



**CLIENT SERVICE CONTRACT**

COMPANY: SECURITIES AND EXCHANGE COMMISSION  
 ADDRESS: 7907 Makati Ave. Salcedo Village, Bel-Air Makati City  
 CONTACT PERSON: ATTY. FILBERT CATALINO III  
 EVENT DATE: NOVEMBER 29- DECEMBER 1, 2023

EVENT NAME: SECURITIES AND EXCHANGE COMMISSION

REQUIREMENTS: DATE	<b>NOVEMBER 29-DECEMBER 1, 2023</b>
GUARANTEED NO. OF PERSONS	<b>500PAX</b>
TIME	Day 1-2 (7:00 AM to 10:00 PM) Day 3 (6:00 AM to 12:00NN)
VENUE	<b>TENT PAVILLION</b>
TOTAL PACKAGE COST	<b>PHP 3,550,000.00</b>
LOBBY / DOOR POSTING	

The Hotel shall provide the following as included in the above proposed rates:

**PACKAGE INCLUSIONS:**

**ROOMS:**

- 5 Units of Executive Room - VVIP
- 10 Units of Skylight Room - Twin Sharing
- 40 Units of Skylight Room - Quad Sharing
- 35 Units of Cabin Family Room - Sextuple Sharing
- 20 Units of Cabin Room (10 Series) - Triple Sharing
- 17 Units of Cabin Room (30 Series) - Quad Sharing
- 1 Unit of Cabin Room (20 Series) - Quad Sharing
- 4 Units of Skylight Room - Quad Sharing (Advance Party)

*Check in Time: 02:00PM on November 29, 2023*  
*Check Out Time: 12:00nn on December 1, 2023*

**MEALS:**

**Day 1 November 29, 2023 – 500pax**

- *AM Snacks*
- *Managed Buffet Lunch – 3 Viands*
- *PM Snacks*
- *Managed Buffet Dinner – 2 Viands*

**Day 2 November 30, 2023 – 500pax**

- *Managed Buffet Breakfast*
- *AM Snacks*
- *Managed Buffet Lunch – 3 Viands*
- *PM Snacks*
- *Managed Buffet Dinner – 3 Viands*



**Day 3 December 1, 2023 – 500pax**

- *Managed Buffet Breakfast*
- *Packed AM Snacks*

*One (1) round of Iced Tea per meal*

**PACKAGE INCLUSIONS:**

- **TEAMBUILDING W/ FACILITATOR**
- Conference set up for 500pax -600pax
- Placement of 1 secretariat table and 1 technical booth
- Complimentary room for organizers near or adjacent to the venue
- Complimentary use of (2) projector with white screen
- Waived electricity charges
- Fully air-conditioned function room and guest room
- **Welcome drinks** upon arrival at the hotel
- Use of Clubhouse Pool and Wave Pool but not exclusive.
- **First aid responders, Hospital on-site.**
- Free **Wi-Fi** access. (Designated Areas)
- Free use of **shuttle service** within the hotel vicinity.
- Free Parking

**Meeting Facilities / Amenities**

- Podium (2pcs)
- Flag Pole (2pcs)
- Basic floral decoration
- **LED WALL (9X12FT) WITH OPERATOR**
- Lights and Sound Operator
- Meeting Facilities/Amenities
- Complimentary use of Function Room
- Complimentary of LCD white screen and projector
- Complimentary use PA System with microphone
- Inclusive of Free flowing Coffee and Water for 8 hours
- Wi-Fi Access
- Free Parking

**AUTHORIZED SIGNATORIES:**

The following officers shall be in full authority to sign in acknowledgment and in agreement with the hotel.

