

July 16, 2025

**SAVP ADELIA C. LALUAN**

Head, Administrative Accounting Department

**DEVELOPMENT BANK OF THE PHILIPPINES**

**Dear Ms. Laluan,**

**August 23 - 25, 2025**

Minimum Guarantee (Rooms): **20 Rooms**

Minimum Guarantee: **60 pax**

Greetings from **Belmont Hotel Boracay!**

Thank you for choosing our HOTEL as official accommodation of the above-mentioned group.  
Please see below arrangements as discussed and agreed upon.

**I. Room Requirements:**

Date		No. of Rooms	Rooms	Rate	No. of Nights	Total
Check-in	Check-out					
23-Aug-24	25-Aug-23	20	Deluxe Twin Room (Triple Sharing)	4,900.00	2	196,000.00
		1	Comp Deluxe Twin Room (Triple Sharing)	-	1	-
		21	ROOM CHARGES		PHP	196,000.00

***reserves the right to assign an alternate hotel room of equal or greater space value at no additional cost, should the preferred rooms become unavailable for any reason whatsoever***

**Rate Inclusions:**

- Welcome drink upon arrival
- Overnight room accommodation
- Breakfast based on occupancy
- Complimentary mineral water
- Coffee and tea making facility in the room
- Complimentary use of the swimming pool and gym
- 20% discount on Spa Services\*

***\*Advance reservation through our front desk is required. Subject to availability.***

- Complimentary scheduled shuttle service from the hotel to Jollibee Balabag (Station 2) from 10:00AM – 10:30PM\*

***\*Advance reservation through our front desk is required. First-come, first-serve.***

- Complimentary use of non-motorized activities such as paddle boarding, and kayaking\*

***\*Advance reservation through our front desk is required. First-come, first-serve.***

- Complimentary Wi-Fi access in the room and public areas
- Access to optimized Wi-Fi at the Newcoast Beach
- Applicable government taxes

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Newcoast Drive, Boracay Newcoast,  
Uguy, Yapak, Boracay Island, Malay, Aklan 5608  
Landline: +63 (36) 285 2206  
Mobile: +63 (917) 867 2019  
info@belmonthotelboracay.com.ph  
[www.belmonthotelboracay.com](http://www.belmonthotelboracay.com)

### General Terms:

- Check-in time is at 3pm and check-out time is at 12nn of the following day.
- Security deposit of Php 2,000 net/ room/ night shall be waived.
- Room charging is NOT allowed except for rooms of VIP/s to be identified by organizer.
- 50% of the daily rate will be charged for early check-in between 8am -3pm.
- 50% of the daily rate will be charged for late check out between 3pm - 6pm.
- 100% of the daily rate shall be charged for the late check-out beyond 6pm.

### Hotel Facilities:

- Swimming pool; Trellis Garden; Courtyard; Aqua Spa
- Fitness center with shower and changing rooms
- Full-time concierge
- Transport/ Tours facilities
- Private Beach (Newcoast Beach - Cove 2)

### Extra Person Policy:

- Extra person/ roll-away bed rate is Php 1,500.00 net/ person/ night inclusive of buffet breakfast.
- Prior arrangement is required.

### Child Policy (maximum of 2 children):

- Children 0 - 9 years old are free of charge in the room (provided sharing with parents) and buffet breakfast.
- Children 10 years old and above shall be charged full rate for the room and buffet breakfast.

