

ROOM & BANQUET AGREEMENT

To : **SVP Romeo B. Carandang**
 Position : Head, Human Resource Management Group
 Company : **Development Bank of the Philippines**
 Company Address : Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City
 Contact No. : (02) 8818-9511 loc. 6628 | 6629 | 6630
 Email Address : idd-tu@dbp.ph

Sales-in-Charge : **Jeziel Alonzo**
 Position : Sales Account Executive
 Contact No. : 0998-586-1677
 Email Address : salesexecutive01@onecentralhotel.com

Date : July 17, 2025

SUBJECT : Basic Credit Training

Maayong adlaw!

Thank you for choosing **ONE CENTRAL HOTEL** as a venue for your forthcoming event. Further to our discussion, the hotel is very pleased to submit the following information to confirm your event on **August 27-28, 2025**.

The details are as follows:

BANQUET ARRANGEMENT

Date Time	August 27-28, 2025 08:30 AM to 06:00 PM
Type of Function	Basic Credit Training
Function Room/Venue	Molave Hall
No. of Person	35 persons guaranteed
Total Room & Banquet Charges	Php156,600.00

Event Date	Meals Inclusions	Rate per Person	Total
August 27, 2025	Plated AM snacks, Buffet Lunch & Plated PM snacks	Php750 per person X 35 persons	Php26,250.00
August 28, 2025	Plated AM snacks, Buffet Lunch & Plated PM snacks	Php750 per person X 35 persons	Php26,250.00
Total Banquet Charges			Php52,500.00

Inclusions:

- Exclusive use of the venue for 8-10 hours per day
- Each meal comes with 1 round of drinks
- Provision water station and coffee station
- Complimentary use of our Public Address System with 2 Microphones
- Use of 1 LCD Projector & Wide Screen

ONE CENTRAL HOTEL
 Corner Leon Kilat and Sanciango Streets, Cebu City, Philippines, 6000
 (032) 888-8000
info@onecentralhotel.com

- Directional signage
- Unlimited Wi-Fi access
- Complimentary parking spaces (first-come, first-served basis)

ROOM ARRANGEMENT

Stay Date	No. Night/s	Room Type	Room Rate	Total
August 26-29, 2025	3 Nights	1 Deluxe Twin Room with extra bed	PHP 3,400 per room per night	PHP10,200.00
August 26-29, 2025	3 Nights	11 Deluxe Twin rooms	PHP 2,400 per room per night	PHP79,200.00
August 26-29, 2025	3 Nights	1 Deluxe Single room	PHP 2,100 per room per night	PHP6,300.00
August 26-28, 2025	2 Nights	2 Deluxe Single rooms	PHP 2,100 per room per night	PHP8,400.00
Total Room Charges				PHP104,100.00

Room Inclusions

- 43-inch LCD TV with international cable channels.
- Complimentary daily breakfast
- Complimentary wired or wireless internet connection.
- Electronic safe.
- Personal mini refrigerator.
- Coffee or tea set-up.
- Hair dryer.
- Use of Swimming Pool (prior reservation needed).
- Use of Gym (prior reservation is required)

Children's Buffet Meal Policy

- 12 years old and above- full charge
- 6-11 years old- 50%
- 0-5 years old- FREE of Charge

Corkage Fees

- Alcoholic and Non-Alcoholic Drinks Php1.00 per ml
- Excess Lechon Php1,000.00 per whole Lechon
- Mobile Bar Php4,000.00
- Foods (brought in by client) Php1,000.00 per chaffing dish

Energy Fee

- Led Par Lights Php2,000.00
- Led Wall Php2,500.00
- Smoke Machine Php500.00
- Bubble Machine Php1,000.00
- Full Band (electricity charge) Php2,000.00

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- | | |
|-----------------|-------------|
| • Acoustic Band | Php1,000.00 |
| • Photo Booth | Php1,000.00 |
| • Food carts | Php1,000.00 |
| • Inflatable | Php1,500.00 |

TERMS AND CONDITIONS

1. SEND BILL

Function

The hotel will require a **Signed P.O and Notice of Award** upon confirmation & signing of contract agreement. For **send-bill arrangements**, full payment must be settled 30-45 working days from the day of event. Incidental charges outside the contract package must be settled in cash right after the event.

The final guaranteed number for the above function should be confirmed 7 working days before the function date. The charge will be based on the minimum guarantee as stated above or the actual attendance, whichever is higher.

Please provide a copy of the signed contract on or before **August 04, 2025**.

