



Azzurro di Boracay Agency Contract

Dear Travel Agency Partner,

Greetings! As our valued business partner, we wish to express our sincere gratitude for your patronage of Azzurro di Boracay Resort, one of the truly few beachfront resorts in Boracay. Located in station 3 and near station 2, it is also just a 5-minute walk away from *D'Mall* area. All rooms are non-smoking and facing a luxury garden and is only a few steps away from the white beach shore. For appreciation of the resort, you may visit our official website at www.azzurro-boracay.ph.

We thank you for your interest and giving us the opportunity to quote our room rates. We would like to furnish you a contracted agency proposal for your company's guests and clients.

Below are our room rates valid from December 20, 2012 – December 20, 2014:
(Except for peak season and holy week, you can refer the rates in our website)

Room Type	Room Rates (per night)
Deluxe	2 pax, Php 2,500
Superior	2-3 pax, Php 3,500
Family	4 pax, Php 4,500 (Add Pax: Php 600)

- All room rates have breakfast included;
- All prices are fixed and are the same as on our official website and they may change any time without prior notice;
- All prices are net, inclusive of vat and any government tax or fee;
- **Agencies are not authorized to charge its customers prices that are higher than the above published room rate, as they must avoid any additional facility not inclusive in our confirmation voucher.**

1. AGENCY FEE

- Azzurro di Boracay will correspond directly with the agency's point person responsible for the signatory of this contract the **fee of 12% as business transaction commission**.
- Agency will deduct their commission directly from client payments while booking every time.

2. RESERVATIONS/GUARANTEE

Booking

- Agency will book directly thru our website www.azzurro-boracay.ph or thru our resort's reception office (036-288-5119/ 036-288-5601).
- The resort requires the agency to provide an email of request with complete guest/s information such as full name of guest/s, nationality, age if child guest, number of occupancy and check-in and out dates. The reservation is to be guaranteed according on agreed payment terms and conditions.

Identification Upon Check in

- The travel agency rates we offer are exclusive to you and your guests. We reserve the right to request for guest identification or business card upon check-in to ensure that the guest is the authorized party booked by the travel agency.



Billing and Payment

- We require advance payment for the whole stay charge of the client permanence within 48 hours from the date of booking is confirmed. Agency must send an email confirmation with attached proof of payment (deposit slip) to the resort's administration office via email (info@azzurro-boracay.ph).
- For special request/s, the charging will be placed under incidentals and it must be settled upon check in of the guest/s.
- As soon as payment is done and validated, the resort will send an official confirmation to the travel agency. Guest/s is required to present the official confirmation/confirmation voucher upon check-in at the resort.

Important Note: Azzurro di Boracay Resort will only accept vouchers issued from our reception office.

- Failure of sending payment in time, will automatically cancel your booking option. We only accept bank payments. Personal checks are not accepted.
- We reserve the right to assign an alternate room, just in case the contracted room becomes unavailable or for some other unavoidable reason.
- Payment should only be deposited to our assigned official bank.

Bank details: BPI, Bank of the Philippine Islands
Account Name: Dolcevida Corp.
Account Number: 2520-0042-06
Swift code: BOPIPHMM

3. CANCELLATION POLICY

- All cancellations reported within eight (8) days prior to arrival will be totally refunded.
- Cancellations between the 4th to the 7th day before arrival will have a penalty and will be charged for a one (1) night stay only.
- Cancellations within 3 days before arrival or "no show" will have No Refunds at all.
- For cancellation of booking that is more than three (3) nights, charge will be for the first 3 (three) nights only, exceeding nights shall be refunded.
- No refund for the guest already check-in and requesting for early check-out.

4. SPECIAL REQUEST/S

- Azzurro di Boracay will charge the guest/s for any incidentals not included in this contract.

5. OCCUPANCY EXTENSION BY CUSTOMER

- All booked and stay-in guests who decide to extend their stay in the resort will have to settle directly with Azzurro di Boracay. In any case, Azzurro di Boracay is no longer obligated to pay extra commission/s to the travel agency who originally booked them and is therefore no longer part of the initial arrangement made by both parties.

6. FORCE MAJEURE

- Azzurro di Boracay shall not be responsible to the agency or its guest for its failure to abide this agreement, where such failure is due to fortuitous event, labor dispute or circumstances beyond its control.
- Azzurro di Boracay shall not be responsible also for any atmospheric event, such as storms, typhoons, strong winds or flight delays or cancellations, strikes, etc. or any other circumstances that is beyond our control, which can compromise the client's arrival.



7. REFUND

- In accordance to this contract, Azzurro di Boracay will refund directly to the agency and not to its clients.

8. VALIDITY

- Validity of this contract is from the signature's date, till December 20, 2014. In absence of any prior written communication, 30 days before expiring, both parties shall automatically renew this contract till December 20 of the following year.

9. CONTRACT TERMINATION

- Azzurro di Boracay shall have the right to terminate or rescind this contract agreement for any breach or violation of any terms thereof.
- Contract, rates and fee are strictly confidential, if any agency or its employees divulges the contract, rate or fee to other companies or whatsoever subject different than your agency, Azzurro di Boracay shall terminate immediately this contract agreement.

10. HOUSE RULES

- Smoking inside the room is strictly prohibited.
- Conserve water and electricity (Please turn off lights and aircon when leaving the room).
- **Stained bed sheets, pillow cases or towels due to Henna Tattoos are charged correspondingly.**
- Losses and damages of hotel properties will be charged.
- Only lights snacks are allowed to bring inside the rooms.
- Loss of property or loss of life during your stay will not be assumed by Azzurro Di Boracay.

11. TRANSPORTATION SERVICE FEES

We are using a contracted transportation service operated by Southwest Tours Boracay Inc. if there are any customer requests, airport-to-hotel and hotel-to-airport. Below are the rates and service

Origin	Destination	Transportation Fee (Php)
Kalibo	Azzurro di Boracay Resort	400 per pax
Caticlan	Azzurro di Boracay Resort	300 per pax
Azzurro di Boracay Resort	Kalibo	400 per pax
Azzurro di Boracay Resort	Caticlan	400 per pax

Origin	Destination	Time of Travel
Kalibo	Caticlan (Jetty Port)	2 hours by bus
Jetty Port (Caticlan)	Boracay (Cagban Port)	10 minutes by boat
Cagban Port (Boracay)	Azzurro di Boracay Resort	10 minutes by mini-van
Caticlan (airport)	Caticlan (Jetty port)	3/4 minutes by tricycle

Note: Terminal fee and Environmental fee are not included

- Customers shall communicate to Azzurro di Boracay via email their arrival date, Airline and flight number.
- At their arrival, personnel from Southwest Tours Boracay Inc. will fetch them at the airport arrival lounge.



- Transportation charges will be settled directly with Azzurro di Boracay Resort upon check-in/out.

Yours sincerely,

Giordano Galante
President, Azzurro di Boracay

Accepted by:

Name of Travel Agency Manager
Travel Agency Name: _____