




BANQUET EVENT CONTRACT

9.23

Handled by: Diana Guevara

Operated by Paramount Hotels and Facilities Mgt. Co. Inc.

DATE: 4-Sep DAY: Monday		FUNCTION: Training	
ENGAGER: NCMF- BMCA MEDD			
RESERVED BY: Mr. Guiling A. Mamondiong		Tel. No. 09173294290	
BILLING ADDRESS: Quezon City		Email: medd@ncmf.gov.ph	
BILLING ARRANGEMENTS: Send bil with CAF and signed contract. incidentals on personal account to settle on the event day through cash, GCASH or credit card settlement.			
VENUE: Carillon	TIME In: 2:00 PM	Out: 6:00 PM	
ANNOUNCEMENT BOARD: Basic Arabic Language Program Closing Ceremony	COVERS GTD: 60 MAX COVERS: 66	PRICE: Heavy Coffee Break P633.33 net per person Venue Fee P10,000 net Extension Fee P5,000 / hr	
BEVERAGE REQUIREMENTS: Flowing coffee		Total: P 48,000.00	
SET-UP REQUIREMENTS: Stage with Podium and Philippine Flag Plant centerpiece 6 Rounds by 10's - White topper; yellow gold runner Secretariat table at the back, 3 pax Coffee station inside Alcohol dispenser per table	Computation: Heavy Coffee Break x 60 persons P38,000.00 Venue Fee P10,000.00 <hr/> P48,000.00		
ENGINEERING REQUIREMENTS: 3 microphones Basic Sound System Non MAC Laptop and extension cords c/o client On call technician Shared 4mbps WIFI 1 Projector c/o Millies	MENU REQUIREMENTS: Heavy Coffee Break 3:00 PM Pasta Aglio Olio Danish Pastry		
OTHER REQUIREMENTS: Face Mask are required to be worn Strictly No Smoking in the premises Parking on 1st come 1st serve basis	Conforme:  Mr. Guiling A. Mamondiong Date:		



Operated by Paramount Hotels & Facilities Management Co., Inc.

