



September 19, 2025

**MR. OLIVER M. FILOTEO**  
President & CEO

**KOLIN PHILIPPINES**  
Kolin Building 1854 Sta Rita St.  
Guadalupe Nuevo Makati City

Dear **Mr. Filoteo**,

*Greetings from Acacia Hotel, Davao!*

Thank you for considering Acacia Hotel Davao as the temporary residence of your upcoming group arriving **October 1-3, 2025**. We are pleased to propose the following arrangements for a **minimum 38 rooms** based on your requirements:

**ROOM REQUIREMENTS**

Check in	Check-out	Room Type	No. of Rooms	Room Rate	Total Room Charge
October 1, 2025	October 2,2025	Deluxe Room KING - Single	3 rooms	Php 5,150 nett	Php 15,450 nett
		Deluxe Room KING - Double	5 rooms	Php 5,850 nett	Php 29,250 nett
		Deluxe Room TWIN- Double	3 rooms	Php 5,850 nett	Php 17,550 nett
October 2, 2025	October 3,2025	Deluxe Room KING - Single	3 rooms	Php 5,150 nett	Php 15,450 nett
		Deluxe Room KING - Double	16 rooms	Php 5,850 nett	Php 93,600 nett
		Deluxe Room TWIN- Double	8 rooms	Php 5,850 nett	Php 46,800 nett
GRAND TOTAL					PHP 218,100 NETT

- Rooms are reserved upon signing of contract.
- Additional Rooms in excess of the guaranteed number shall be subject to room availability.
- Standard check-in time is 3pm. Standard check-out time is 11am.
- Bed type, preference, early check-in, late check out and extensions shall be subject to room availability.
- Additional person charge: **Php1,800 nett per person** (Max of 3 occupants per room)

**ENTITLEMENTS**

- Breakfast at Waling Waling Café.
- Complimentary coffee and tea making facilities
- Two (2) complimentary bottles of mineral water, replenished daily.
- Complimentary Wifi internet access.
- Complimentary parking

- Complimentary use of the gym and swimming pool.
- **2 complimentary room** –Part of Negotiation (Overnight Stay in a Deluxe Room with Buffet Breakfast for Two Persons)

**BANQUET REQUIREMENTS**

Date	Time	Meal Arrangement	Venue	Set-up	Guaranteed Number of Persons	Rate / Remarks
October 2, 2025	17:00H-21:00H	Buffet Dinner	ACACIA BALLROOM 2 & 3	Roundtables	58 Pax	Php 1,800/pax x58 Pax= Php104,400nett
ENERGY FEE						Php15,000nett
TOTAL BANQUET CHARGES:						Php119,400nett
TOTAL ROOM CHARGES:						Php 218,100 nett
<b>GRAND TOTAL</b>						<b>PHP 337,500 NETT</b>

- Special banquet rate is based on minimum guaranteed guests.
- The rates are quoted in NETT and valid for this booking only.
- Decreasing the total number of guaranteed attendees is not allowed once the contract has been signed.
- The final guaranteed number of attendees cannot be less than the contracted number required by the Hotel. Reduction/Cancellation are not convertible to Gift Certificates and cannot be used for future consumption.
- **A penalty of Php 10,000 nett will be charged for use of the venue beyond the time allotted.**
- Air condition system will be turned on one (1) hour before the event.
- The event must start/end at the aforementioned time and will not be allowed to extend should there be back-to-back events.

**\* For last minute events confirmed less than 48 hours, menu would be subject to the Chef's Discretion.**

**ENTITLEMENTS:**

- Use of the function room
- Meals at the function room
- Free flowing coffee and tea
- Basic Sound System
- Microphones
- Use of Podium/ Rostrum
- Whiteboard and Markers
- LCD Projector and Screen

**ADDITIONAL AMENITIES (WITH CHARGE):**

- LCD Projector- Wholeday: Php5,000.00nett (subject to availability)
- LCD Projector- Halfday: Php2,500.00nett (subject to availability)
- Wireless Microphone: Php500.00nett (subject to availability)
- Lapel: PHP 1,000 NETT (subject to availability)
- Power Charge per unit @ Php500.00net per unit
- Power Charge Package @ Php15,000.00net (All-in)

**SURCHARGES:****\* 2 HOURS INGRESS**

By signing below, you understand that the standard set up time is **2 hours prior to the event's start time.** Set up earlier than this will be subject to availability and will have corresponding additional costs.



