



## FUNCTION CONTRACT

### EVENT OVERVIEW (BASIC PACKAGE ONE)

Date	Time	Event	Function Space	Guaranteed No. of Pax
JULY 19, 2025 JULY 20, 2025	9AM-7PM 8AM-12NN	ACTUALIZING CREDIBILITY AND EXECUTIVE PRESENCE (ACE) FOR FRONTLINERS: PERSONAL BRANDING AND PROFESSIONAL PRESENCE	FUNCTION HALL (UPGRADED)	40 Persons <small>(Maximum number of attendees will depend on the Local Government of Davao's memorandum for events)</small>

### Oroderm City Functions and Events Place includes:

- Exclusive use of **FUNCTION HALL**.
- Free use of parking spaces.
- Physical set-up: Banquet Type using Rectangular Tables and Regular Chairs with Basic Centerpieces.
- Table Toppers, Table Cloth, Table Napkin and Chair Cloths for the linens.
- Buffet Set-Up: Food warmers with table skirting.
- Free use of **POWERED SPEAKERS, 2pcs Wireless Microphones, Mixer.**
- Food for 40 PAX.
- Seminar Set-up.
- Stage Platform and Backdrop Scaffolding.
- Hotel Accommodation.
- FREE use of available projector with wide screen.
- Standby waiters and Food Attendant.

COST	AMOUNT
<b>VENUE WITH FOOD FOR 40 PAX</b> DAY 1: AM SNACKS, BUFFET LUNCH , PM SNACKS DAY 2: AM SNACKS AND PLATE-IN LUNCH	PHP 48,000.00 PHP 25, 200,00 TAX INCLUSIVE
<b>HOTEL ACCOMMODATION / 17 ROOMS</b>	PHP 39,800.00
<b>DUE:</b>	<b>PHP 113,000.00</b>

### FOOD COMPOSITION

DAY 1: JULY 19, 2025

**AM SNACKS** : EGG SANDWICH + ICED TEA

**BUFFET LUNCH**

CHICKEN DISH : CHICKEN CORDON BLEU  
PORKDISH : VELVET PORK HUMBA  
SOUP : CHICKEN CHOWDER  
NOODLE DISH : BAM-I NOODLES  
SALAD DISH : MACARONI SALAD  
1 ROUND DRINKS :  
\*\* : STEAMED RICE  
\*\* : ASSORTED FRUITS

**PM SNACKS** : CHEESY PIMIENTO SANDWICH + ORANGE JUICE



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DAY 1: JULY 20, 2025

**AM SNACKS** : PEANUT BUTTER SANDWICH + APPLE JUICE

**PLATE-IN LUNCH**

CHICKEN DISH : VELVET BUTTERED CHICKEN  
SOUP : CREAM AND MUSHROOM SOUP  
VEGGIE DISH : SATEMI NOODLES  
1 ROUND DRINKS :  
\*\* : STEAMED RICE

### HOTEL ACCOMMODATION

**NOTE:** w/COMPLIMENTARY BREAKFAST (PLATE-IN)

ROOM TYPE	ROOM BEDS	PAX	RATE	NUMBER OF NIGHTS:	GUEST NAMES:
8 DELUXE TWIN SINGLE ROOM	2 SMALL BEDS	2PAX	PHP 1,600.00	1NIGHT	TBA
3 DELUXE PREMIUM TWIN SINGLE ROOM	2 SMALL BEDS	2 PAX	PHP 2,000.00	1NIGHT	TBA
1 DELUXE PREMIUM TWIN SINGLE ROOM	2 SMALL BEDS	2 PAX	PHP 2,000.00	2NIGHTS	TBA
2 DELUXE TRIPLE SINGLE ROOM	3 SMALL BEDS	3 PAX	PHP 3,000.00	1NIGHT	TBA
1 DELUXE PREMIUM TWIN SINGLE ROOM + 1 FOAM BED	2 SMALL BEDS + 1 FOAM BED	3 PAX	PHP 3,000.00	1NIGHT	TBA
2DELUXE PREMIUM DOUBLE ROOM (SPEAKERS)	1 BIG BED	1 PAX	PHP 2,000.00	2 NIGHTS	TBA

### General Terms and Conditions:

**1. Check-In and Check-Out Policies:**

- Early Check-In is available at a rate of Php 100 per hour.
- Late Check-Out incurs a fee of Php 150 for the first hour and Php 100 for each succeeding hour, up until 6PM.