NAME	DESIGNATION	SIGNATURE
<u>ATTY. FILBERT CATALINO F. FLORES</u>	<u>SEC DIRECTOR III, HRD</u>	

**PAYMENT ARRANGEMENT**

Payment Terms	Payable on	Amount	Due Date	Mode of Payment
Final and Full Payment	30 Calendars Days after the Event	<b>PHP 3,550,000.00</b>	DECEMBER 30, 2023	Check Payment or be deposited to Bank Account

**Billing Instructions:**



All banquet charges shall be settled by the client on the following arrangements:

The ENGAGER herein understands and agrees that the HOTEL shall not in any way whatsoever be responsible or liable to the ENGAGER for any loss, damages or injuries caused to or sustained by the ENGAGER or his/her guests by reason of causes beyond the HOTEL's control, including but not limited to robbery, theft, pilferage, fire, flood or any contingency of whatsoever kind of nature.

If the engager is a corporation, partnership or organization, the person or persons signing for and in behalf of the corporation, partnership or organization shall be personally, jointly and severally liable to the HOTEL for the payment of the obligation herein incurred for the FUNCTION and / or any damages and / or losses incurred by the HOTEL during or by reason of such FUNCTION caused by willful acts, omission or negligence of the client or its guest. The signing and execution of this agreement and conformity on his/her part to be jointly and severally liable personally together with the ENGAGER whom he/she represents.

Any loss and / or damage to the Hotel's property during use of our function room will be charged correspondingly.

**In the event of non-performance due to the following reasons: consequence of war, change statutes of the Philippine Government, strike, riots, and other civil disturbances, typhoons, floods, natural calamities and other Acts of Nature, fire or such other conditions and events beyond our control, the HOTEL shall not be responsible for failure to execute obligations specified herein directly and indirectly occasioned by or through as mentioned above. Thus the Hotel will extend at least 6 months to consume your deposit.**

For check payment please make check payable to **FOREST CREST NATURE HOTEL AND RESORT, INC.** Payment can also be made through **LANDBANK (Account No. 3681-0084-02)**. We do not accept personal checks.

Rest assured of our best attention and please don't hesitate to contact the undersigned at 0926-038-0095 or email [mercadomelmar@gmail.com](mailto:mercadomelmar@gmail.com) or [salesmng3@forestcrestnatureresort.com](mailto:salesmng3@forestcrestnatureresort.com) for any concerns.

Sincerely,

**MR. MELMAR M. MERCADO**

*Sales Manager*

**FOREST CREST NATURE HOTEL AND RESORT**

Mobile: 0926-038-0095

Email: [mercadomelmar@gmail.com](mailto:mercadomelmar@gmail.com)

Noted By,

**MS. MARIE PULUMBARIT**

*Director of Sales and Marketing*

**FOREST CREST NATURE HOTEL AND RESORT**

**SECURITIES AND EXCHANGE COMMISSION**

**FILBERT CATALINO F. FLORES, III**

*Director, HRAD*

**Certified Funds Available:**

**DONDIE Q. ESQUERRA**

*Director, FMD*



COMPANY NAME: SECURITIES AND EXCHANGE COMMISSION

## TERMS AND CONDITIONS

### 1. PAYMENT

Percentage of the Contract Price	Due On
Total Amount Due	1-30 Days upon receipt of SOA
Total Amount Due plus 1.5% interest	30-60 Days after the event
Total Amount Due plus 3.0% interest	60-90 Days after the event

Payment Terms	Payable on	Mode of Payment	Bank Details
Final and Full Payment	30 calendar days after the event	Check Payment (Corporate) or be deposited to Bank Account	<b>Bank Name : Security Bank</b> <b>Branch : Mendez Crossing Tagaytay</b> <b>Account No. : 0000024408393</b> <b>Bank Name : BDO</b> <b>Branch : Mendez Crossing Tagaytay</b> <b>Account No. : 007528014424</b> <b>Bank Name : Landbank of the Philippines</b> <b>Branch : Nasugbu Batangas</b> <b>Account No. : 3681-0084-02</b>

Clients shall not pay cash to our Authorized Collectors for security and control purposes. If cash is the only available mode of payment, have it deposited to the Hotel's Bank Account and just email the deposit slip to the Sales Account Manager.

