



FREPORT MANSION LEISURE CORPORATION

Dewey Avenue corner Bonifacio St.
Subic Bay Freeport Zone, 2222
mansiongardenhotel@yahoo.com.ph
Tel Nos. (047) 250 3132 to 33

Warm Greetings from Mansion Garden Hotel!

The Hotel is pleased to submit this **CONTRACT OF AGREEMENT** made and executed this _____ at Subic Bay Freeport Zone by and between

DEPARTMENT OF JUSTICE INTER-AGENCY COUNCIL AGAINST TRAFFICKING represented by **JOHN ROLEX FOLLOSCO** his capacity as **ADMINISTRATIVE ASSISTANT** with office address at Padre Faure Street, Ermita Manila, 1000

and

FREPORT MANSION LEISURE CORPORATION (Freeport Mansion Garden Hotel) a private entity organized in accordance with the laws of the Philippines with office address at Dewey Avenue Corner Bonifacio St. Subic Bay Freeport Zone, represented by **SHEANELLE F. CALAYAG**, Operations Manager.

WITNESSETH

WHEREAS, the **FREPORT MANSION LEISURE CORPORATION** was chosen by the **DEPARTMENT OF JUSTICE INTER-AGENCY COUNCIL AGAINST TRAFFICKING** as the appropriate venue for their meeting/seminar;

WHEREAS, the **FREPORT MANSION LEISURE CORPORATION** shall provide Function Room, Room Accommodation and Meals to the guest of **DEPARTMENT OF JUSTICE INTER-AGENCY COUNCIL AGAINST TRAFFICKING**;

WHEREAS, this **CONTRACT OF AGREEMENT** applies to the following block of room and/or function room guarantee or representation by **DEPARTMENT OF JUSTICE INTER-AGENCY COUNCIL AGAINST TRAFFICKING**; however, room and/or function venue may be changed by the hotel at the last minute in case of any major operational problem. In case of any damage to the property of **FREPORT MANSION LEISURE CORPORATION** the party will bear the cost as fixed by the **FREPORT MANSION LEISURE CORPORATION** Management and will be settled by **DEPARTMENT OF JUSTICE INTER-AGENCY COUNCIL AGAINST TRAFFICKING** before the closing of the function.

Details:

Event:	Seminar/Training
Title:	Training for Task Force Specialist Prosecutors on Trafficking in Persons
Function Date:	October 24-27, 2022
Time:	8:00AM -6:00PM
Venue:	Mirabelle
Total number of person/s:	35 Pax
Check-In:	2:00PM
Check-Out:	12:00NN

Handwritten signatures: A. Magallon and S. Calayag



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Package:

Type	From	To	Rate	No. of Pax	Amount in PHP
Function Room, Meals and Room Accommodation 16 Rooms <i>(Twin Sharing-Separate Beds)</i> 1 Room <i>(Triple Sharing-Separate Beds)</i>	October 24	October 27	Php 3,000.00/head/day	35	420,000.00
TOTAL PACKAGE					Php 420,000.00NET

Room Inclusions:

1. Twin Sharing and Triple Sharing
Date: October 24, 2022 to October 27, 2022
2. 40"/30" LED TV with Cignal HD Cable
3. Modern Bathroom with rain head shower
4. Mini refrigerator
5. Coffee and Tea kettle
6. Free use of swimming pool
7. 24 hrs Free Wi-Fi Internet Access
8. Ample and well lit parking lot

Function Room Inclusions:

1. Use of Function Room for 8 Hours
2. Complimentary use of LCD Projector with Wide Screen
3. Basic Sound System and Microphones
4. Free Flowing Coffee or Tea during meeting proper
5. Table Setup
6. Free Wi-Fi Internet Access
7. White Board
8. Pads and Pencils
9. Digital Signage
10. Meals
Meals for 35 Pax Day 1- Plated AM Snacks, Managed Buffet Lunch, Plated PM Snacks and Managed Buffet Dinner
Meals for 35 Pax Day 2- Breakfast, Plated AM Snacks, Managed Buffet Lunch, Plated PM Snacks and Managed Buffet Dinner

Allyson

Salvador



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Meals for 35 Pax Day 3 - Breakfast, Plated AM Snacks, Managed Buffet Lunch, Plated PM Snacks and Managed Buffet Dinner

Meals for 35 Pax Day 4 - Breakfast, Plated AM Snacks, Managed Buffet Lunch and Plated PM Snacks

- ✓ *Foods bought outside during the seminar are all subject to corkage fee.*
- ✓ *Decorations are not provided by the Hotel*

New Normal General Guidelines:

Health Declaration

- A COVID-specific health declaration with body temperature indicated at the upper right of the form must be filled out and submitted by all guests at the hotel reception area before entering the function room.
- All the guests must be fully vaccinated; they need to present their vaccination card before entering the event hall.