**2. Security Deposit:**

- A security deposit of Php 2,000.00 will not be required from DBP staff/ guests. However, any damages to the hotel rooms/ amenities caused by the staff will be charged to the personal account of the respective room occupant.

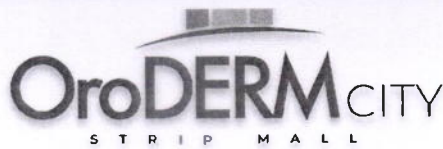
**3. Non-Smoking Policy:**

- All rooms are designated as non-smoking. A violation of this policy will result in a penalty fee of Php 10,000.00.

**4. Reservation and No-Show Policy:**

- The rooms are reserved under the client's name. In the event of a no-show, the client will still be charged by management.





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### 5. Cancellation Policy:

- Please note that all payments are non-refundable, regardless of the reason for cancellation.

Note: By proceeding with your reservation, you agree to abide by these terms and conditions.

### PAYMENT

Please send your payment in this account or you may pay in cash.

- For CARD TRANSACTIONS:

We will be implementing a 3.5% surcharge on all card transactions.

- BANK DETAILS:

#### CHECK PAYMENT

ACCOUNT NAME:	CITY CENTRAL AESTHETIC HAVEN INC
ACCOUNT NUMBER:	0161- 4787- 09
BANK:	LANDBANK

#### BANK/WIRED PAYMENT

Account Name:	City Central Aesthetic Haven
Account Number:	2883-0361-93
BANK	BPI

### TERMS AND CONDITIONS

Oroderm City Functions and Events Place is valid for up to the number of persons allowed by the Local Government of Davao City. All quoted prices are in Philippine Peso (Php). In case of cancellation, the contracted amount will be charged to the credit card and or no deposits will be refundable. The contract is binding when it has been signed by both parties.

1. All function rooms, food and beverage, and related services are inclusive of applicable taxes and service charge in effect on the date of the event. Function rooms are assigned according to the expected attendance and set-up. Oroderm City Functions and Events Place reserves the option to assign alternative venue space suitable for the group's requirement should the expected attendance change, subject to availability and with prior agreement with the Organizer.
2. Deposits are non-refundable and non-transferable. For cancellations or postponements, deposits will be either forfeited or may be used within a limited period of time as approved by the Hotel depending on the Cancellations and Release Back Policies.
3. For confirmation given less than 1 week or 7 days, menu selection will be subject to change depending on the availability of item on the day of the event.
4. The hotel shall be informed of any increase on the guaranteed number persons at least two (1) week prior to the function date. Failure to inform sales-in-charge will incur additional charges.
5. A 10% buffer only will be prepared for possible increase in minimum guaranteed attendance on the day of the event. Note that a minimum guarantee per day is required in order to prepare the right amount of food and beverage supply for your guests. The Cook will need to plan ahead on the buffer as well for possible increases.
6. Oroderm City Functions and Event Place reserves the right to claim additional charges on damages caused by the company or its delegates to Oroderm City property that shall



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include stains on walls, linens and other equipment caused by marker ink, hair dye, water coloring, food coloring and other chemicals used by the delegates during their event. Further, additional charges apply for damages on Oroderm City Functions equipment such as microphones and LCD projectors etc. if damage was caused by delegate's negligence in the use of such equipment.

