



*A Hotel in Cebu that stands for Cebu!*

## ROOMS & BANQUET CONTRACT

Venue : Victoria A 3<sup>rd</sup> Floor  
Event Name : **DBP Leadership Training**  
Company Name : **Development Bank of the Philippine – Head office**  
Date of Function : October 22-23, 2025  
Time : 8AM – 5PM  
Contact Person : Anne Umbal  
Contact Number : 8816-9511 ext. 6628/6630  
Email : [ldd-spcdu@dbp.ph](mailto:ldd-spcdu@dbp.ph)  
Guaranteed Attendance : **42 Pax (Food and venue)**

### BANQUET DETAILS

☐ Breakfast ☒ AM Snacks ☒ PM Snacks  
☐ Dinner ☒ Lunch Buffet ☐ Venue Rental

### PHYSICAL DETAILS

☒ Buffet ☒ Plate Service ☐ A la Carte

### AMENITIES: pls. refer below for more details

☒ PA system ☒ Podium ☐ Stage / Riser  
☐ Dance floor ☐ Presidential Table ☒ Registration table  
☒ Microphone ☒ Screen ☐ Table for dining at the side  
☒ Whiteboard & Marker ☒ Pads & pens ☒ Water Station

### FUNCTION ROOM SET-UP

☒ Cluster Table ☐ Conference ☐ U-Shape  
☐ Classroom Type ☐ Theater / Fishbone ☐ Fixed – Set - Up

### PACKAGE INCLUSIONS:

- ❖ Use of the function room
- ❖ Standby Waiter for the whole duration of the event
- ❖ Provision of 1 registration Table
- ❖ Basic sound system with 2 wireless microphones
- ❖ Provision of Directional Signage
- ❖ Pads, Pens & Mints
- ❖ Water and Coffee Station
- ❖ Free use of Projector and White screen
- ❖ Complimentary Wi-Fi Access
- ❖ Waived Energy fee for laptop brought in by client

### BILLING ARRANGEMENT

For companies without a credit line or those who are not able to arrange send bill arrangement, upon confirmation of the event, a fifty (50%) percent deposit of the total guaranteed is required. The remaining balance must be settled at least 3 days (seventy-two hours) prior to the function date. Incidentals and/or additional charges shall be paid right after the function (through cash, credit card).

For **SEND BILL** requests, only clients with approved credit line will be allowed provided that an LOA/ PO/ MOA must be submitted 48 hours prior to the function date; otherwise, the function will be charged under personal account. Collection shall be based on the Clients Credit Accreditation with the Hotel. The Client allows and agrees to let the Hotel check his or her or the Company's credit references.

### Projected Billing Summary

#### **Function with Meals Package** **October 22-23 (2 days)**

No. of covers : 42 PAX  
Rate : Php 1,350.00/pax  
Total : **Php 113,400.00**

#### **Room Accommodation Package: Php 165,800.00** **October 21-24, 2025**

3 Single Occupancy room  
13 Twin/Double Occupancy room  
1 Triple Occupancy

**October 21-24, 2025**  
1 Twin/Double Occupancy room

**(SIGNED)**

|                          |                       |
|--------------------------|-----------------------|
| <b>Amount Payable:</b>   | <b>Php 279,200.00</b> |
| <b>Deposit</b>           | <b>Php 00.00</b>      |
| <b>Remaining Balance</b> | <b>Php 279,200.00</b> |

\* Actual charges may vary from projected billing summary and will always be based on the actual details after the function.

\*For EWT Computation, strictly follow below:  
Amount / 1.22 x 1.1 x 0.02

If Booking is made within (5) five days or below from the function date: (Last minute function category)

- When Booking is done within the period of (2) two to (5) five calendar days prior to the Function Date, full payment is required within 24hrs (For any postponement or cancellation, the 50% payment is **Non-Refundable**). Otherwise, the Hotel reserves the right to cancel the Booking/s.
- Prior to the Function Date, all requirements (Contract, Conforme, Waiver Statement, Standards for Function Room Maintenance, Function Room Reservation Checklist and other pertinent details) should be signed and submitted to Banquet Sales not later than forty-eight (48) hrs. prior to the function date. Otherwise, the Hotel reserves the rights to cancel the function.

