



Sept. 19, 2025

SVP Romeo B. Carandang
Head, Human Resource Management Group
DBP Head Office
6th Floor, DBP Head Office, Sen Gil Puyat Ave.,
Corner Makati Ave.
Makati Ave. Makati City
Contact No: 0917 1858840
Email: ldd-spcdu@dbp.ph

SIGNED

CONTRACT
TITLE
Sept. 21-24, 2025

Dear Mr. Carandang,

Thank you for choosing St Giles Hotel Makati as the official event venue of your guests. With reference to this, please find herewith the final arrangements we have discussed and agreed upon:

I. ROOM ACCOMMODATION

A. ROOM RATES (Per Room Per Night)

ROOM CATEGORY	ROOM & BREAKFAST
Superior Twin Room (Double)	Php 2,200.00nett/ room/ night

All rates are inclusive of government tax and service charge.

B. ROOM COURTESIES

- Buffet Breakfast at the 2nd Floor, Bayleaf Restaurant
- Water Station available at the hallway per floor
- Access to the swimming pool and gym located at the 35th Level of the hotel from 7:00am-7:00pm
- In-room coffee and tea making facilities
- In-room safe deposit box
- Complimentary parking (first come, first serve basis)
- WIFI Access

Signed

Makati Avenue corner Kalayaan Avenue, Makati City, Metro Manila, Philippines, 1210
Tel : 632-988 9888 • Fax : 632-988 9889



St. GILES
MAKATI Manila

II. FUNCTION ROOM

DATE/ DAY	TIME AND ACTIVITY	VENUE AND SET-UP	MEAL REQUIREMENT/ PERSON/DAY	MEAL RATE PER PERSON PER DAY	NO. OF PERSONS
SEPT. 23, 2025/ TUESDAY	6:00AM- 7:30PM	Kalayaan 1, Level 3/ U- Shape	AM SNACKS, MANAGED BUFFET LUNCH & PM SNACKS	PHP1,500.00 NETT/ PERSON/DAY	45

- The Hotel will not allow the cancellations or decrease on the no. of guaranteed pax once this agreement has been signed.
- The Hotel reserves the right to select another appropriate function space should there be changes on the date of the event or an increase or decrease in the minimum number of attendees, or for any other reasons that the Hotel is obliged to select another appropriate function space.
- All food and beverage shall be purchased exclusively at the hotel. The CLIENT cannot bring food and beverage unless with prior consent to the hotel management prior to the event. Applicable corkage fees shall be collected on items brought in.
- **BROWN BAGGING** for buffet/set leftovers may be taken out of the designated function room provided a waiver is signed. A flat fee of Php 1,000.00 will be charged to cover for the expense of packing the items. Exceptions to take out are soups, food items with milk and egg, and beverages.

COURTESIES

- Use of the function room
- Use of the PA system, rostrum
- Conference pads, pencils, flipcharts with easel stands
- Registration
- Flowing coffee / tea
- WiFi Access
- Complimentary parking slots (first come first serve basis)
- Extension Cords
- LCD Projector & Screen

III. COST ESTIMATE/ BREAKDOWN:

B. ROOM ACCOMMODATION CHARGES:

Check-in Date	Check-out Date	ROOM CATEGORY	ROOM RATE	NO. OF ROOMS	NO. OF NIGHTS	TOTAL
Sept. 21, 2025	Sept. 24, 2025	Superior Twin	Php2,200.00	5	3	Php33,000.00
TOTAL ROOM CHARGES						Php33,000.00

DATE/DAY	MEAL REQUIREMENTS	Meal Rate per Person	No. of Persons	Total
SEPT. 23, 2025/ TUESDAY	AM SNACKS, MANAGED BUFFET LUNCH & PM SNACKS	Php1,500.00	45	Php67,500.00
Total Meal Estimate				Php 67,500.00
Total Room Estimate				Php33,000.00
Grand Total				Php100,500.00



IV. PAYMENT AND BILLING ARRANGEMENTS ON BANQUET CHARGES

- **NOA Received. CAF is required for send bill arrangement.**
- **Other Incidentals, will be settled right after the event under personal account unless signed by the authorized signatory**

1. Reservations

- Rates are applicable for bookings made directly with the hotel and to be accompanied with flight arrival details
- For bookings under company account, advance reservation is required and should be covered with a letter of authorization with liability clause, subject to credit being established and approved with the hotel.
- Group booking is considered tentative, subject to a minimum of 14 days release or as advice otherwise by the hotel. Rooming list shall be sent to the hotel on or before the release period as agreed and specified within this contract. Allocated space will be automatically released if no details are received by the release date. Any reservations received after this date will be subjected to availability and at peak season, separate rates may apply.

2. Cancellations after Release/Wash Down

Amendments/adjustments/wash down must be made in writing and must be acknowledged by the Hotel.

All reported bookings received by and after the cut-off period will be treated as guaranteed reservations and will be subjected to cancellation charges as follows:

FIT Bookings (less than 10 rooms):

- Within the release period – One night's charge for normal season.
- No show – Full length of stay to a maximum of 03 nights charge.

3. Check-In, Check-Out and Matter of Usage

Check-in time will be at 3:00 p.m. and check-out time is at 12:00 noon the following day. Request/s for earlier check-in and/or late check-out beyond 6:00pm, this shall depend on room availability and a surcharge of 50% will apply on the contracted rate. A full night's charge will apply for check-out beyond 6:00pm. Both of these facilities must be pre-arranged and are subject to availability. Rooms shall only be used for accommodation only.

4. Credit/Payment Terms

A 30 days credit term may be established with St.Giles Hotel, Makati through the official application, the approval of which will be entirely at the hotel's discretion. The hotel reserves the right to reject or withdraw such credit as it deemed necessary in the event of payment default through failure to settle payment within 30 days from the date of billing.

Late payment interest on the outstanding sum shall be payable by the Contracting Party / Company to St.Giles Hotel, Makati in the event payment is not settled within the credit period of 30 days. The interest percentage or a fixed amount will be determined by the sole discretion of the hotel management.

Alternatively immediate credit may be granted through a floating deposit or Banker's Guarantee (to be renewed annually) up to an amount equal to the value of anticipated room night production over 30 days.

5. Hotel Brand Description

~~The hotel brand description terminology (as shown on the attached) shall be used in all~~
communications with consumers or any other third parties. This refers to vacation brochures, promotional collaterals and consumer confirmation documents.



The Contract Party shall not do or caused to be done and shall ensure that all guests and users of the rooms and/or hotel facilities pursuant to this contract shall not do or permit to be done an act or omission which will infringe the trade name, trade mark, design, copy right and/or any other intellectual property rights of the hotel and/or the hotel's management and/or owner and/or any third parties and the Contract Party shall indemnify and keep indemnified the hotel and its management and owner against all actions, proceedings, claims, damages, losses, costs and expenses (including solicitors cost on a solicitor and client base) howsoever arising from any such infringement.

Important Notice: In order for the bookings related to this Contract, either by attachment or listed herein to be considered, the signed acknowledgement of the Contract must be received by the sending office no later than 1 day hereafter. This contract consists of (05) pages. Please address correspondences relating to the contract to:

Makati Avenue corner Kalayaan Avenue, Makati City. Tel-Arroyo, San Miguel, 1208 Guadalupe Nuevo, Makati City