2. BILLING ARRANGEMENT

- Billing will be based on the guaranteed number of persons contracted for, or actual headcount, whichever is higher. The actual number of covers served will be established by the authorized Hotel Representative.
- CLIENT is aware and has agreed to pay the balance and other incidentals upon presentation of the bill at the close of the affair with the Hotel Representative, who shall settle the bill payment with the CLIENT. The client shall pay based on the guaranteed number of minimum persons reserved regardless if actual attendees fell below the minimum guaranteed. Any unsettled banquet charges incurred by the CLIENT and the Client's guests during the event shall be settled by the authorized signatory/ ies.
- Additional charges will be on the personal account unless otherwise approved by the authorized signatory (Pay as You Order Policy). All incidental charges must be paid right after the function, payable in cash or credit card upon order unless authorized by a credit line. Failure to comply with the agreed terms of account settlement stated in the contract, the HOTEL shall charge CLIENT an additional ten percent (10%) to the outstanding balance. The interest penalty shall accrue daily on the invoice principal payment amount until the payment date of such approved principal amount; and will be compounded in 15-day increments inclusive from the first day after the due date through the payment date. That is, interest accrued at the end of any 15 days will be added to the approved invoice principal payment amount and will be subject to interest penalties if not paid in the succeeding 15-day period.
- Only documents with the signature of the Authorized Signatory shall be credited and charged to Authorized Signatory
- Authorized signatory/ies for this event --

Specimen Signature

(SIGNED)

Head, Human Resource Management Group

- The CLIENT agrees to pay HOTEL in any of the following forms of payment –
 - a) CASH
 - b) MANAGER'S CHEQUE
 - c) COMPANY CHEQUE

d) CREDIT CARD

e) FUND TRANSFER / DEPOSIT

Peso Account – METROBANK – Taboan Branch

Account Name: ONE CENTRAL HOTEL & SUITES CORPORATION

Account No. : 028-7-028-520-111

Address: Taboan, Cebu City, Philippines 6000

Peso Account – BANCO DE ORO – Parkmall Branch

Account Name: ONE CENTRAL HOTEL & SUITES CORPORATION

Account No. : 006 370 111 111

Address: Ouano Avenue, Mandaue Reclamation Area, Mandaue City, Cebu, Philippines 6000

*All cheque payments must be made payable to – **ONE CENTRAL HOTEL & SUITES CORP.***

ESTIMATED COMPUTATION

FOOD & VENUE PACKAGE	Php52,500.00
<i>(Php750/person x 35pax x 2days)</i>	
ROOM ACCOMMODATION	Php104,100.00
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Remaining Balance	Php156,600.00

Important: The above computation does not include miscellaneous expenses incurred during the actual event.

3. POSTPONEMENT

- Should the CLIENT postpone the schedule of the function to another date or time, kindly notify the Marketing and Events Department in writing at least Sixty (60) days in advance. The postponement will be subject to the availability of the function room on the alternative date.
- Should the CLIENT notify the HOTEL of the postponement less than a month before the function 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 function.
- Should the CLIENT opt to cancel the function, the 50% deposit will be forfeited.
- Postponement notice of the function received one week or less than one week before the scheduled function date, a fixed charge equivalent to 35% of the Total Banquet Revenue shall apply.
- An addendum to the contract shall be made and signed by both parties, indicating changes and revisions to the event. Confirmation of the new event and venue depends on the CLIENT'S settlement of 35% of the Total Estimated Computation indicated in the original contract. It shall be emphasized that upon the commencement of the event, CLIENT is understood to settle the remaining 50% of the Total Estimated Computation as well as all miscellaneous charges that may be incurred during the actual event.
- Postponement of the function is subject to re-computation of rates when the new date of the event is more than three (3) months from the original date. New terms of conditions may apply; rates and computation will be based on the prevailing economic inflation rates on the new date of the event.

4. CANCELLATION

- The following Cancellation Schedule and Charges shall apply to all cancellations of DEFINITE function room bookings with signed contracts:
 - a) Any cancellations made six (6) months before the said function, 50% of the total guaranteed deposit will be forfeited.
 - b) Any cancellations made one week from the event date will require full payment of the Total Estimated Computation and shall be made payable within seven (7) days from the date of the event. Late penalty charges will apply if payment is made beyond the due date indicated in the Statement of Account (SOA).

5. CONTRACT COVERAGE PERIOD

This Event Contract binds both parties – the Hotel and the Client – only from the date of contract signing until the date of the aforementioned event on August 27-28, 2025. Any arrangements that may be made by both parties thereafter shall be subject to other terms, rates, conditions, and/or agreements.

6. RECOMPUTATION

All rates and/or computations indicated in this Event Contract may be subject to re-computation after three (3) months from the date of the contract signing and every three (3) months thereafter. New terms and conditions may apply, and rates may vary based on the prevailing economic inflation rates. Rates are subject to change without prior notice.

