (2) credits (3) vouchers (4) re-booking, which shall not be longer than one year of date of cancellation.

OUTSIDE FOOD & CORCKAGE

- In case of any food item/s or food cart/s allowed to be brought in by the HOTEL, as requested by the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that invitees/guests of the PATRON may suffer, due to the food item/s or food cart/s brought in.
- Applicable corkage fees shall apply for every wines, hard liquors, and lechon brought into the event by the PATRON.

FORCE MAJEURE

- The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.
- The HOTEL will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the HOTEL. In the event of non-performance due to the above reasons, the HOTEL shall offer available dates to re-schedule the postponed function of the PATRON

INDEMNITY

- Any loss, damage or injury which the HOTEL, its guests, officers, and/or employees may suffer, attributable to acts or omissions of the PATRON and /or his guests during the contracted function, shall give rise to the latter's liabilities which the HOTEL, and/or the its guests, officers, and/or employees may recover under existing laws.
- The HOTEL will not be responsible for any damage or loss of merchandise left in the HOTEL prior, during or after the function/s.
- In case of any animals allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any injury, including death, which the invitees/guests of the PATRON, and other Hotel guests, officers, and employees may suffer attributable to such animal/s. Any damage and claim of injury, including death, to the HOTEL, its guests, officers, and/or its EMPLOYEES attributable to such animal/s shall be chargeable to the PATRON.

DAMAGE BOND

- The PATRON ensures that nothing shall be attached to the floors, walls, ceilings or columns of the HOTEL premises by nails, screws, pins, tapes or other means; otherwise, any damage caused shall be chargeable to the PATRON.
- The HOTEL reserves the right to collect a **Php10,000.00 damage bond** in cash only which is refundable after 3 working days once the venue has been fully inspected and no damages incurred.
- For any damages, the hotel has the right to charge the guest the amount equivalent to the damages incurred.
- No flammable or explosive materials shall be allowed for display or use in any part of the HOTEL premises or banquet facilities. Balloons to be brought in should have non-toxic, non-flammable, inert gas and PATRON should furnish the HOTEL an original copy of safety certification from a reputable industrial company.

SAFETY AND SECURITY

- Please do not leave your valuables unattended. The Organizer is solely responsible for all event materials, equipment and your guests' personal belongings. Special security arrangements shall be for your account and subject to a separate contract.
- The safekeeping of any items on display shall, at all times prior to, during and after the event, be the responsibility of the Organizer. Armed guards/ security is strictly prohibited. All firearms must be surrendered to the security office prior to entry into Hotel premises. The Hotel, shall in no instance, be held liable for any loss or damage of such items or personal belongings. Organizers or all of its decorators and suppliers must adhere to Hotel policies, rules and regulations. Any inflammable materials are not allowed to be brought into Hotel premises without prior written approval of the Hotel.

TERMS AND CONDITIONS

- The Hotel has placed a tentative hold on the date and events space and room allocations as written in this agreement. By signing every page and returning this contract on or before **February 26, 2025**, it constitutes a binding contract between **Century Park Hotel** and **CITEM**. The individuals, whose signatures are affixed below, are deemed authorized to bind his or her party to this agreement.
- The HOTEL reserves the right to change the rate without prior notice. The quoted rates of government taxes are the rates presently applicable. They are subject to adjustment based on subsequent enactment of laws, rules, regulations.
- Any/all city or national permits/licenses required before holding of the function covered by this Agreement shall be the full responsibility of the PATRON.
- The courts of the City of Manila shall have exclusive jurisdiction over any dispute or claim which may arise between the parties under this contract.

All information contained within this agreement are private and confidential and may not be disclosed or obligated to a third party for whatever reason or purpose.

Thank you once again for choosing us for this special event. We look forward to serving you and your valued guests in the finest Century Park Hotel tradition!

Yours truly,

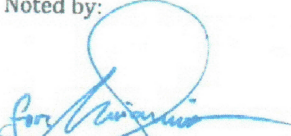
For and on behalf of
CENTURY PARK HOTEL


CARLA E. MANLAPAZ
Sales Account Manager

Confirmed and Accepted by:


FOR
MS. ROMLEAL PULIDO OCAMPO
Executive Director, CITEM

Noted by:


ANNIE QUIAMBAO
Director of Events