

**September 11, 2023**

**Anti-Money Laundering Council (AMLC)**

Dear Sir/ Madam

Greetings from Hotel Casiana Tagaytay!

YOUR TRANQUIL HOME IN THE HEART OF TAGAYTAY

Conveniently located along the Tagaytay-Nasugbu main highway, Hotel Casiana is a ten-story Scandinavian-inspired property that features upscale amenities perfect for families, friends, and business travelers. Other leisure and business amenities and services include banquets and conference rooms, a full-service restaurant, a lovely cafe, and a vibrant bar.

Indeed, Hotel Casiana is the perfect place to meet your recreational, social, and business needs. Whether it's a corporate event, a special occasion, or a week-long vacation, there's no better place to celebrate than with us

The Hotel is pleased to extend the following specifications for your requirements on Sept. 12-14, 2023 for 60 pax. The details are as follows:

**I. INCLUSIONS:**

**60 PAX x 3,150.00 x 3 days = 567,000.00**

- *Above rates are inclusive of applicable taxes and service charge.*
- *The rates are subject to change without prior notice.*
- ✓ Guest Room Accommodations:
  - ❖ Room Type:
    - DELUXE TWIN-28
    - DELUXE SINGLE-4
  - ❖ Discounted rates on accommodation
  - ❖ Breakfast Buffet
  - ❖ Complimentary daily bottled water
  - ❖ Free use of fitness center
  - ❖ Free use of heated swimming pool from 7am to 10pm
  - ❖ Food and Beverage room service
  - ❖ Complimentary Wi-Fi access
  - ❖ Air Purifier in every room
- ✓ Meals: MANAGED BUFFET

	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
Day 1		✓	✓	✓	✓
Day 2	✓		✓	✓	✓
Day 3	✓		✓	✓	

- ✓ Exclusive use of: **Day 1-3 – 12 HRS**
- ✓ Use of basic sound system with 2 microphones
- ✓ 1 Podium, Philippine flag and 1 flag pole

- ✓ 1 Secretariat/ Registration table
- ✓ Use of 1 White board, 1 White Screen, 1 Projector, 1 Flipchart, notepads and pencils
- ✓ Consistent WiFi connectivity available in function room, guest rooms, and common areas
- ✓ 24 hours Secured open parking space
- ✓ Free-flowing coffee during event proper
- ✓ Tables and chairs set-up
- ✓ Dedicated banquet personnels ready and available

## II. OPTION DATE POLICY

We have set your option date for confirmation of the above booking on September 8, 2023. We would appreciate receiving your signed conform of this contract. The Hotel reserves the right to release any rooms and function reservation should we fail to receive the contract upon expiration of the given option date.

## III. PAYMENT TERMS

Please be informed of the following payment terms:

- 50% deposit upon confirmation of booking
- 50% full payment 7 days before the event

Any additional charges on rooms and function rooms authorized by the contact person shall be included on the statement of account for billing schedule.

**FOR SEND BILL ARRANGEMENT:** Payment must be settled fifteen (15) to thirty (30) days from the date of receipt of the 'Statement of Account issued by the Hotel. A surcharge of 1% per week shall be imposed to all overdue accounts. By way of Confirmation, Letter of Authority (LOA) or Certificate of Availability of Funds (CAF) together with signed confirmation must be submitted at the very least of fifteen (15) days before the event.

The payment shall be made to the Hotel either directly to its representative or through its bank account, with the following details:

LANDBANK OF THE PHILIPPINES, Tagaytay City Branch  
Acct. Name: HOTEL CASIANA OPC  
Acct. No.: 001502-1091-77 Branch: Tagaytay City

Payments made through the aforesaid bank shall be subject to the confirmation and/or checking by the Hotel. In case the deposit has not been paid within the time prescribed, the confirmation of the booking is considered cancelled.

## IV. CANCELLATION POLICY

In the event the client within seven (7) days from the date of the event cancels the said confirmed booking, an amount equivalent to 25% of the agreed contract price shall be charged against the client, for the lost opportunity of the hotel to offer its services to other clients.

No-show on day and/or whole duration of function, cancellation and/or moving date/ postponement of booking 3 days prior to the event, reduction of number of rooms/ room nights or number of pax shall be charged 100% applicable fees.

## V. TERMS AND CONDITIONS

### 1. BILLING ARRANGEMENTS

Billing will be based on the guaranteed number of attendees contracted for, or actual attendance, whichever is higher. The authorized Hotel Representative will establish the actual number of covers served.