### 2. RESERVATION

Only accounts with signed contract and required down payment are reserved. The Hotel reserves its right to release to other Client any tentative bookings.

### 3. ROOMING LIST

Rooming List must be submitted by the client to the Hotel eight (8) days prior arrival. Rooming List shows the names of the individuals that will stay in a particular room. Upon check in of the group, the Client may either choose to:

*Handwritten signature/initials*



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- a) Let the Front Office Associate or Banquet Coordinator of the Hotel to distribute the keys to the participants, in accordance to the Rooming List submitted, or,
- b) Someone from the Client shall handle the distribution of keys

Late or non-submission of Rooming List shall mean that the distribution of keys will be handled by the Client and that the Hotel shall not be blamed or liable for any delay that may occur due to this.

#### **4. CORKAGE FEE**

It is the standard of Chateau Royale Hotel Resort and Spa to cater all the FOOD that the Client shall eat inside the Hotel. If the Client opts to bring in food, the client shall be charged with Corkage Fee.

#### **5. DELAYED ARRIVAL AND LATE DEPARTURE**

When the Hotel is not in fault on the delayed arrival or late departure of the Client, the Hotel's other clients should not be in anyway affected.

If the client's current venue needs to be vacated on a specified time due to next booking, the current client must either leave the venue or transfer to other venue, so as not to affect the other bookings.

#### **6. POSTPONEMENT AND RESCHEDULE**

Postponement or Reschedule of Client's Event shall be under discussion with the Sales Account Manager for matters that must be considered, like the available dates and function venues.

#### **7. CANCELLATION/ NO- SHOW**

Signed contracts cannot be cancelled.  
Fifty percent (50%) of the contract price is non- refundable.

The ENGAGER shall also pay 100% of the total contract price once the number of guaranteed covers has been lessened fifteen (15) days prior to the event date.

#### **8. GUARANTEED PAYMENT OF CLIENT OBLIGATIONS**

If the Client is a corporation, partnership or organization, the person or persons signing for and in behalf of the corporation, partnership or organization shall be personally, jointly and severally liable to the HOTEL for the payment of the obligation herein incurred for the function and of any damages and / or losses incurred by the HOTEL during or by reason of such function caused by wilful acts, omission or negligence of the client or its guests. The signing and execution of this agreement is conformity on his/her

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part to be personally, jointly and severally liable together with the CLIENT whom he/she represents.

Any loss and / or damage to the Hotel's property during use of our function rooms will be charged correspondingly.

#### **9. FORCE MAJEURE**

The Hotel shall not be solely liable for non-performance of the agreement stated herein or for any damages caused by circumstances that are unforeseen and beyond control of the Hotel, making performance inadvisable, commercially impracticable, illegal or impossible. This includes but not limited to acts of God, rebellion, war, terrorist attacks or usurped power. Neither of the two parties shall be considered in breach of this contract for these circumstances.

#### **10. CONFIDENTIALITY**

Both parties shall keep all arrangements private and confidential.

#### **11. OTHERS**

- Bills and other expenses incurred during the function which are not part of the package shall be charged to the individual guests on their personal account and must be paid upon consumption.

-For purposes of signing the charges (i.e. incidental food and beverage, rooms, and other charges), the SEC hereby designates the following authorized signatories with their specific signatures: Director Filbert Catalino F. Flores III, OIC Marjorie C. Dacillo, David Dominic M. Lanuza.

-In case of additional authorized expenses, it shall be charged to the 10% incidental expenses of the total contract price."

CONFORME:

FOREST CREST NATURE HOTEL AND  
RESORT

**Ferdinand Pulia**  
General Manager

**SECURITIES AND EXCHANGE COMMISSION**

FILBERT CATALINO F. FLORES III  
Director, HRAD

**Certified Funds Available:**

DONDIE Q. ESGUERRA  
Director, FMD