


<div><div><div><div>swiss-belhotel blulane</div><div>瑞雅新都城酒店</div><div>CHINATOWN • MANILA • PHILIPPINES</div></div></div></div>	
BANQUET EVENT ORDER	
EVENT TITLE : TECHNOLOGY TRANSFER	
NAME OF EVENT : LMB	
TYPE OF EVENT : TEST SETUP	
DATE OF RESERVATION : Aug 25 2022 - Aug 25 2022	
EVENT TIME : 06:30 to 07:00	
EVENT VENUE : SAMPLE VENUE	
CONTACT PERSON : ORGANIZER	
HOUSEKEEPING	FRONT OFFICE
<div>* Daily collection of garbage - 2x per day</div> <div>* With coffee set up inside the room/ water</div> <div>* Please check the cleanliness of the function room every after use.</div> <div>* Please check the cleanliness of the restroom every hour at the function room</div> <div>* Please provide trash bins/ ( 4 ) inside the function hall</div>	<div>Guest list will be coordinated before the check in time</div> <div>House rules already forwarded to the enduser / QR codes</div> <div>Any other food orders not included in the contract , charge to pax in cash basis.</div>
IT, ENGINEERING SECURITY	BANQUET SET-UP
<div>Strong internet connectivity is required .</div> <div>Please double check all the rooms assigned to the group , check the lights, aircon , flush valve, furniture all working.</div> <div>Security - log those who visits the group and please allot 3 parking slots for the daily monitoring coordinator of the team</div> <div>led welcome signage near the fuction room and welcome signage at the lobby podium , Philippine Flag, and whiteboard</div> <div>Please provide LCD prjector &amp; screen and 1lcd player, extension cords , 3 microphones</div> <div>CONCIERGE   SECURITY (PERIMETER AREA) ACCOUNTING</div> <div>Make sure to welcome the guest with courtesy</div> <div>Monitor the event to avoid the gate crasher in the event</div> <div>Assist the guest at the parking area, 5 parking slots reserved for VIP Guests</div> <div>Day 1 Sept. 27 : L,PM, D : 900.00/PAX X 85 PAX : 76,500.00</div> <div>PM SNACK - SERVING TIME 3 PM</div> <div>DINNER - SERVING TIME 6 PM</div> <div>play the houserules before the event starts</div>	<div>Please provide secretariat table near the entrance of the assigned function room (2PAX)</div> <div>Please provide table for water, coffee, tea, juice and mint/candies throughtout the event</div> <div>Please asign waiters staff to monitor the event needs</div> <div>Please see attched List of Menus</div> <div>Please be flexible for changing of set up for groupings</div>
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TOTAL AMOUNT1,450,000.00	

Prepared By:  
  
System

Checked By:  
  
ROBERT QUINDOZA

Approved By:  
  
LINIE PALACIO