BANQUET TERMS & CONDITIONS

1. Function rooms/areas shall be reserved at the Food & Beverage Office by the party named on the reverse side hereof (hereinafter referred to as **ENGAGER**) on a **First Come, First Served** basis.
2. To secure a reservation, the **ENGAGER** shall give a security deposit as determined by the Food & Beverage Department.
3. Function venue shall be available to the **ENGAGER** only on the specified time stated in the Contract. Additional corresponding fee shall be charged for the use of the function venue beyond the time stated in the Contract. Guests are restricted to function venue only and shall not be allowed to loiter in other areas of the Hotel.
4. All food and beverage items shall be purchased exclusively from **MILLIE'S** Operated by **PARAMOUNT HOTELS&FACILITIES MGT. CO., INC.** (hereinafter referred to as the **RESTAURANT**). It is agreed that the **ENGAGER** is not permitted to bring in any food and beverage item/s to the function venue unless previously arranged and authorized. Should the **ENGAGER** be allowed to bring in food and/or beverage, a corkage fee shall be charged and a waiver form provided by the **RESTAURANT** shall be signed by the **ENGAGER**.
5. The **ENGAGER** agrees to pay for the number of covers, drinks, incidentals and other charges as stated on the reverse side hereof. **ENGAGER** agrees that the number of persons shall be determined exclusively by the authorized representative of the **RESTAURANT** and shall be the basis for final billing.
6. The **ENGAGER** also agrees to pay for the guaranteed number of guests as indicated on the reverse side hereof or the actual number of guests, whichever is higher.
7. The **ENGAGER** may amend the number of covers, function date and venue or give additional requirements by giving the **RESTAURANT** a written notice seventy-two (72) hours prior to the function date and time indicated in the reverse side hereof. In case no such notice is received by the **RESTAURANT**, it is understood and agreed that the number of persons shall be that already indicated in this contract.
8. The **RESTAURANT** shall accomplish a Banquet Amendment Form, which shall be signed by the **ENGAGER** and shall be part of this Contract.
9. The **RESTAURANT** shall set-up facilities for the **ENGAGER's** guaranteed number of persons. The **RESTAURANT** extends its services for additional guests up to ten percent (10%) of the guaranteed number of persons. The **RESTAURANT** shall not be responsible for insufficiency of food during the function in case the number of covers exceed the maximum covers prepared.
10. The **RESTAURANT** shall charge additional ten percent (10%) on the price of the menu per head should you exceed the allotted ten percent (10%) of the guaranteed number of persons.
11. All prices are subject to ten percent (10%) service charge.
12. The **RESTAURANT** will charge an additional five percent (5%) on the price of the menu per head for last minute bookings. Last minute booking pertain to function details and payment received less than 7 days prior the event.
13. In case of cancellation or postponement by the **ENGAGER** for whatever reason, the following shall apply:
For functions below Fifteen Thousand Pesos (P15, 000.00) minimum:
a. Fifty percent (50%) will be charged if cancellation is made seventy two (72) hours prior to the function date.
b. Full payment will be charged if cancellation is made forty eight (48) hours prior to the function date.
c. For cancellations made one (1) day prior to or on the date of the function, the full payment of total cost of function shall be charged.
For functions with Fifteen Thousand Pesos (P15, 000.00) and above minimum:
a. The security deposit is not refundable but consumable in food and beverage only.
b. In the event of cancellation less than fourteen (14) days prior to the date of function, the fifty percent (50%) of the estimated function cost shall be charged to the **ENGAGER**.
c. Full payment of the function cost will be charged if cancellation is made forty eight (48) hours prior to the function date.
14. The **ENGAGER** shall be held solely responsible for the security and safekeeping of any and all article(s) brought into the premises of the **RESTAURANT** during the contracted function and the former hereby releases the latter from any and all liability whatsoever in case of any loss, damage or injury to any of the aforesaid article(s) except when the **ENGAGER** declares such article(s) to the **RESTAURANT** for proper safekeeping. However, any loss, damage, or injury that the **RESTAURANT** and/or **RESTAURANT** guest(s) may suffer directly or indirectly attributed to the acts or omissions of the **ENGAGER** and/or guest(s) during the contracted function shall be for the account and/or liability of the **ENGAGER**.
15. **ENGAGER** agrees not to hold the **RESTAURANT** liable for the failure to comply with this contract due to force majeure, labor disputes, strikes, and other causes beyond its control.
16. The **RESTAURANT** reserves the right to change the menu as indicated in this contract at any time in the event of non-availability of raw materials and other justified reasons. Likewise, prices may be subject to change without prior notice to the **ENGAGER**.
17. All amenities offered by the **RESTAURANT** as indicated in this contract shall be subject to availability of raw material and/or facilities.
18. The **RESTAURANT** reserves the right to assign an alternate function room should the contracted function room become unavailable for any reason whatsoever.
19. Payment may be made in cash, credit card, Manager or Cashier's check. For Check payment, 5 working days for clearing process.
20. The **ENGAGER** hereby authorizes the **RESTAURANT** to check his/her credit references.
21. In case of suit against the **ENGAGER** by the **RESTAURANT** for the collection of unpaid accounts, attorney's fees, litigation cost, and other expenses shall be charged to the **ENGAGER**.
22. The court of Quezon City shall have the exclusive venue to try any dispute or difference of legal action which may arise between the parties under this contract.

We are gathering your personal information in compliance with the Philippine Data Privacy Act of 2012. You may read our full Privacy Notice at www.microtelphilippines.com.

Signed this 21st day of AUGUST 2023 in Quezon City, Philippines

Audrey Penaranda
PARAMOUNT HOTELS & FACILITIES MGT. CO. INC.
BY: RESTAURANT REPRESENTATIVE

MR. GUILING MAMONDIONG

Date:

NOTE: THIS CONTRACT IS NOT VALID WITHOUT CONFIRMATION DEPOSIT OR PURCHASE ORDER AND SIGNED CONTRACT