7. 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 interrupt the expected course of events.

8. FOOD AND BEVERAGE

- Unless the CLIENT gives advice, the HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT. A confirmation of the guaranteed number of attendees will be required seven (7) business days before the function. If a confirmation on the guarantee is not received, the HOTEL will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.
- The guaranteed number of attendees indicated in the contract is not subject to reduction.
- The HOTEL cannot be responsible for services for the actual attendees exceeding 20 persons more than the minimum guaranteed number. Meals will only be prepared for the number of guaranteed guests, however, every effort will be made to accommodate additional guests. A delay in service may result if additional guests need to be served.
- The CLIENT agrees to pay Php 200.00 more than the agreed per person rate to the total number of excess persons if actual guests exceed 20 persons more than the guaranteed.
- If actual attendance exceeds the guarantee, the actual attendance will be charged.
- Outside vendors and/or CLIENT sponsors dealing with food and beverage are strictly not allowed within the HOTEL premises.
- All alcoholic beverages must be purchased through the HOTEL and must be served on HOTEL premises by HOTEL rules and policies. Alcoholic beverages cannot be brought out the property.
- Due to health regulations, food must not be taken off the premises after it has been prepared and served to its guests. In addition, no food or drinks shall be brought into the hotel.
- HOTEL does not permit the bringing of coolers, plastic containers, other beverage items in litro packs or cans, or styropacks for additional food/ dishes. The HOTEL will not be responsible or held liable for any health claims of guests that may be caused by these items.
- To guarantee freshness, all dishes shall be served up to a maximum of two and a half hours only for sanitary reasons, especially on Centerpieces, Garnishes, and Salads. The food ingredients that may be used require a specified duration of freshness.
- Per HOTEL POLICY, bringing leftover food items from the chafing dishes is strictly prohibited. HOTEL reserves the right to remove the remaining dishes strictly after two and a half hours.
- Any additional personal effects and/or equipment or items brought in by the CLIENT to be used during the event shall be turned over ONLY to the assigned Banquet Captain on Duty. The HOTEL will not be held liable for any losses if turnover was made to other hotel employees other than the assigned Banquet Captain on duty.
- Signing of this contract signifies that the CLIENT has understood and has accepted all the terms and conditions stipulated herein.
- Only documents with the signature of the Authorized Signatory/ies for any additional beverage orders will be charged to the client's account based on the following discounted rates:



9. VENUE

The function must begin and end promptly at the scheduled time on the contract. If the space is available and the CLIENT would want to extend the function, an excess hour rental fee of **PHP 5,000.00** per hour or a fraction of an hour, shall be charged accordingly. The rental charge is based on a fraction of an hour per hour. The HOTEL reserves the right to change the function room assignment to a space more suitable as needed, with prior notice.

10. SPECIAL ARRANGEMENTS/ PROGRAM OF ACTIVITIES

The HOTEL must be advised of any additional arrangements needed. Corresponding charges for the additional amenities may apply. HOTEL requires the CLIENT to submit a copy of their program or activities at least three (3) days before the actual event for the HOTEL to evaluate if such program is deemed fit to be implemented. The hotel reserves the right to revise and/ or approve the program for its implementation and non-implementation during the actual event.

11. THIRD PARTY POINT PERSON/ SUPPLIER

- All vendors (Exhibit companies, florists, decorators, audio-visual companies, and/or entertainers) commissioned and/or contracted by the CLIENT are called Third Party Point Person/ Supplier. They are required to submit proof of insurance to the HOTEL and are required to comply with HOTEL safety regulations for the safety of guests and associates.
- All vendors (Exhibit companies, florists, decorators, audio-visual companies, and/or entertainers) should be instructed to contact the EVENTS AND MARKETING DEPARTMENT at least two (2) weeks in advance to review details and to gain necessary approvals for decorations, props, and personal effects, as well as attend orientation/ briefing to be conducted by the HOTEL's Security and Engineering Department.
- CLIENT is responsible for cascading and endorsing all the items stipulated in this Event Contract to the rest of his/ her guests, suppliers, organizers, coordinators, or Third Party Point Person/ Supplier.
- Third Party Point Person/ Supplier must spearhead the coordination with HOTEL for any items brought in by the CLIENT/ Third Party Point Person/ Supplier that need to be wrapped, i.e. Lechon brought in from outside. Such items must be brought out of the HOTEL with the CLIENT or the Third Party Point Person/ Supplier on the same day, immediately right after their event. HOTEL will not be held liable for lost or remaining items left in the hotel the day/s after the said event.
- In case accidents may arise from the CLIENT'S use of a Third Party Point Person/ Supplier, HOTEL shall, under no circumstances, be held liable for the outcome, nor can claim legal and/ or health damages from the HOTEL.
- Third Party Point Person/ Supplier is responsible for removing all of their items promptly after the event and is responsible for removing their trash. The HOTEL will not be held liable for items left behind or for storage.
- Ingress Checklist must be accomplished by CLIENT or Client's Third Party Point Person/ Supplier, duly submitted to and countersigned by Hotel's Engineering and Security Department during the ingress period.
- No clearance from the Engineering and Security Department means non-usage of any audio/ technical/ lighting equipment brought in by the CLIENT or its Third Party Point Person/ Supplier.

