

January 29, 2024

Company Name: Securities and Exchange Commission
Type of event: Conference

Dear Ma'am / Sir,

Mabuhay, Magandang Gensan!

Thank you for choosing Greenleaf Hotel as the venue for your Activity on **February 8 2024**. Please find hereunder the final terms and arrangements we have discussed and agreed upon. Please return a signed copy to allow ample time for hotel to make all necessary arrangements.

This agreement binds both parties to the following terms & conditions.

A. BANQUET ARRANGEMENT

February 8, 2024 – Thursday

Time : 8AM – 5PM
Venue : Pandan B
Set up : Classroom set up with 3 Round tables for VIP
No. of persons : 150
Meals : AM Snacks, Lunch, PM Snacks

AM Snacks

- Suman sa Latik with Mangga
- Blue Lemonade

Buffet Lunch

- Plain Rice
- Creamy Chicken Noodles Soup
- Beef Caldereta
- Chicken Pastil
- Eggplant and Sardined Omelet
- Tiramisu
- Cucumber Lemonade

PM Snacks

- Sotanghon Guisado
- Iced Tea

Inclusions:

- Use of function good from 8AM-5PM
- Stage platform



- Free use of LCD Projector
- Free Flowing Coffee
- No Fees /Charge for Bringing Equipment (ex. Laptop & Printer)
- Use of Basic in-house sound system with microphones
- Use of Rostrum/ Podium with built-in microphone
- Use of 2 flag poles
- Set up 5 Chairs on Stage for the panel discussion
- Free strong FIBER internet inside the Function Room
- Complimentary purified water dispenser
- Meals

**Above rates above inclusive of Vat and Service Charge **

BILLING ARRANGEMENTS:

Full payment for banquet and incidental charges will be settled right after the event. Please note that personal checks will not be accepted.

Total Contract Amount

LIVE-OUT SEMINAR RATES:

Banquet / Function Room Arrangement:

Description	Date of Event	Rate	No. of days	No. of pax	Total
Banquet Arrangement AM Snack, Lunch, PM Snack	February 8,2024	900	1 day	150	135,000.00
(2) LED WALL Total size: 2x6 Meters	February 8,2024	7,500	1 day		13,000.00

TOTAL: PHP 148,000.00

All rates are inclusive of applicable government tax and service charge.

BANK DETAILS

BANK NAME : **BANCO DE ORO**
 BANK BRANCH : QUEZON AVENUE, GENERAL SANTOS CITY
 BANK ACCOUNT NAME : GENSAN GREENLEAF HOTEL & DEVELOPMENT CORPORATION
 BANK ACCOUNT # : 003290286309
 BANK REFERENCE # : 020824

See package rates above

- Bringing-in of food and drink is strictly prohibited. Left-over food cannot be wrapped or taken out. In case the need arises. The hotel requires that a *waiver* be signed between the contracting party concerning PACKED MEALS.



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- The Hotel reserves the right to transfer clients to an alternative meal venue and/or conference venue with the same final arrangement and set up, should the assigned venue become unavailable due to unavoidable circumstances. In such case, Client has the right to be notified ahead before the event.
- Any changes/amendments to physical set-up requirements and/or room accommodations shall be allowed **five (5) days** before the start of the event, provided however that such changes/amendments can still be accommodated by Hotel and that additional cost due to such changes/amendments that it deems will jeopardize its operation.
- **CASH BAR** – Other order of drinks to be charged to personal account and to be settled upon individual consumption in cash or credit card only. If chargeable to the company, all orders shall be signed by the authorized signatory and said charges shall be included in the master's folio as incidentals to be settled upon check-out.
- **CHOSEN MENU** must be provided **two (2) weeks** prior to actual date of the function otherwise meals to be served shall be on *chef's discretion*.
- The Client agrees to pay for the number of covers, dinks, incidentals and other charges as stated hereof. Client agrees that the number of persons shall be determined exclusively by the authorized representative of the Hotel and shall be the basis for final billing, guest vouchers must be duly signed by the authorized signatory of the group, to be attached at the guest / master folio upon billing.

