



**CONTRACT**

**Atty. Tristan E. De Guzman**  
 OIC-Deputy Administrator for Administration

<b>DATE</b>	January 5-7, 2023
<b>COMPANY</b>	Land Registration Authority
<b>GUARANTEED NO. OF PERSONS</b>	30 pax
<b>TIME</b>	8am
<b>VENUE</b>	Function A
<b>SET UP</b>	Classroom
<b>PACKAGE RATE</b>	Php 350,000.00 NETT

**INCLUSIONS:**

- ✓ Room Accommodations:

ROOM REQUIREMENTS	No. Of Rms	Rm. Nights	No. Of Pax
DELUXE KING W/ BALCONY 40sq.m	6	2	6
DELUXE TRIPLE W/ BALCONY 40sq.m	8	2	24

- ✓ Meals:

	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 1			✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓		

- ✓ Free flowing coffee with candies
- ✓ Socials on 2<sup>nd</sup> night
- ✓ Exclusive use of venue for 8 hours
- ✓ Integrated Audio-visual system with surround speakers, 2 high quality microphones, 2 conference microphones and 2 lapel microphones
- ✓ Wide white board with high-definition projector
- ✓ Podium, Philippine flag and flag poles
- ✓ Secretariat table
- ✓ White board with markers and erasers
- ✓ Flipchart
- ✓ Notepad and pencil
- ✓ In room coffee and tea set up
- ✓ Steady Wi-Fi connection inside function room, rooms and common areas
- ✓ Use of heated swimming pool based on IATF rulings
- ✓ Use of fitness center
- ✓ Secured Parking space



**TERMS AND CONDITIONS**

- 1. GUARANTEED GUESTS:** The number of guests agreed upon and the payment thereof is guaranteed. Should the guests exceed the guaranteed number, the exceeding guests shall be required to pay the amount equivalent to the price of each guest in the original agreement.
- 2.** Hotel Casiana agrees to provide the client abovementioned services while waiting for the release of their Special Allotment Release Order (SARO).
- 3.** The payment shall be made to the Hotel either directly to its representative or through its bank account, with the following details:

**Bank:** BANCO DE ORO (BDO)  
**Account Name:** HOTEL CASIANA OPC  
**Account Number:** 0101-0800-4506  
**Branch:** Wind Residences, Tagaytay City

**Bank:** LAND BANK OF THE PHILIPPINES  
**Account Name:** HOTEL CASIANA OPC  
**Account Number:** 001502-1091-77  
**Branch:** Tagaytay City

Payments made through the aforesaid bank shall be subject to the confirmation and/or checking by the Hotel. In case the deposit has not been paid within the time prescribed, the confirmation of the booking is considered cancelled.

- 4. MISCELLANEOUS:** During the event, the Hotel shall be free from liability, damage and/or harm caused by the guests, and the same shall be the sole responsibility of the client.

Please be assured that we will do our best to give you a Great Accommodation and Experience here in **HOTEL CASIANA.**

We are looking forward to serve and hear from you soon.

Best Regards,

  
**Katherine Loro**  
Director of Sales and Marketing

CONFORME:

  
**Atty. Tristan E. De Guzman**  
OIC-Deputy Administrator for Administration