

**From:** Paula Makabenta

**Hotel name:** Novotel Manila Araneta Center

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**To:** Atty. Antonio M. Bernardo

**Company name:** Housing and Land Use Regulatory Board

**Address:** Kalayaan Avenue  
Diliman Quezon City Philippines

**Tel:** +632 924 3372

**Mobile:**

**Email:** i\_lariosa@yahoo.com

**Date:** April 21, 2016

**Reference:** Novotel Manila Event Contract for HLURB Anniversary

**Dear Atty. Bernardo,**

Thank you for your interest in Novotel Manila Araneta Center as the venue for your HLURB Anniversary.

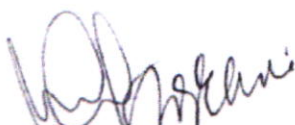
Novotel hotels make sure that your celebrations are remembered for the best reasons. Our service standards and expertise, combined with our dedicated event managers, allow us to create the ideal experiences based on your requirements.

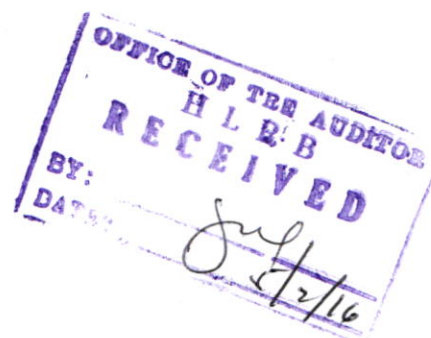
At Novotel Manila Araneta Center, our professional and creative team of event planners overseen by an expert Event Manager, are on-hand to ensure a flawless affair from start to finish. This team, along with innovative technology, beautifully appointed venues and meeting spaces, and sublime catering options, guarantees an unparalleled occasion.

Novotel Manila Araneta Center is located in the center of Quezon City's premier leisure and entertainment district. Fifteen kilometers away from the airport, the Hotel is close to where you want to be—a few steps away from major thoroughfares, transit stations, the award-winning Gateway Center and SMART Araneta Coliseum. Novotel Manila Araneta Center features a grand ballroom capable of hosting 1,000 guests, as well as seven meeting spaces to your suit your and your guests' needs. Our 2,500-square meter event garden can also be transformed into a casual gathering space to allow you and your guests unwind after a busy day.

The following offer is based on your current requirements, but can easily be adjusted or changed to your needs.

I do look forward to assisting you in making this important event memorable.

  
Paula Makabenta  
Events Sales Executive



## Event Summary

Preferred dates: May 12, 2016

Meeting room requirements: Round Table Set-up

Number of participants: 450 persons

## Hotel Event Meeting Space and Venue

Date	Timing	Event Name	Event Type	Location	Set up Format	Number of Persons	Price per Person	Total
May 12, 2016	3:00 PM - 8:00 PM	Anniversary	Dinner	Monet Ballroom 1 and 2	Banquet	450	1500	Php675,000.00
May 12, 2016	3:00 PM - 8:00 PM	Special Event Requirements		Monet Ballroom 1 and 2				Php15,000.00

Sub Total (excluding accommodation)

Sub Total **Php690,000.00**

Total with Service Charge and Tax **PHP690,000.00**

### Event Inclusions, Commercial Terms and Conditions:

Prices: All prices are inclusive of 10% service charge, 12% Vat and 1.925% government tax effectively a total of 23.925%

Room Hire Charges: are based on your current accommodation, catering and event requirements. Any shortfall in Food and Beverage spend will be charged as room rental

Commission: Rates are non-commissionable

24 hour Hold: Unless a 24-hour hold is made on the event space, the Hotel reserves the rights to dismantle the meeting set-up, and allocate space to other clients during non-use hours.

Space Reservation: No space will be blocked until a written request is received and a contract has been issued by the hotel to confirm availability

Definition of Guaranteed number and event attrition and cancellation terms: The Hotel reserves the right to apply a surcharge or re-quote on said business if number of attendees or function space increases or decreases from the signed contract.

Deposit requirement: 30% deposit required to reserve the space

Conditions for adding to the guaranteed numbers: The Hotel does not guarantee catering for increases of more than 10% of the guaranteed number of guests, although every effort will be made to meet the event requirements. Last minute increases or additional food orders may be based on chef's recommended menu.

Further, should the actual number of persons exceed the guaranteed attendance; menu price per succeeding person will be subject to 10% increase.

## Catering



### Lunch / Dinner Package

- Buffet Meal
- **Php1,500 nett per person**

### Complimentary Inclusions

- Freshly Brewed coffee and tea
- One (1) round of iced tea during dinner
- Conference pads, pencils, and flipchart with markers
- Mints for all participants
- Fresh Floral Arrangements
- WIFI internet access in the meeting room
- Stage (12ft x 40 ft)

### Additional Requirements:

#### Special Event Package @ PHP15,000.00

- 1 Set 9x12 LED Video Wall P6 Complete System with Monitor
- 4 units JBL Powered Speaker
- 4 units JBL Powered Subwoofer
- 1 unit Professional Mixer
- 2 units Wireless Microphone
- 4 units Wired Microphone with Stand
- 2 units CD/DVD Player
- 8 units Par64 Flood Lights
- 8 units LED Par
- 2 units Moving Heads
- 1 unit Follow spot with Stand
- 1 unit Smoke Machine