**INTERNET**

Allocated bandwidth for events is **5MBPS (shared)**. Should you need more than the allocated bandwidth, applicable charges shall apply.

**PARKING**

Complimentary parking. First come, first serve basis. Reservations of parking slots are subject for approval and availability.

**RATE CONFIDENTIALITY**

All rates should not be disclosed, directly or indirectly, unless explicit written approval is given by the Hotel.

**RESERVATION DETAILS**

**Function Room Reservation** will be held for a **maximum of 5 days** from the time of inquiry. In case another group would like to avail the same space, the company or guest will be informed and will be given **3 days** to confirm the reservation. Otherwise, **we shall release the booking to give way to other clients who are on wait-list.**

Function rooms are assigned according to the expected attendance and set up. The Hotel reserves the option to assign alternative function space suitable to the Group's requirements should the expected attendance change, subject to availability and prior agreement from the organizer.

**BLOCK UTILIZATION, ATTRITION AND TOTAL CANCELLATION POLICY****DEFINITION:**

**Attrition:** Percentage of attrition is the percentage of guaranteed attendees that can be cancelled by the client with no penalty. Any cancellations beyond the percentage of attrition will be charged to the client following the cancellation policy stated below.

**Total Cancellation:** Cancellation or postponement of the room booking, function or both after receiving the signed contract.

<b>Duration</b>	<b>% Attrition</b>	<b><u>Attrition Cancellation Fee</u></b>	<b><u>Total Cancellation Fee:</u></b>
From time of contract to 31 days prior to event	< 10% of total guaranteed attendees	No penalty	25%
From 15 to 30 days prior to event	10% of total guaranteed attendees	50% of total cancelled reservation	50%
From 8 to 14 days prior to event	5% of total guaranteed attendees	75% of total cancelled reservation	100 %
From 3 to 7 days prior to event	No attrition allowed	100% of total cancelled reservation	100%
2 days prior to arrival/ No Show	No attrition allowed	100% of total cancelled reservation	100%

**Total Cancellation Fee applies to total revenue of event held at time of cancellation.**



**PAYMENT ARRANGEMENT**

70% Deposit based on the total estimated costs	Upon signing of contract
30% Balance of the total contract	On or before September 26, 2025

Down payment by cash or credit card is required upon confirmation of the event to secure the date of your function. Full payment is required before event date.

Deposits made are non-refundable and non-transferrable. These may be settled thru cash or credit card.

**For check payment**, it should be made five (5) banking days prior the event. Please make the check payable to  
**CHMI Hotels and Residences Inc.**

**Additional/incidental charges** incurred should be settled right after the event.

In case of cancellation, balance based on the cancellation policy stated above must be settled thru Cash, Check or Credit Card within 7 days.

Payment remittances for deposit and other payment may be made through our bank account:

**PBCOM ACCOUNT**

Account Name:	CHMI Hotels and Residences Inc.
Account Number:	281-10-100184-8
Bank Name:	<b>PBCom Buhangin Branch</b>
Bank Address:	Star Pacific Plaza Lot 3 Block 18, Buhangin Road, Buhangin, Davao City
Swift Code:	CPHIPHMM

**BDO ACCOUNT**

Account Name:	CHMI Hotels and Residences Inc.
Account Number:	00 473 007 4788
Bank Name:	<b>Banco de Oro – Alabang Richville Branch</b>
Bank Address:	Richville Center, 1314 Commerce Ave. Extension Acacia Ave. Madrigal Business Park, Ayala Alabang, Muntinlupa
Swift Code:	BNORPHMM

**Please send us a copy of the deposit slip for verification and posting.**

**ACACIA HOTEL DAVAO BANQUET RULES AND REGULATIONS****AUDIO / VISUAL AND OTHER EQUIPMENT: SET RULES AND REGULATION**

The Hotel must be notified at least 14 working days prior to the actual Event of use of any video, sound and/or audio equipment. The Hotel reserves the right to refuse or prohibit the use of such equipment if in Hotel's sole and absolute discretion the same shall cause disturbance to other functions within the Hotel or to other Hotel guests during rehearsal or on the day of the Event.