7. The number of persons allowed inside the venue is solely based on the memorandum of the Local Government of Davao City. The Hotel reserves the right to move any excess attendees at a separate venue.
8. For any current event permit required by the Local Government of Davao City, the company or organizer shall acquire this official permit (Special Mayor's Permit) and shall submit a copy to the hotel three days' prior the event and must bring the original copy on the actual day of the function. The hotel reserves the right to postpone the function if the company or organizer fails to provide this requirement.
9. Send bill arrangements will not be allowed. However, the management permits the Client to proceed with the event without full upfront payment, provided that the total amount is settled within seven (7) to fourteen (14) days after the event date.
10. All food and liquors from third party suppliers will be charged accordingly.
11. For any electrical equipment for the set-up of the event to be brought in, the list should be sent via email ([orodermproperties@gmail.com](mailto:orodermproperties@gmail.com)) for approval of energy consumption for the event. Any excess electrical fees will be charged to the authorized signatory of the company or organizer.
12. In the event that the third-party food supplier is unable to properly clean the function room post-event, we will be collecting a Garbage Collection Fee of Php 2,500.00. This fee will be charged to the organizer of the event or the individual who has signed the contract for the function room rental.
13. Setup Time for Third-Party Suppliers. All third-party suppliers are permitted to begin their setup on the day of the event starting at 07:00 AM. If the event is a morning function (8AM-12NN), third-party suppliers may commence their setup the evening prior to the event, provided there is no scheduled event on that evening. In the event that the evening prior to the event has a scheduled function, third-party suppliers may begin their setup following the conclusion of that event.
14. The Client agrees to settle the remaining balance within seven (7)- fourteen (14) days after the event date. A 10% late payment fee per month will be applied to any outstanding balance not settled within agreed period.
15. The Client agrees that in the event of cancellation due to unexpected circumstances, the full contract amount will still be charged and payable to the management.

### AUDIO-VISUAL REQUIREMENTS & OTHER CHARGES

Two Microphones, built in channel sound system, projector screen and extension cords for laptops may be provided by the Hotel with additional charges depending on the requested item/s. However, you may incur incidental charges for the use of the following equipment. Rates are subject to change without prior notice.

Pork Lechon	Php 1,000.00/pc
Baka Lechon	Php 5,000.00/pc
Energy Fee for each electrical equipment	Php 1,000.00
Photobooth Energy Fee	Php 2,000.00
Microphone (in excess of 2 wired complimentary)	Php 300.00 nett/unit/day
Excess Use of Venue Per Hour: Third Floor Areas	Php 2,500.00/hr.
Excess Use of Venue Per Hour: Club and Function Hall	PHP 5,000.00/hr
Third-Party desserts/pica-pica food corkage (Up to 3 food choices )	Php 2,000.00





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Food per viand	Php 2,000.00/viand
Energy fee package for client's event decorator (for electrical equipment such as lights)	Php 2,000.00
LED WALL Rental Fee	Php 25,000.00
LED WALL ENERGY FEE (IF FROM THIRD PARTY SUPPLIER)	Php 5,000.00
Full Band Energy Fee (more than 3 instruments)	Php 7,000.00
Acoustic Band Energy Fee (2-3 instruments)	Php 3,500.00
Glass (Broken)	Php 250/pc

### ACCEPTANCE AND SIGNATURE

I have received, read and I agree with the above contract proposal and the Hotel's general terms and conditions.

Yours Sincerely,

Confirmed and Accepted by:

(SIGNED)

Ms. Nice R. Heres, MM-EM  
Banquet Sales Coordinator  
Oroderm City Functions and Events

(SIGNED)

Head, Human Resource Management Group  
Development Bank of the Philippines

Date:

Signed in the presence of:

(SIGNED)

JOMARCIA DOTE

(SIGNED)

DEUEL B. QUINTANAR

JUL 21 2025

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20 \_\_\_\_ at  
MAKATI CITY, Philippines.

Doc. No. 187  
Page No. 39  
Book No. 13  
Series of 2025. NOTARY PUBLIC

(SIGNED)

ATY. DARWIN B. SANTOS  
Notary Public for Makati City  
Until December 31, 2025  
Appointment No. M-015(2021-2025)  
Roll of Attorney No. 57552  
IBP No. 330740-Lifetime Member  
PTR No. 30467689/Jan. 02 - 125/Makati City  
MCLE Compliance VII No. 00, 5465/April 14, 2028  
U-1-A 8051 San Nicolas St. Guadalupe Nuevo, Makati City