



February 11, 2026

Dear Ms. Laya

We appreciate your consideration of Roy's Hotel and Convention Center as the venue for your **event**. Your initial venue specifications have been noted and the special rates outlined in this proposal are applicable to meet your needs.

Event Name:

DATE	TIME	VENUE	NO. OF PERSONS	SET-UP
February 25-26, 2026	6:00 am-08:00am (Ingress) 08:00am-5:00pm (Event Proper) 05:00pm-06:00pm (Egress)	Lily 1-2 or Lotus 1-2	30	Classroom Set Up

This proposal is valid until **February 16, 2026** and is contingent upon receiving your acceptance, indicated by your confirmation, by the specified date. Upon receipt of your confirmation and upon acceptance of the proposal, this is considered a tentative booking under your name.

A Letter of Guarantee/Notice of Award/Purchase Order/Contract/or Request for Quotation will be required to secure the venue and date. The reservation is non-refundable and non-transferable. However, clients are permitted to change the event date with prior notice and subject to availability.

SUMMARY OF CHARGES:

ITEM	AMOUNT	No. of Persons	TOTAL
Function Hall rental (8am to 5pm) February 26, 2026	24,000.00	30	Php 24,000.00
AM Snacks, Lunch, PM Snacks (February 27, 2026)	1,250/Head	30	Php 37,500.00
Total Summary of Charges (Any Excess Amount Will Be Paid After The Event)			Php 61,500.00

OTHER CHARGES:

All incidental and/or additional charges incurred during the event must be settled right after or at the end of the event.

ACCOMMODATION:

ROOMS (TYPE)	NO. OF NIGHTS	NO. OF PERSONS ALLOWED PER ROOM	RATE	Total
2 Deluxe Twin (1 Queen Bed)	Check In: February 25, 2026 Check Out: February 28, 2026 (3 Nights)	Two (2) (With Buffet Breakfast)	Php 3,300.00/night	Php 19,800.00
3 Deluxe Queen (1 Queen Bed)	Check In: February 26, 2026 Check Out: February 28, 2026 (2 Nights)	Two (2) (With Buffet Breakfast)	Php 3,300.00/night	Php 19,800.00
TOTAL ROOM CHARGES (All incidentals charge to room)			PHP 39,600.00	
ACCOMMODATION FOR BOTH MEAL AND ACCOMMODATION			PHP 101,100.00	



BANK DETAILS:

Bank Name: **METROBANK**
Branch: **BACOLOD ARANETA BR.**
Account Name: **ROY28 HOTEL MANAGEMENT INC.**
Account Number: **0027002513435 (PHP)**

CONFIRMATION:

The reservation is non-refundable and non-transferable.

However, clients are permitted to change the event date with prior written notice and subject to availability. The booking will be considered confirmed only upon the receipt of the signed Banquet Contract and Purchase Order. The full payment of the remaining balance must be settled with the agreement terms.

Once the venue and date is confirmed, no other bookings for the same dates and venues shall be entertained.

GUEST ROOM AND FUNCTION ROOM RESERVATION:

In consideration of your initial requirements, kindly be informed that suitable guest rooms and function spaces are currently available. However, it's important to note that, as of now, we've made a tentative booking for your inquiry. The reservation of guest rooms and function spaces will be subject to their availability at the time of receiving your signed proposal.

CANCELLATION:

Cancellation made after the confirmation of the room booking means forfeiture of all deposits paid. In case of any postponement or rescheduling of an event to an earlier or later date shall be considered a cancellation and a new booking, thus will be subject to room availability.



RATE CONFIDENTIALITY AGREEMENT:

Please treat the special rates offered in this proposal as **confidential** and refrain from posting them on any website or disclosing them to other parties.

EVENT HANDOVER:

Upon reaching an agreement and signing a contract between your company and Roy's Hotel and Convention Center, a designated Banquet Coordinators will be appointed to assist you. Their responsibility includes handling all the specific details of your requirements ensuring that every arrangement is executed to meet your expectations and guarantee a successful event.

Thank you for considering Roy's Hotel and Convention Center for your upcoming event. Please expect that I will be in touch with you within a week following your review of this proposal. We can then discuss any requirements I might have missed or address any further questions you may have.

If this proposal meets your requirements, kindly affix your signature under conforme, and email a copy to **Jonric@royshotel.com**

Should you need further assistance, please do not hesitate to contact the undersigned at **0918-991-7474**.

We are very much looking forward to your positive response, and we assure you of our commitment to making this event memorable and a success.

Best Regards,

(SIGNED)

Jonric P. Figueroa 2/11/26/

Sales Account Executive

CONFORME:

(SIGNED)

AVP Anne Gee Incan N. Laya / 2/20/2026

(Please sign over printed name and date)