



Date : November 14, 2023

Name : Gladys Jimenez

Company : MIGHTY LYNX INC

SUBJECT : Christmas Party

Date : December 16,2023  
130 pax

Warmest greetings!

RED HOTEL was conceptualized and built to attend and cater to the needs of the growing hospitality industry, it has 199 newly appointed guest rooms with very sleek and modern design, which makes your stay worthwhile, be it for a busy traveler, couples and family who want to have the perfect staycation right in the center of Cubao.

Further to our discussion, the Hotel is very pleased to submit the following information for your confirmation.

Based on your request, the Hotel has made a reservation for:

| DATE                          | DESCRIPTION   | AMOUNT         |
|-------------------------------|---|----------------|
| December 16, 2023<br>(130pax) | Christmas Party Package based on 130 Pax<br>Function Hall<br>With Food. | PHP 139,000.00 |
| TOTAL                         |   | PHP139,000.00  |

Room cut-off schedule has been drawn up below for your reference.  
Above rates are inclusive of 5% service charge and inclusive of TAX & VAT  
**Note: Any excess on the allowable hours will be charge accordingly.**  
**(Php 2,000.00/hour/functionRoom)**

Function:

- Use of function room for four (4) hours
- Use of 1 LCD Projector with screen
- Sound System with Microphones
- Tables and Chairs
- Free use of Karaoke for four (4) hours
- Basic stage and centerpiece
- Free Litson
- Buffet Meal



**Payment details:** Client shall pay the full amount due on the following terms and conditions:

- FULLPAYMENT – CASH, CREDIT CARD, CHECK
- DOWN PAYMENT- CASH, CREDIT CARD, CHECK
- Rates stated above are only for the inclusive dates of the event, any prior or extension bookings are subject to room and rate availability
- **Any excess on the allowable hours will be charge accordingly.**  
**(Php 2,000.00/hour/functionRoom)**

#### **RESERVATION PROCEDURE**

- For purposes of tracking, we would appreciate if all reservations are coursed through reservations on or before December 16, 2023
- To facilitate pre-registration, the client may request the hotel to provide him with blank Registration Forms which may be forwarded by courier to the latter's good office in time for distribution of Convention materials.

#### **TERMS AND CONDITIONS**

##### **1. ACCOUNT SETTLEMENT**

- 1.1. Payment 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.
- 1.2. Incidental charges will be on personal account unless otherwise approved by the authorized signatory. All incidental charges must be paid right after the event, payable in cash or credit card unless a credit line had been authorized.

##### **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 or Conventions and Events Department in writing at least thirty (30) days in advance. Postponement will be subject to the
- 2.2. availability of the function room on the alternative date. Should the CLIENT opt to cancel, Cancellation charges apply.
- 2.3. Should the CLIENT notify the HOTEL of the postponement less than a month 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, Cancellation charges apply
- 2.4. Postponement notice of the event received less than one week prior to the scheduled event date stated in the contract shall be considered a cancellation. Cancellation charges apply
- 2.5. **Force Majeure:** The HOTEL will not be held liable for services not rendered due to acts of God, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.

##### **3. SPECIAL ARRANGEMENT**

The HOTEL must be advised on any additional arrangement needed. Corresponding charges for the additional amenities will apply.

4. 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.



5. **ON SITE AUTHORIZED SIGNATORY(IES)** : Additional requirements / incidentals requested by the group shall have prior approval or signature of the officer noted below.
- 5.1. \_\_\_\_\_
- 5.2. \_\_\_\_\_

You may also reach them at **0956-861-0231** or thru email **avhieredhotel@gmail.com**

Again, thank you for choosing **RED HOTEL** and you can be assured that our Events Management team will do everything possible to ensure your meeting is a successful one.

With **RED HOTEL**, you can **Relax, Enjoy and Dream.**

**Prepared by:**

**CONFORME:**

**Floravhie SA Fernandez**  
Sales & Marketing

**Gladys Jimenez**  
**MIGHTY LYNX INC**