12. RENTALS

- Rental (i.e., LCD projector, LCD screen, entertainers, audio and lighting system, etc) prices are on a per hour or day basis, subject to agreement by both HOTEL and CLIENT as stipulated under Miscellaneous Charges. Cancellation of equipment and services received within seventy-two (72) hours before the event will be charged a 1-day rental fee. Any equipment (LCD projector, audio, and lighting system, band equipment, etc.) brought into the HOTEL by outside sources may be subject to a service charge or electrical surcharge fees

13. **INGRESS/ EGRESS**

- Failure of the CLIENT and/ or Third-Party Point Person/ Supplier to comply with the above requirement may result in non-permission to ingress.
 - Move-in/out times must be scheduled in advance. For banquet functions that require the transport of heavy audio/ lighting equipment following the use of the live band and other related activities, the ingress period normally commences the day BEFORE the event from 6:00 pm and onwards, or as advised by the CLIENT and as approved by the HOTEL. Unloading of items should only be until the asphalted area of the HOTEL (3rd floor only).
 - CLIENT guarantees the observance of proper decorum during ingress time so as not to disturb in-house guests. This is defined as the prohibition of boisterous laughter during ingress and other unnecessary noise, or sound due to negligent banging and smashing of equipment and/ or special effects. CLIENT shall provide its own logistics manpower and equipment during the Ingress period.
 - Crew members transporting equipment to the venue must wear white shirts, pants, and closed shoes; otherwise, entry to the Hotel will not be allowed. Failure to comply with the above rule is subject to the Hotel's discretion on whether to allow the Third-Party Point Person/ Supplier to perform at the event.
 - It is the responsibility of the CLIENT to assume full responsibility for any damages to the HOTEL property caused by the CLIENT, their guests, or any members of the vendor (i.e, bands, display companies, etc.)
 - To comply with fire safety regulations, no open flames are allowed. Candles enclosed in votive containers or hurricane lamps are permitted. Any potentially flammable items used for the event will require approval and may require additional licenses and permits from Cebu City.
 - **Ceiling decor is restricted, such as but not limited to trusses, draperies, trellises, tunnels, gazebos, and the like.**
14. The CLIENT shall be on the lookout for their personal effects and belongings that they may leave at any location within the resort. The HOTEL does not assume responsibility for the damage or loss of any property brought into the HOTEL or left behind, therefore, the CLIENT may consider arranging for security personnel. Please consult with your Third-Party Point Person/ Supplier for the cost of this service. Please do not leave your valuables and personal property unattended
15. 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 to the CLIENT.
16. Any action arising from this contract shall be filed/ instituted before the Regional Trial Court of Mandaue City or Cebu City, exclusively at the election of the aggrieved party. The guilty party shall be liable for all expenses, damages, and attorney's fees relative to the filing of the case.
17. HOTEL reserves the right to pre-terminate the contract should there be a breach thereof.
18. At any time, an addendum may be attached. The said addendum will form part and parcel of this contract.



The signing of this agreement constitutes approval and acceptance of all terms and conditions stated herein. THE PARTIES, through their duly authorized representative, have hereunto affixed their signatures in the City of Cebu.

For and on behalf of –
ONE CENTRAL HOTEL & SUITES

Development Bank of the Philippines

(SIGNED)

Jeziel L. Alonzo
Sales Account Executive

(SIGNED)

SVP Romeo B. Carandang
Head
Human Resource Management Group

(SIGNED)

Seigfred Marlowe D. Paraguya
Resident Manager

Signed in the presence of:

(SIGNED)

ANGELA MARIE C. ANATANI

(SIGNED)

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____
Philippines.

Doc. No. 421 NOTARY PUBLIC
Page No. 86
Book No. 18
Series of 2025

(SIGNED)

ATTY. RENANTE A. TING
Notary Public
UNTIL DECEMBER 31, 2026
PTR NO. 70455227-11/24/2024 Cebu City
IBP NO. 471548-10/14/2024 Cebu City
ROLL OF ATTORNEY'S NO. 82943
9 D Jakosalem St., Cebu City
Notarial Commission No. 062-23
MCLE NO. VIII-0018650

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