



**Century Park Hotel**  
**MANILA**

**CONTRACT**

August 7, 2025

**MR. WALTER FRANCIS K. TORRES**  
Commissioner  
**PHILIPPINE SPORTS COMMISSION**  
Malate Manila  
09394238495  
tobias.caroline@psc.gov.ph

Dear Mr. Torres:

Warm greetings from **Century Park Hotel!**

Thank you for considering Century Park Hotel as the venue for your upcoming event.

We are pleased to offer the following arrangements.

**FUNCTION ROOM BLOCKING**

Date	Start Time	End Time	Function Room	No. of Persons Guaranteed
August 11, 2025	8:00 AM	1:00 PM	Kachina Room	120 Persons

**BANQUET CHARGES**

Date	Meals & Particulars	No. of Persons	Rate	Sub-total
025 08112 August 11, 2025	Heavy Snack with One Round of Iced Tea	120 persons	Php 1,500.00 net per person per day	Php 180,000.00 net
	LED Wall 9 x 12 ft Rental Fee		Php 28,000.00 net per 5 hours	Php 28,000.00 net per 5 hours
	Microphones Rental Fee (20 pcs)		Php 200.00 net	Php 4,000.00 net
<b>TOTAL ESTIMATED CHARGES</b>				<b>Php 212,000.00 net</b>

Rates are **inclusive** of 12 % RVAT, 1% Municipal Tax and 10% Service Charge.  
Rates are subject to change without prior notice.

**Inclusions:**

- Complimentary use of venue for a minimum guaranteed person
- Complimentary use of Projection Screen *(Subject to availability)*
- First come first served parking space *(P.Ocampo Side and Annex Side only)*
- Complimentary Wifi Access *(Speed will depend on the number of users)*
- Complimentary use of Digital Kiosk for Event Poster

**CONTRACT - PHILIPPINE SPORTS COMMISSION**

- Free Flowing Coffee, Tea and Water
- Registration table
- Wired Microphones
- Podium/Rostrum with microphone

**FUNCTION ROOM RENTAL**

We shall waive the room rental of the function room if the minimum number of guaranteed persons at a specified meal period is reached.

Excess charges per hour will be applied beyond the specified time of event. A fraction of an hour is considered one full hour.

**EXTENSION OF USE OF MEETING VENUE**

Please see below the hourly extension rates of your venue.

Kachina Room    Php 20,000.00 / Hour

**PAYMENT**

**Full payment of Php212,000 net to be settled 30 days thru send bill arrangement upon the receipt of the final Statement of Account. Company shall present Certificate of Availability of Funds (CAF) or Purchase Order (PO) / Notice to Proceed (NTP / Notice of Award (NOA) and signed contract prior event date.**

\*All incidentals and excess charges are to be settled IMMEDIATELY after the event thru cash or credit card only.

The bank details for payment via bank deposit/telegraphic transfer are as follows:

BANK : PHILIPPINE NATIONAL BANK  
ACCOUNT NAME : CENTURY PARK HOTEL  
PESO ACCOUNT : 1702-7000-1013

BANK : BDO  
ACCOUNT NAME : CENTURY PARK HOTEL  
PESO ACCOUNT : 447 0000 100

102508112

**For send bill arrangement, payment to be given within 30 days upon receipt of statement of account. In case of default payment within the provided period, an interest of 1.5% per month shall be applied.**

**MINIMUM GUARANTEED ATTENDANCE**

- The PATRON confirms to pay for the minimum guaranteed number of **One Hundred Twenty (120) persons on August 11, 2025.**
- The HOTEL shall charge the PATRON for the guaranteed number OR actual number of persons whichever is higher. The HOTEL will set-up facilities for 10% (maximum of 550 persons) in excess of the guaranteed number of persons.
- No reduction in the number of guaranteed covers shall be allowed by the HOTEL after signing the contract. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- The HOTEL does not guarantee the catering of increases of more than 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 a **Php 50.00 increase.**

**CANCELLATION AND POSTPONEMENT**

- The party who made the advance reservation or payment notifies the Hotel of its decision to cancel or scale down the event.
- Any cancellation means forfeiture of the confirmation deposit.
- Cancellations or postponements made after the confirmation of the booking will merit a surcharge equivalent to the rates listed below.