### TERMS AND CONDITIONS OF THE CONTRACT

1. This Contract is between the SIGNATORY/IES below herein referred to as the CLIENT and Cebu Parklane International Hotel hereinafter referred to as the HOTEL.
2. Food and beverage items shall be solely purchased from the Hotel.
3. All banners/streamers to be displayed during the event shall be provided by the Client/Organizer/Engager and must conform to the standard sizes set by the hotel. All display spaces are subject to availability on a "first come first served" basis.
  - B1 & B2 Elevator landing: 1x3 meters maximum
  - Open parking: 1.8 x 2.4 meters, horizontal or 0.9 x 2.4 meters
  - Banners/streamers should have the hotel's corporate logo.
4. The Client/Organizer/Engager shall be held fully responsible for any actions that his/her guest will or may commit within the Hotel premises.
5. Any loss, damage or injury that the Hotel & Hotel Personnel suffers attributable to the acts of omission or commission of the Client/Engager and / or his guest during the contracted function shall give rise to the latter's liabilities without prejudice to the former's rights to recover under existing laws.
6. Authorized F&B representatives will accurately record the number of guests served, corresponding to the number of pax guaranteed.
7. At least forty-eight (48) hours prior to the date of the function, the engager may request in writing the adjustment in the number of participants. Such adjustment shall be jointly signed by the Client / Engager and the Hotel's representative in the form of Addendum of Contract. Should the number of participants exceed ten (10%) percent of the guaranteed attendance, the Hotel shall not in any way be held responsible for the insufficiency of food and beverage and the Client / Engager holds the Hotel harmless from any claims or complaints arising from the Client's Guest/Celebrant/Participants, and promises to protect the Hotel from any claims and/or suit.
8. The Client / Engager shall pay the guaranteed number of pax based on the contract, even in the event that actual attendees / guests / participants will fall below the number of pax guaranteed.
9. Postponement of the function to another date or time shall be allowed only if made within seven (7) calendar days prior to the date of function and if a function room is available on the rescheduled date of function, otherwise such postponement shall be considered a cancellation. The Hotel reserves the rights to change the venue of the function based on availability. The Hotel reserves the rights to change the menu item/s depending upon the availability of the ingredients.
10. In case of labor troubles or other causes such as force majeure (fire, earthquake, or any acts of God) beyond the control of the hotel, it is mutually agreed that the hotel shall not be held responsible for the fulfillment of this contract.
11. In case of suit against the Client / Engager by the Hotel, to enforce collection of any unpaid accounts, attorney's fees and expenses of collection whether actually incurred or not shall be charged to the Client.

#### **13. Authorized Signatories (ANY)**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_



**14. Bank Details** - For your payments, please find hereunder the following details. (Bank Payments)

Bank Name : **BPI – Ayala Branch, Cebu City**  
 Current Account :  
 Check payments must be payable to : **Five Power Venture Development Corporation**

(Check payments must be accredited by the Hotel and should be cleared at least a day before the function date)

15. If the Client is a Company or Corporation, the representative of the Client hereby warrants that he/she is authorized to represent the Company or by the Board of directors of the Corporation to sign this contract. It being understood that without warranty, the Hotel would not have signed this Contract.
16. In case of Court litigation, the proper court of Cebu City shall be the exclusive venue to the exclusion of all other courts of similar jurisdiction
17. The engager hereby states that He / She has read the terms and conditions aforesated.

Mr. / Mrs. \_\_\_\_\_, we hope that the above terms meet with your approval. Should you have no further queries or concerns, we would appreciate your confirmation by way of affixing your signature on the space provided for Conforme and please send us a copy on or before \_\_\_\_\_.

We look forward to being of service to you and your guests.

Sincerely,

For and in behalf of  
**Cebu Parklane International Hotel**

Conforme: (Do not sign if you have not read & agree to the above terms & conditions)

(SIGNED)

**JOCELYN GONEDA**  
 Sales Account Manager  
 Cebu Parklane International Hotel

(SIGNED)

**Head-Human Resources Management Group Manila**  
**Development Bank of the Philippine**

Noted by:

(SIGNED)

**PHYLISS ANN MOJADO**  
 Business Development Manager  
 Cebu Parklane International Hotel

Date:

(SIGNED)

Signed in the presence of:

(SIGNED)

**MARY CHRISTINE THERESE Y. DELES**

**OCT 22 2025**

**CEBU CITY**

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

Doc. No. 418 NOTARY PUBLIC  
 Page No. 85  
 Book No. 4  
 Series of 2025.

(SIGNED)

**ATTY. MANUEL ZOSIMO M. OZOA**  
 NOTARY PUBLIC FOR CEBU CITY  
 ROLL OF ATTORNEY'S NO. 67670  
 NOTARIAL COMMISSION NO. 055-2024  
 IBP NO. 484325 - 12/17/2024  
 PTR NO. 1391003 - 12/18/2024  
 MCLE EXEMPTION NO. VIII-BEP000132 - 05/31/22  
 VALID UNTIL APRIL 14, 2025