### II. Meal Schedule

Date and Time of Event	Event Type	No. of Persons	Venue	Set-up	Rate
23-Aug-25					
6:00 pm - 10:00 pm	Buffet Dinner	60	BHB BALLROOM	ROUND TABLE	800.00

### III. Terms and Conditions:

- We will appreciate receiving your signed contract on or before **July 30, 2025**
- Check-in time is at 3pm and check-out time is at 12nn of the following day
- Security deposit of Php 2,000 net per room per night shall be WAIVED.
- Room charging is NOT allowed except for rooms of VIP/s identified by organizer.
- All charges NOT SPECIFIED above (i.e. individual food and beverage charges, laundry) shall be for the personal account of the participants payable in cash/card basis upon delivery of service or consumption of food.
- Room rate is good for 2 persons. Extra person rate is at Php1,500 nett inclusive of breakfast.
- Early check-in between 6:00AM – 3:00PM shall be free of charge but NOT guaranteed and subject to room availability.
- 50% of the daily rate will be charged for late check out between 3pm – 6pm.
- 100% of the daily rate shall be charged for the late check-out beyond 6pm.
- Applicable Cleaning Fee of Php 10,000 nett shall be applied for smoking inside the guest rooms
- The HOTEL reserves the right to assign an alternate hotel room of equal or greater space value at no additional cost, should the preferred rooms become unavailable for any reason whatsoever.
- In case of an early departure, the HOTEL reserves the right to charge **DEVELOPMENT BANK OF THE PHILIPPINES** the equivalent amount of the remaining number of room/nights contracted.
- Parties or small gatherings are strictly not allowed inside the HOTEL rooms.
- Guns or any kind of deadly weapons are not allowed inside the HOTEL and must be surrendered to the Security Department for safekeeping.
- Management has the right to compel guests from the room, should it deem necessary.

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**BELMONT HOTEL BORACAY**

Newcoast Drive, Boracay Newcoast, Brgy. Yapok, Boracay Island, Malay, Aklan 5600

Landline: +63 (36) 286 2200

Mobile: +63 (917) 867 3019

Info@belmontboracay.com.ph • www.belmonthotelboracay.com

**VI. Rate Confidentiality**

- All rates are not to be posted in any website and should not be disclosed to other parties.

**VII. Billing Arrangement:**

- The **DEVELOPMENT BANK OF THE PHILIPPINES** shall be responsible for the expenses incurred in the following:
- Room accommodations
- Organized meals/ beverages
- Transportation arrangements
- Incidental charges duly acknowledged and signed by the authorized signatory
- All charges NOT SPECIFIED above (i.e. individual food and beverage charges, laundry) shall be for the personal account of the participants payable in cash/card basis upon delivery of service or consumption of food.
- The **DEVELOPMENT BANK OF THE PHILIPPINES** agrees to shoulder all unsettled incidental charges of the individual guest, if any.
- In case of Force Majeure, any deposit made by the **DEVELOPMENT BANK OF THE PHILIPPINES** shall serve as down payment and can be consumed anytime within three (3) months. Failure to consume the deposit shall mean forfeiture of the said amount.
- The **DEVELOPMENT BANK OF THE PHILIPPINES** assigns the following authorized on-site signatories:

**SAVP ADELIA C. LALUAN** | Head, Administrative Accounting Department

**VIII. Deposit and Payment Arrangement:**

- To block and guarantee the hotel room and function venue, a copy of the signed contract must be submitted on or before July 30, 2025.
- **Payment Terms: Fullpayment upon arrival**
- Other incidental charges during the group's stay shall be settled before check-out.
- Any payment made by the CLIENT to the HOTEL is non-refundable.
- The HOTEL only accepts cash and company cheque as form of settlement. Company cheque has to be made payable to BELMONT HOTEL BORACAY, INC.
- Payment may be deposited through our bank account with the following details:
  - Account Name : **BELMONT HOTEL BORACAY INC,**
  - Peso Account No. : **011758001544**
  - Swift Code : **BNORPHMM**
  - Bank Address : **BDO Unibank, Inc.**  
**Citymall Boracay, Malay, Aklan**
- A "Certificate of Creditable Tax" for taxes withheld shall be submitted by the CLIENT to the HOTEL prior to group's check-out. Otherwise, the HOTEL will require full payment of the total amount payable by the CLIENT.
- The Hotel reserves the right to cancel confirmed bookings for non-payment of booking.
- All corresponding bank charges shall not be shouldered by the HOTEL.