**Date of Cancellation**

*From confirmation date to...*

Fifteen days prior to event date

Three Days prior to the event date

**Cancellation Charge**

50% of guaranteed revenue

100% of guaranteed revenue

- Cancellation of the booking thirty (30) days prior to the event date will only be accepted in writing. You should send written cancellation request with the following options.
- For cancelled events, the Organizer shall be given following options for the non-refundable deposit made: (1) consume the amount paid at a later date (2) credits (3) vouchers (4) re-booking, which shall not be longer than one year of date of cancellation.

**OUTSIDE FOOD & CORCKAGE**

- In case of any food item/s or food cart/s allowed to be brought in by the HOTEL, as requested by the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that invitees/guests of the PATRON may suffer, due to the food item/s or food cart/s brought in.
- Applicable corkage fees shall apply for every wines, hard liquors, and lechon brought into the event by the PATRON.

**FORCE MAJEURE**

- The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.
- The HOTEL will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the HOTEL. In the event of non-performance due to the above reasons, the HOTEL shall offer available dates to re-schedule the postponed function of the PATRON

**INDEMNITY**

- Any loss, damage or injury which the HOTEL, its guests, officers, and/or employees may suffer, attributable to acts or omissions of the PATRON and /or his guests during the contracted function, shall give rise to the latter's liabilities which the HOTEL, and/or the its guests, officers, and/or employees may recover under existing laws.
- The HOTEL will not be responsible for any damage or loss of merchandise left in the HOTEL prior, during or after the function/s.
- In case of any animals allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any injury, including death, which the invitees/guests of the PATRON, and other Hotel guests, officers, and employees may suffer attributable to such animal/s. Any damage and claim of injury, including death, to the HOTEL, its guests, officers, and/or its EMPLOYEES attributable to such animal/s shall be chargeable to the PATRON.

**DAMAGE BOND**

- The PATRON ensures that nothing shall be attached to the floors, walls, ceilings or columns of the HOTEL premises by nails, screws, pins, tapes or other means; otherwise, any damage caused shall be chargeable to the PATRON.
- The HOTEL reserves the right to collect a **Php10,000.00 damage bond** in cash only which is refundable after 3 working days once the venue has been fully inspected and no damages incurred.

2508112



- For any damages, the hotel has the right to charge the guest the amount equivalent to the damages incurred.
- No flammable or explosive materials shall be allowed for display or use in any part of the HOTEL premises or banquet facilities. Balloons to be brought in should have non-toxic, non-flammable, inert gas and PATRON should furnish the HOTEL an original copy of safety certification from a reputable industrial company.

**SAFETY AND SECURITY**

- Please do not leave your valuables unattended. The Organizer is solely responsible for all event materials, equipment and your guests' personal belongings. Special security arrangements shall be for your account and subject to a separate contract.
- The safekeeping of any items on display shall, at all times prior to, during and after the event, be the responsibility of the Organizer. Armed guards/ security is strictly prohibited. All firearms must be surrendered to the security office prior to entry into Hotel premises. The Hotel, shall in no instance, be held liable for any loss or damage of such items or personal belongings. Organizers or all of its decorators and suppliers must adhere to Hotel policies, rules and regulations. Any inflammable materials are not allowed to be brought into Hotel premises without prior written approval of the Hotel.