Health and Sanitation Measures

- Temperature checks must be conducted for all the guests attending the said event. And those who are running a fever (37.5 and above) must stay home.
- Those who are not wearing their face mask are not allowed to enter the hotel.
- Individuals should wash their hands after removing their mask.
- Sharing of food is highly discouraged.
- Use touchless payment options as much as possible, if available.
- Reservations Staff ask clients to exchange cash or card payments by placing it on a receipt tray or on the counter rather than by hand to avoid direct hand-to-hand contact.

Social Distancing

- All guests must observe social distancing.
- Everyone must be respectful of people's personal space and avoid hugging, touching, or handshakes.

TERMS & CONDITIONS

I. RESERVATION PROCEDURE

- For purposes of tracking, we would appreciate if all reservations are coursed through phone call and e-mail to the Hotel's reservation personnel/Sales and Marketing Officer 3 days prior the event.
- To facilitate pre-registration, the Client may request the Hotel to provide him with blank Registration Forms which may be forwarded thru e-mail to the latter's authorized person.
- Should you decide to bring in any equipment that will consume electricity, an energy fee of 500 or above per day shall be charged.



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II. BILLING/SAFETY ARRANGEMENT

Account Name : Freeport Mansion Leisure Corp.
Land Bank Account
Account no: 1571-0762-72

- Send copy of Notice of Award and Certificate of Availability of Funds (CAF)
- SEND BILL ARRANGEMENT: *Payment Terms: 15-30 Working Days*
- All other incidentals (*food & beverages, telephone, miscellaneous and other related charges*) shall be charged to personal account/group billing and be settled during or after the event.
- Any financial matters shall be coordinated directly to the Account Officer and/or Manager on Duty.
- The Hotel shall not be responsible for any loss or damage due to force majeure or due to the acts of the guest, family, visitors or if loss arises from the character of the things brought into the Hotel.
- The Hotel recommends the guest to deposit their highly valuable items to the Hotel vault.

III. NO SHOW/CANCELLATION POLICY

- For any no show, all deposits by the Client shall be forfeited in favor of the Hotel and full contracted package should be settled by the client.
- For any cancellation made within:
 - 7 days prior to the event, 50% of the Total Package should be settled.
 - 5 days prior to the event, 75% of the Total Package should be settled.
 - 3 days prior to the event, 100% of the Total Package should be settled.

IV. AUTHORIZED SIGNATORY

The below name/s will be the only official signatory for all transactions

**DEPARTMENT OF JUSTICE INTER-AGENCY COUNCIL AGAINST TRAFFICKING
1. JOHN ROLEX FOLIOSCO**

**FREEPORT MANSION LEISURE CORPORATION
2. SHEANELLE F. CALAYAG**

Orders and other instructions shall be approved by the above authorized person/s. Only the sent specimen signature shall be acknowledged by the Hotel.

This contract shall take effect upon signing thereof by the parties

WHEREAS, non-compliance of any of the parties shall render this Agreement null and Void.



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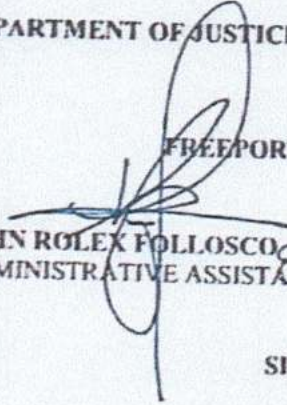
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IN WITNESS WHEREOF, the parties have hereunto signed this
_____ at Subic Bay Freeport Zone, Olongapo City, Philippines.

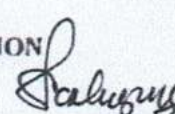
DEPARTMENT OF JUSTICE INTER-AGENCY COUNCIL AGAINST TRAFFICKING

AND

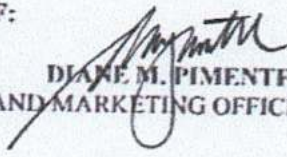
FREEPORT MANSION LEISURE CORPORATION


JOHN ROLEX POLLOSCO
ADMINISTRATIVE ASSISTANT

2/1 OCT 2022


SHEANELLE F. CALAYAG
OPERATIONS MANAGER

SIGNED IN THE PRESENCE OF:


DIANE M. PIMENTEL
SALES AND MARKETING OFFICER