



CROWN REGENCY HOTEL AND TOWERS

Operated by: Crownlifestyle.net, Inc.

Fuente Tower 1, Osmeña Blvd., Santa Cruz Cebu City
 Telephone Number 032 418-2493 Fax Number 032 418-2494

DATE PREPARED : November 11, 2016
 NAME OF COMPANY : NATIONAL NUTRITION COUNCIL
 BILLING ADDRESS : 2332 Chino Roces Avenue Extension, Taguig City
 CONTACT NUMBER : 02 816-4239
 AUTHORIZED SIGNATORY : Ms. Maria Bernardita T. Flores
 Executive Director
 DATE : November 16-19, 2016
 # OF PAX: 80 pax
 NAME OF FUNCTION ROOM: Crystal 6th Floor, Tower 1

HOTEL ROOM REQUIREMENT:

CHECK IN DATE NOVEMBER 16, 2016
 CHECK OUT DATE NOVEMBER 19, 2016
 # OF ROOMS Twenty Five (25) Superior Twin Rooms
 CHECK IN DATE NOVEMBER 17, 2016
 CHECK OUT DATE NOVEMBER 19, 2016
 # OF ROOMS Fifteen (15) Superior Twin Rooms

BANQUET AND MEETING REQUIREMENT:

- Complimentary use of the function room
- Complete Banquet Set Up
- Podium with Microphones
- Flowing Coffee and Tea
- Pads and Pencils
- Whiteboard with Marker
- Complimentary WIFI Connection
- Waived Electricity Fees to the equipments brought by the guest

MEAL REQUIREMENT:

Brown-bagging (take-out/home) for buffet left-overs cannot be taken out of the designated function room premises

November 16, 2016	PM Snacks with one bottled Water	Inside the function room	50 pax
	Buffet Dinner with one bottled Water	Inside the function room	50 pax
November 17, 2016	Buffet Breakfast	Inside the function room	50 pax
	AM Snacks with one Bottled Water	Inside the function room	89 pax
	Buffet Lunch with one Bottled Water	Inside the function room	89 pax
	PM Snacks with one Bottled Water	Inside the function room	89 pax
	Buffet Dinner with one Bottled Water	Inside the function room	80 pax



November 18, 2016	Buffet Breakfast	Inside the function room	89 pax
	AM Snacks with one Bottled Water	Inside the function room	89 pax
	Buffet Lunch with one Bottled Water	Inside the function room	89 pax
	PM Snacks with one Bottled Water	Inside the function room	89 pax
	Buffet Dinner with one Bottled Water	Inside the function room	80 pax
November 19, 2016	Buffet Breakfast	Café Glo, 2 nd Floor Tower 1	80 pax

COMPUTATION OF BILLING:

LIVE IN			
November 16	Php 2,000.00 x 50 persons	=	Php 100,000.00
November 17	Php 2,400.00 x 80 persons	=	Php 192,000.00
November 18	Php 2,400.00 x 80 persons	=	Php 192,000.00
LIVE OUT			
November 17	Php 750.00 x 9 persons	=	Php 6,750.00
November 18	Php 750.00 x 9 persons	=	Php 6,750.00

TOTAL ESTIMATED BILL **Php 497,500.00**

BILLING ARRANGEMENT:

Full payment shall be settled through send bill arrangement

Prepared by:

Crown Regency Hotel and Towers

MS. MARISE CABARABAN
Sales Manager

CONFORME:

National Nutrition Council
(ORIGINAL SIGNED)

MS. MARIA BERNARDITA T. FLORES
Executive Director

Chit J. M...

AS TO AVAILABLE FUNDS PURSUANT TO THE AMOUNT OF 497,500.00
ROA NO. 02-DPICEF-2016-11-1595

[Signature]



TERMS AND CONDITIONS

1. All rates agreed upon are inclusive of service charge and applicable government tax.
2. Unless the CLIENT gives an advice, the HOTEL will extend services only for the guaranteed number of persons confirmed by the CLIENT. A confirmation on the guaranteed number of attendees will be required **three (3)** business days prior to the event. If a confirmation on the guaranteed is not received, the HOTEL will consider the number of attendees indicated on the original contract to be correct and guarantee accordingly.
3. Guaranteed number of attendees indicated in the contract is not subject to reduction.
4. The HOTEL prepares an allowance of ten percent (10%) from the minimum guaranteed number of attendees, for a possible increase in attendance.
5. Billing will be based on the guaranteed number of attendees contracted for, or actual attendance, whichever is higher. The authorized Hotel Representative will establish the actual number of covers served. In case that the ACTUAL number of guests is lower than the guaranteed minimum, the guaranteed minimum number of attendees contracted for, shall be charged and included in the group masterfolio.
6. Crown Regency is not responsible for any delay in food replenishment and any inconvenience, should the actual number of guests exceed more than the 10% spillover allowance.
7. Should there be any last minute change in number of persons or if the actual attendance exceed the 10% spillover allowance, the menu to be served shall be subject to Chef's Discretion, Meal Preparation, Pricing and Availability of Operating Equipment.
8. All organized meals shall be served only within and not exceeding the specified schedule indicated in the contract.
9. **Brown-bagging (take-out/home) for buffet left-overs cannot be taken out of the designated function room premises**

FUNCTION ROOM SPACE

1. Event 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 event, an excess hour rental fee shall be charged accordingly.
2. Crown Regency reserves the right to assign an alternate function room should the contracted function room become unavailable due to unavoidable circumstances, with prior notice
3. Crown Regency shall not be liable or responsible for the non-accommodation of the Client's request, if the actual number of guests exceed the maximum number as indicated in the initial agreement or for any last minute changes, as the case may be.
4. The CLIENT ensures that nothing shall be attached to the floors, walls, ceilings, or columns of the HOTEL by nails, screws, pins, tapes or other means, otherwise any damage caused shall be charged to the CLIENT.

CORKAGE FEE

1. **As a general rule, all food and beverage shall be purchased exclusively from or supplied exclusively by Crown Regency.**
FOOD AND BEVERAGE CANNOT BE BROUGHT IN THE VENUE PREMISES. Otherwise, corkage fee shall be charged accordingly and Crown Regency must be notified prior to bringing in of food and beverage by the client.
2. It is also agreed that the CLIENT shall be solely liable for the said items' good condition, quality and sufficiency. The CLIENT shall also be charged and pay the applicable CORKAGE Fees on all food and beverage items brought into the function room premises.
3. The consent of Crown Regency to the CLIENT's bringing of its own food items shall not in any way affect or serve to relieve the CLIENT's responsibility and liability for the same.

FUNCTION ACTIVITIES AND MATERIALS

1. Except for set events and functions specially and specifically organized by Crown Regency, the CLIENT shall be solely responsible for the activities of the Event in all instances, however, CLIENT shall be responsible for obtaining such licenses and permits as may be required by the national and local governments in connection with the Event and the activities to be undertaken there at. Any and all costs, fees and assessments, including entertainment and other taxes, shall be for the account of the CLIENT.