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**BELMONT HOTEL BORACAY**

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**IX. Estimated Charges:**

Date		No. of Rooms	Rooms	Rate	No. of Nights	Total
Check-in	Check-out					
23-Aug-24	25-Aug-23	20	Deluxe Twin Room (Triple Sharing)	4,900.00	2	196,000.00
		1	Comp Deluxe Twin Room (Triple Sharing)	-	1	-
		21	ROOM CHARGES		PHP	196,000.00
Date		No. of Persons	Banquet	Rate	Days	Total
Check-in	Check-out					
23-Aug-25		60	Half Day Package	800.00		48,000.00
						-
			BANQUET CHARGES		PHP	48,000.00
Date		No. of Persons	OTHER CHARGES	Rate	Days	Total
Check-in	Check-out					
		0	Roundtrip Transfers (Airport to Hotel to Airport)	-		-
			Total Room Charges			196,000.00
			Total Banquet Charges			48,000.00
			OTHER CHARGES			-
			TOTAL HOTEL CHARGES		PHP	244,000.00

**X. Postponement and Cancellation:**

- Cancellation made after contract signing, the **DEVELOPMENT BANK OF THE PHILIPPINES** shall be charged in FULL AMOUNT of the total guaranteed package.
- Request for postponement of an event shall be subject to the availability of the room and banquet space but shall be subject to the approval and evaluation of the HOTEL.
- No show and/ or same day cancellation shall be charged a fee equivalent to full amount or 100% of the total room and banquet charges based on the signed confirmation contract.

**XI. Force Majeure**

- Neither the HOTEL nor the **DEVELOPMENT BANK OF THE PHILIPPINES** shall be liable or responsible to each other for any loss or damage or for any delays or failure to comply with this agreement due to causes beyond its reasonable control which is herein after referred to as force majeure such as acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, terrorist activity or threat, closure or congestion of airports, order or restriction by any governmental authority, or any circumstance of like character.
- The **DEVELOPMENT BANK OF THE PHILIPPINES** shall confer no right or cause of actions against the HOTEL, nor shall the terms and conditions of such agreement be deemed effective and/or continued thereby.

**XII. Attrition Policy and Procedure:**

- Room accommodation and event charges are based on delegate numbers advised at time of enquiry and are used to generate your business proposal and quotation. Should your numbers change prior to confirming your booking your quotation may change accordingly.

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### XIII. Damage and Losses

- The HOTEL shall not be held liable in case of loss and/or breakages of any personal belongings of the guests due to negligence and/or fortuitous event/s. The HOTEL will not be held liable for any losses incurred within the public areas of the HOTEL. As part of the HOTEL's security measures, the **DEVELOPMENT BANK OF THE PHILIPPINES** shall be required to register all electrical and other equipment upon arrival. Should there be any damage to the property of our HOTEL during your event/function, we will charge your company for any repair or replacement costs.

We hope you find everything in order. To signify your conformity, kindly initial on each page and return to us a copy on or before **July 30, 2025**.

Should you need further assistance, please do not hesitate to get in touch with the undersigned thru (+63) 999 917 8310 or email at [mjavier@belmontboracay.com.ph](mailto:mjavier@belmontboracay.com.ph).

Again, we thank you for giving us the opportunity to serve you and to be a part of this very important event. We look forward to working with you again on one of your many future occasions.

Sincerely, *MA*

Sales Executive  
BELMONT HOTEL BORACAY

Noted by:

(SIGNED)

Director of Sales  
BELMONT HOTEL BORACAY

Conforme:

(SIGNED)

Head, Administrative Accounting Department  
DEVELOPMENT BANK OF THE  
PHILIPPINES

Approved by:

(SIGNED)

MAIA IVY ISRAEL *my*  
Area General Manager  
BORACAY PROPERTIES

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