CANCELLATION POLICY / NO SHOW CHARGE

- Twenty (20%) percent of the total event cost ten (10) days prior to event date
- Fifty (50%) percent of the total event cost seven (7) days prior to event date or forfeiture of the 50% down payment.
- No Refund if four (4) days from the reservation date/Shortened date/ No Show

Client hereby specifically agrees that should he/she cancel the function ninety-six (96) hours before the scheduled affair, all the sums paid therefore to the Hotel shall be forfeited in favor of the Hotel or if a no deposit agreement has been made, a fifty (50%) percent cancellation fee based on the minimum guaranteed attendance shall be charged to the Client. In the event of a cancellation, a formal letter must be submitted to the Hotel signed by the authorized signatory.

Re-scheduling of the Event to a later date may be allowed only if it is made fifteen (15) days before the Event; provided however that the Event can still be accommodated by the Hotel on its new schedule. Re-scheduling shall only be allowed once.

Others:

- ∞ Any loss, damage or injury that the hotel and/or its guests may suffer attributable to acts or omissions of a guest/client during the EVENT shall give rise to the latter's liabilities which the former may recover under the existing law.
- ∞ The guest/client agrees to abide by the existing house rules of the hotel during the EVENT and while inside the premises of the Hotel.
- ∞ Client agrees not to hold the Hotel liable for failure to comply with this agreement due to the following reasons: consequence of war, change of statutes of the Philippine Government, strikes, riots and other civil disturbances, force majeure, labor disputes, or other cause beyond its control.
- ∞ Client herein understands and agrees that the Hotel shall not, in any way whatsoever, be responsible or liable to the Client for any loss, damages or injuries cause to or sustained by the Client or his guests by reason of cause beyond the Hotel's control, including but not limited to, robbery, theft, pilferage, fire, flood or any contingency of whatsoever kind of nature.
- ∞ Hotel reserves the right to change the menu as indicated in this agreement at any time in the event of non-availability of raw materials and other justified reasons.



www.greenleafhotelgensan.com

San Miguel St. corner J. Catolico Ave. General Santos City 9500
T: 083 552.1111; 083 302.1111 F: 083 552.8822 E: info@greenleafhotelgensan.com

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- ∞ Any and all amenities offered by the Hotel as indicated in this contract shall be subject to availability of raw materials and/or facilities.
- ∞ In case of suit against the Client by the Hotel for the collection of unpaid accounts, attorney's fees, litigation cost, and other expenses shall be charged to the Client.
- ∞ The Client hereby authorizes the Hotel to check his/her credit references

We trust that you find everything in order. Kindly sign your conformity below and send this to us via scanned email at elaiza.besana@greenleafhotelgensan.com on or before **February 1, 2024**. Non-receipt of a signed copy of this contract by the said date would mean automatic cancellation of your reservation.

Please do not hesitate to contact us at (083) 552-1111 or my mobile number Globe 0917-713-3527 should you have further requirements and clarifications.

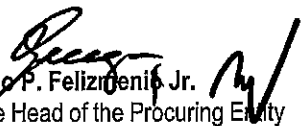
Again, thank you for trusting us to be a part of this very important affair. We look forward to being of service to you and your group at Greenleaf Hotel!

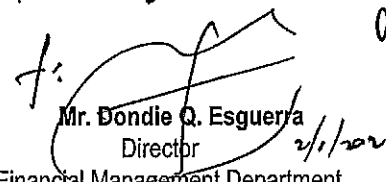
Yours sincerely,
Greenleaf Hotel Gensan

Conforme:
Securities and Exchange Commission


Elaiza T. Besana
Sales Executive

Mae Sheille A. Calma
Sales Executive


Mr. Vicente Graciano P. Felizardo Jr.
Authorized Representative of the Head of the Procuring Entity


Mr. Dondie Q. Esguerra
Director
Financial Management Department
Certified Funds Available

Noted by:
Greenleaf Hotel Gensan

Mr. Boo Fernandez
Director of Sales and Marketing



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