

MEMORANDUM OF AGREEMENT

a business entity with principal office address at Emilio Aguinaldo Highway, Silang Junction West, Tagaytay City, Cavite 4120 represented by Maycee de Guzman, Sales and Marketing, Here in after referred to as the "HOTEL".

-And-

ANTI MONEY LAUNDERING COUNCIL
with principal address at 5/F EDPC Bldg Banko Sentral ng Pilipinas Complex Mabini Corner Vito Cruz St. Malate Manila, Phillipines Here in after referred to as the "CLIENT"
WITNESSETH:

WHEREAS, the CLIENT booked on Septamber 10-12, 2024 good for 28 persons

WHEREAS, the HOTEL has the capability to provide the requirements on the Above-mentioned dates;

both PARTIES here have agreed

1. ACCOMMODATION ARRANGEMENT:

ROOM TYPE	NO. OF ROOMS
Superior Room (1 King Bed)	2
Superior Room (Twin Beds	13

- Room and Bathroom Amenities
- Complimentary Breakfast
- Complimentary Use of Swimming Pool and Outdoor Jacuzzi
- Complimentary Parking (Subject to availability)
- Check-in time starts at 2:00pm on the day of arrival. Check-out time is 12:00 noon.
- 50% of the paid room rate shall be charged for check-in between 6:00 AM to 10:00AM (Subject for availability)
- 50% of the paid room rate shall be charged for late check-out up to 1:00PM to 6:00 PM. (Subject for availability)
- Full amount of room rate will be charged after 6:00 PM.
- Rooming list is required prior to check – in.
- Unused room/s that is/are stated in the contract is can't converted into other dates of usage.
- The date/s stated in the contract is/are the only date/s that the room/s will be allowed for use

2. FOOD & BEVERAGE ARRANGEMENT & SCHEDULE:

MEAL	SERVING TIME	VENUE	GUARANTEED # OF PERSONS
SEPTEMBER 10, 2024			
AM SNACKS (PLATED) <ul style="list-style-type: none">CHICKEN CARBONARAJUICE/COFFEE	8:45AM	FUNCTION 6	28
LUNCH (MANAGED BUFFET) <ul style="list-style-type: none">CHICKEN TINOLA SOUPSTEAMED RICESQUASH WITH GATABRAISED PINEAPPLE PORK RIBSFRIED TILAPIAFRESH FRUITSJUICE	11:30AM	FUNCTION 6	28
PM SNACKS (PLATED) <ul style="list-style-type: none">EGG SANDWICHJUICE/COFFEE	3:30PM	FUNCTION 6	28
DINNER (MANAGED BUFFET) <ul style="list-style-type: none">BEEF NILAGA SOUPSTEAMED RICESAUTE CARROTS & SAYOTECHICKEN AFRITADAFRIED TAWILISCOFFEE JELLYJUICE	6:30PM	FUNCTION 6	28
SEPTEMBER 11, 2024			
AM SNACKS (PLATED) <ul style="list-style-type: none">PANSIT BIHONJUICE/COFFEE	9:45AM	FUNCTION 6	28

LUNCH (MANAGED BUFFET) <ul style="list-style-type: none"> MUNGGO SOUP STEAMED RICE SAUTE CABBAGE GRILLED PORK SWEET & SOUR FISH FILLET MANGO TAPIOCA JUICE 	11:30AM	FUNCTION 6	28
PM SNACKS (PLATED) <ul style="list-style-type: none"> CHICKEN SANDWICH JUICE/COFFEE 	3:30PM	FUNCTION 6	28
DINNER (MANAGED BUFFET) <ul style="list-style-type: none"> PORK SINIGANG SA MISO SOUP STEAMED RICE SAUTE SAYOTE WITH TOFU FRIED CHICKEN TILAPIA WITH GATA WHITE BLONDIES JUICE 	6:30PM	FUNCTION 6	28
SEPTEMBER 12, 2024			
AM SNACKS (PLATED) <ul style="list-style-type: none"> ARROZ CALDO JUICE/COFFEE 	9:45AM	FUNCTION 6	28
PM SNACKS (PLATED) <ul style="list-style-type: none"> CHICKEN SANDWICH JUICE/COFFEE 	3:30PM	FUNCTION 6	28
LUNCH (MANAGED BUFFET) <ul style="list-style-type: none"> EGG DROP SOUP STEAMED RICE SAUTE VEGETABLES BEEF CALDERETA SARCIADONG GALUNGGONG CHOCOLATE GANACHE JUICE 	11:00AM	FUNCTION 6	28
PM SNACKS (PLATED) <ul style="list-style-type: none"> CHICKEN SANDWICH JUICE/COFFEE 	3:30PM	FUNCTION 6	28

