

December 1, 2016

**MS. CORAZON G. CORPUZ**

Officer in Charge

**HOME GUARANTY CORPORATION**

Jade Bldg., 335 Sen. Gil J,

Puyat Ave. Makati City

Tel. No: +63 2 897 3531

Email: shenizv@gmail.com

SUBJECT: **2016 HGC ANNUAL PLANNING WORKSHOP  
DECEMBER 8, 2016 / 50 PERSONS**

Dear Ms. Corpuz,

Thank you for considering St Giles Hotel Makati as the official venue of your event. With reference to this, we are pleased to propose the following arrangements:

**I. BANQUET/MEETING ARRANGEMENTS**

**A. FUNCTION ROOM**

DATE/DAY	TIME AND ACTIVITY	VENUE AND SET-UP	MEAL REQUIREMENT/ PERSON/DAY	FUNCTION ROOM RATE PER DAY	MIN NO. OF PERSONS
December 8, 2016 Thursday	9:00AM-9:00PM	KALAYAAN 2 / 7 <sup>th</sup> LEVEL U-SHAPE and ROUND TABLES	AM, Buffet Lunch at Bayleaf Restaurant, PM Snack and Buffet Dinner at Kalayaan 2	PHP1,9000.00 Nett/person	50

**COURTESIES**

- Use of the meeting room
- Use of the PA system, rostrum, microphones wired/ wireless (3)
- Free flowing coffee
- Conference pads, pencils, flipchart with easel stands (1)
- Free use of Whiteboard with marker (1)
- Table for Laptop
- Registration table
- LCD Projector and White Screen
- Free use of extension cords (2)



- Waived corkage fee of nuts and chips
- Mints
- 5 Wifi Access
- 5 Complimentary Parking Slots

**Expected number of guests: 50 persons**

The Hotel will allow a decrease, of not more than 10% of the minimum guarantee for banquets, provided that a written notice is given two (2) days before the date of event. Otherwise, billing will be based on the original guaranteed number of banquet attendees.

- The Hotel reserves the right to select another appropriate function space should there be an increase or decrease in the minimum number of attendees, or for any other reasons the Hotel is obliged to select another appropriate function space.
- All food and beverage shall be purchased exclusively at the hotel. The **CLIENT** cannot bring food and beverage unless with prior consent to the hotel management prior to the event. Applicable corkage fees shall be collected on items brought in.

**B. COST ESTIMATE FOR BANQUET**

**II. MEAL BREAKDOWN COMPUTATION:**

Date/Day	Meal Requirement	Meal Rate per Person	No. of Persons	Total
December 8, 2016 Thursday	AM Snack To follow 1 round of iced tea  Buffet Lunch at Bayleaf Restaurant Chef's discretion 1 round of iced tea  PM Snack To Follow 1 round of iced tea  Buffet Dinner To Follow 1 round of iced tea	Php1,900.00 / person	50	Php 95,000.00
<b>Banquet Total</b>				Php 95,000.00
<b>Grand Total</b>				<b>Php 95,000.00</b>

\*\*\* Rates are inclusive of 12.6% Government tax and 10% service charge. \*\*\*





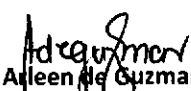
St Giles Makati

Classic Hotel

METRO MANILA • PHILIPPINES

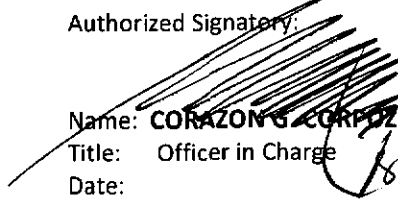
**PAYMENT AND BILLING ARRANGEMENTS BANQUET CHARGES**

- *Full payment shall be settled on or before December 6, 2016.*
- *Other incidental charges to personal account unless signed by the authorized signatory.*

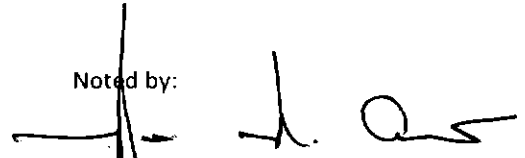
Name:   
Title: Sales Manager  
Date: December 1, 2016

**HOME GUARANTY CORPORATION**

Authorized Signatory:

Name:   
Title: Officer in Charge  
Date:

Noted by:

  
**Melotte Mondelo-Acuna**  
Director of Sales and Marketing