- 1.1. Incidental charges will be on Cash Basis under personal account unless otherwise approved by the authorized signatory. For any unpaid incidental charges, the Client shall be held liable for the payment of the said charges.
- 1.2. Failure to comply with the agreed terms of account settlement stated in the contract will result to an interest charge based on

the prevailing market to the outstanding balance of the Client.

- 1.3. Should the payment be enforced by court action, the Client shall pay an additional twenty-five percent (25%) of the money judgment by way of attorney's fee.

## 2. POSTPONEMENT AND CANCELLATION

- 2.1. Should the client postpone the schedule of the event to another date or time, the client must notify the Sales and Marketing Department in writing at least fifteen (15) days in advance.
- 2.2. Postponement will be subject to the availability of the function room on the alternative date. Should the client opt to cancel, par. 2.4 shall apply depending on the date of notice the cancellation was made.
- 2.3. Should the client notify the Hotel of the postponement less than fifteen days prior to the event date and there are no function rooms available on the alternative date, the Client has the option to proceed with the original schedule or cancel the event. Should the Client opt to cancel the event, par. 2.4 shall apply.
- 2.4. Postponement notice of the event received less than seven (3) days prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply.
- 2.5. The following Cancellation schedule and charges shall apply to all cancellations of guest and function room booking with signed contracts:
  - a. Reservations deposit shall be forfeited upon cancellation of event.
  - b. All progressive payments are non-refundable.
- 2.6. The Hotel shall not be liable for failure to comply with this agreement due to force majeure, labor disputes, strikes or other causes beyond its control.

## 3. FOOD AND BEVERAGE

- 3.1. Unless the client gives advice, the Hotel will extend services only for the guaranteed number of persons confirmed by the Client. A confirmation on the guaranteed number of attendees will be required three (3) business days prior to the event. If a confirmation on the guaranteed is not received, the Hotel will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.
- 3.2. Guaranteed number of attendees indicated on the contract is not subject to reduction.
- 3.3. All food and beverage arrangement must be supplied exclusively by the Hotel. The Client cannot bring other food and beverage items into the Hotel. In the event that the Hotel allows the Client to bring food and drinks items, the Client shall be held liable for the condition, quality and sufficiency of the items and corresponding handling and corkage fees applies on all items. The Client shall be required to sign a waiver form for all food and beverage items brought in and out of the Hotel premises.

## 4. FUNCTION ROOM

- 4.1. Event must begin and end promptly at the scheduled time on the contract. If the space is available and the Client would want to extend the event, an excess hour rental fee of **Php3,000** per hour shall be charged accordingly.
- 4.2. The HOTEL reserves the right to assign/ substitute an alternate venue/ space, menu and/or other amenities as may be required by the circumstances should the contracted venue become unavailable for any reason whatsoever. In such case, the said substitution made by the hotel shall be deemed as full and complete performance of it's obligation under this contract/ proposal.

## 5. SPECIAL ARRANGEMENT

- 5.1. The Hotel must be advised on any additional arrangements needed. Corresponding charges for the additional amenities will apply.

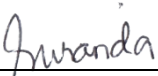
- 5.2 **Damage Bond:** A damage bond will be required for special set-up and arrangement in the function room. Damage bond amount will be computed based on the type of possible damage that may be incurred from ingress until egress period. Damage bond is refundable in full, but without interest, three (3) business days after the event provided that no damage was incurred at the Hotel event venue. In the event that this is done without authorization, and damage is incurred, the Hotel will assess the damage and automatically bill the cost of repair and/or replacement to the Client.

**6.** The Client is obliged to adhere to the General Rules and Regulations/Banquet and Meeting Guidelines of the HOTEL. Any damages incurred to the Hotel property will be properly assessed and will be charged accordingly to the Client. During the event, the Hotel shall be free from liability, damage and/or harm caused by the guests, and the same shall be the sole responsibility of the client.

We trust that the above arrangements meet your approval. Should you find the above terms and conditions acceptable, kindly affix your signature on the space provided for below.

THE PARTIES, through their duly authorized representative, have hereunto affixed their signatures in \_\_\_\_\_ this \_\_\_\_\_.

BY:



Trisha Mae Miranda

**Sales Manager**

CONFORME:



**Matthew M. David**

Anti-Money Laundering Council (AMLC)