FUNCTION: ROOM ARRANGEMENT:

DATE	TIME	AREAS	ACTIVITY
SEPTEMBER 10, 2024	8:00am-8:00pm	Function 3 & 6	SEMINAR
SEPTEMBER 11, 2024	8:00am-10:00pm	Function 3 & 6	SEMINAR
SEPTEMBER 12, 2024	8:00am-5:00pm	Function 3 & 6	SEMINAR

3. SUMMARY OF CHARGES:

PACKAGE:

Room Accommodations
Function Room with Meals

TOTAL PACKAGE RATE **PHP 257,950.00**

- Use of Function Room 3 & 6
- U-shape and Classroom Type configuration with tables and chairs basic set up
- Free flowing coffee / Complimentary Candy mints, Pens and Papers
- Drinking Water Station
- Projector Screen Set
- Basic sound system with 2 microphones
- White Board Set (Marker and Eraser)

➤ Notes:

- Additional reservation request will be subject to availability only.
- Should the group rates not be available, rooms will be confirmed at the prevailing rate of the day.

4. REVISIONS/AMENDMENTS:

- Additional requirement required by the CLIENT may be allowed by the HOTEL if notification shall be advised at least one hundred twenty (120) hours (5 Days) prior to arrival date and are subject to availability.
- If the number of Guests is less than the guaranteed number declared, the group have to pay the specified number of pax in the agreement. Should the actual count exceed the guaranteed number, the guest is required to pay the excess number of pax.

- Any changes or additions to this Agreement shall not be binding until such changes or additions have been approved in writing by both parties thru the Hotel's Amendment Form.

5. *CHANGE OF DATE:*

The group will be allowed to move/change the date of the event provided there is an appropriate advice to the property, at the very least fifteen (15) days prior to the event. Consequently, the GROUP hereby acknowledges that should there be any price increase/movement in the following items/services; (1) room rates; (2) function room space & rental rates; (3) menu price/s of food and beverage; and (4) reprinting of collateral materials; the engager fully recognizes the said price increase/movement (if any) and will therefore adhere to the said change/s.

6. *CANCELLATION POLICY:*

- PAYMENTS MADE BY THE CLIENT TO THE HOTEL ARE NON-REFUNDABLE

7. *PAYMENT/S:*

SEND BILL ARRANGEMENT

8. Rates are subject to change without prior notice. Rates are inclusive of applicable taxes.
9. Should there be any damages to the Hotel property during your event caused by you and your guests, the HOTEL shall hold the engager liable for any/all damages incurred within the public area and inside the premises due to negligence. Further, the engager shall be held accountable and responsible for any repair cost/s.
10. Please advise all your guests/participants not to leave valuables, such as cell phones, laptops, electronic gadgets, etc., unattended, especially inside or outside the function room/s. You and your guests/participants shall be solely responsible for the safe keep of all your personal belongings, event materials and other items. The HOTEL shall, in no instance, be held liable for any loss of such items, in any of the Hotel's public areas or inside the rooms and function room.
11. The Hotel strictly prohibits sticking and/or hammering any materials on the walls, ceilings, floor, and doors, inside the venue. In case of damages to the Hotel property, the engager/client or any of its guests will be charged accordingly for the total amount of the repair/replacement of damaged Hotel property/ies.
12. The HOTEL reserves the right to issue further terms and conditions related to the use of the facilities from time to time for the safety, protection and preservation of the interest of the HOTEL. Such terms and conditions when so issued shall have the same force and effect as original part of this Agreement.
13. Any disturbance or discontinuance of this agreement due to causes beyond the control of the HOTEL shall confer no right, nor cause of action against the HOTEL, nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.
14. Force Majeure - Both parties shall not be liable for failure to comply with this agreement due to acts of nature or *force majeure* including, but not limited to: labor disputes, natural disasters or other causes beyond the control of both parties.
15. The Hotel has the right to cancel/release the booking of the group if the signed contract was not return on September 6, 2024 at 12:00nn.

*IN WITNESS WHEREOFF, the parties hereto sign this document at
Tagaytay City, Cavite on this 5th of September, 2024*

ROYALE PARC HOTELS AND RESORTS, INC.

By:


MAYCEE DE GUZMAN
SALES AND MARKETING STAFF

CONFORME:

By:


EMMETT RODION O. MANANTAN
Officer-in-Charge, AMLC