**TERMS AND CONDITIONS**

- The Hotel has placed a tentative hold on the date and events space and room allocations as written in this agreement. By signing every page and returning this contract on or before **August 7, 2025**, it constitutes a binding contract between **Century Park Hotel** and **Philippine Sports Commission**. The individuals, whose signatures are affixed below, are deemed authorized to bind his or her party to this agreement.
- **Failure to return** signed contract on or before **August 7, 2025** shall be deemed as CANCELLATION made and the HOTEL reserves the right to release the function room bookings.
- The HOTEL reserves the right to change the rate without prior notice. The quoted rates of government taxes are the rates presently applicable. They are subject to adjustment based on subsequent enactment of laws, rules, regulations.
- Any/all city or national permits/licenses required before holding of the function covered by this Agreement shall be the full responsibility of the PATRON.
- The courts of the City of Manila shall have exclusive jurisdiction over any dispute or claim which may arise between the parties under this contract.

All information contained within this agreement are private and confidential and may not be disclosed or obligated to a third party for whatever reason or purpose.

Thank you once again for choosing us for this special event. We look forward to serving you and your valued guests in the finest Century Park Hotel tradition!

Yours truly,

For and on behalf of  
CENTURY PARK HOTEL

  
MARN LIANNE SANTOS  
Senior Sales Account Manager

Noted by:

  
PETER MICHAEL QUIENG  
Director of Sales

02508112  
Confirmed and Accepted by:

  
MR. WALTER FRANCIS K. TORRES  
Commissioner



Republic of the Philippines  
Office of the President  
**Philippine Sports Commission**



**NOTICE TO PROCEED**

August 11, 2025

**MS. LIANNE SANTOS**  
Senior Sales Account Manager  
**Century Park Hotel**  
**(Maranaw Hotel and Resort Corp.)**  
599 Pablo Ocampo St.,  
Malate, Manila

**Dear Ms. Santos:**

Notice is hereby given to **Century Park Hotel (Maranaw Hotel and Resort Corp.)** that performance for the project: "**Rental of Venue with Meals and Technical Equipment for the Inter-Agency 2025 FIVB Volleyball Men's World Championship**" shall commence effective on the date after receipt of this notice.

As such, the **Century Park Hotel (Maranaw Hotel and Resort Corp.)** is responsible for performing the required services as stipulated under the terms and conditions of the attached Contract and in accordance with the Implementation Schedule as noted.

Please acknowledge receipt and acceptance of this notice by affixing your signature on the space provided below. Further, please be informed that as per COA Circular No. 2023-004 dated June 14, 2023, you are required to submit the following after rendering full service of the "**Rental of Venue with Meals and Technical Equipment for the Inter-Agency 2025 FIVB Volleyball Men's World Championship**":

1. Letter of Request for Payment
2. Billing Statement / Statement of Account
3. Guest Folio

Very truly yours,

  
**COMM. WALTER FRANCIS K. TORRES**  
Officer In-Charge

Conforme:

  
**MS. LIANNE SANTOS**  
Senior Sales Account Manager  
**Century Park Hotel**  
**(Maranaw Hotel and Resort Corp.)**  
599 Pablo Ocampo St.,  
Malate, Manila

8/11/25  
Date



Republic of the Philippines  
Office of the President  
**Philippine Sports Commission**



**NOTICE OF AWARD**

August 7, 2025

**MS. LIANNE SANTOS**  
Senior Sales Account Manager  
**Century Park Hotel**  
**(Maranaw Hotel and Resort Corp.)**  
599 Pablo Ocampo St.,  
Malate, Manila

**Dear Ms. Santos:**

We are pleased to notify you that your quotation for the project: "**Rental of Venue with Meals and Technical Equipment for the Inter-Agency 2025 FIVB Volleyball Men's World Championship**" for the Contract Price of **Two Huundred Twelve Thousand Pesos only (Php 212,000.00)** in Philippine Currency, as evaluated in accordance with the provision of R.A. 9184, is hereby accepted.

Very truly yours,

  
**COMM. WALTER FRANCIS K. TORRES**  
Officer In-Charge

02508112

Conforme:

  
**MS. LIANNE SANTOS**  
Senior Sales Account Manager  
**Century Park Hotel**  
**(Maranaw Hotel and Resort Corp.)**  
599 Pablo Ocampo St.,  
Malate, Manila

8/07/25  
Date