#### **OUTSIDE SUPPLIERS**

**A.** Bringing in of food shall not be allowed. Organizers are responsible for any meal arrangements of its suppliers and contractors, which could be arranged with the hotel at a minimal price to be consumed at the hotel cafeteria. Please note that NO outside food will be allowed inside the hotel for the Exhibitors or Suppliers during the duration of the event including ingress and egress. Likewise, suppliers must bring their own drinking cups and beverages during set-up and must maintain the cleanliness of the area. **A corkage fee of PHP 200.00 per person shall be charged as penalty to any violation of this rule.**

**B.** The Hotel shall not be liable for any undue effects or illnesses that might triggered by the food items that are coming from a third party supplier like cocktail drinks and food. Organizer and clients are responsible of in making that the outside food items are in good quality and strictly follow the standard operating procedures in food preparation. A separate waiver shall be put into place.

#### **SERVICE**

Acacia Hotel Davao reserves the right to inspect any ongoing event through the presence of any of its Hotel Associates (i.e F&B Manager, Duty Manager, Captain Waiter, Banquet Waiter, and Security) for safety and security purposes. Should client wish to have a strictly closed door event, prior arrangements must be made.

#### **DECORATION**

The Hotel may, subject to payment of any additional fees, provide banners and backdrops for the Event with no less than 10 days' notice. A quotation will be provided to the Organizer upon Hotel's receipt of the required specifications. The Hotel reserves the right to refuse the display of any banners, backdrops, props or signage that is brought to the Hotel without the prior written consent of the Hotel. All set-ups for Hotel prior approved props and backdrops to be installed by Organizer's appointed contractors shall be in compliance with safety and fire regulations prescribed by local laws and regulations and by Hotel's fire and safety standards. The Hotel shall not be responsible for any consequences arising from Organizer's breach of such laws, regulations and/or standards.

#### **HOTEL LIABILITY**

The liability of the Hotel arising out of any act carried out pursuant to this agreement whether in contract, tort or otherwise, shall not in any case exceed the original fee to the Company for the services pursuant to this agreement. Subject to the foregoing, the Hotel shall in no event be under any liability for any loss or damage (including direct and indirect or consequential losses, loss of contracts, loss of profits economic or financial losses or anticipated savings) howsoever arising which may be suffered by the Company, provided that it is not attributable to the fault and / negligence of the Hotel.

#### **ADVERTISING**

The Organizer shall not use the name, trademark, logo or other intellectual property proprietary to Acacia Hotel, Manila or any of their subsidiaries, affiliates or associated companies in any manner whatsoever without the prior written approval of the Hotel.

#### **FORCE MAJEURE**

The performance of this Agreement by either party is subject to acts of God, war, government regulations, damage or destruction of the Hotel, outbreaks of disease or epidemics in the country where Hotel is located, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the reasonable control of the parties, making it illegal, or impossible to perform to the terms and conditions contained in this Agreement. For any of the above reasons, this Agreement may, without liability on the parties, be terminated by written notice of no less than 3 days from one party to the other or be revised at the absolutely discretion of the Hotel by written notice to the Organizer.

#### **INDEMNITY**

The Organizer shall waive against and indemnify, defend and hold the Hotel, and all of their affiliates, subsidiaries and associated companies, and their respective directors, officers, shareholders, employees ("Indemnified Parties") harmless from and against any and all losses, damages, claims, demands, actions, penalties, suits, costs, fees and liabilities arising out of, caused by or resulting from, in whole or in part, the Event (including any injury or damage to any persons or property on or about the Hotel), or any default of or breach by the Organizer under this Agreement.





#### **GOVERNMENT LAW AND DISPUTES**

This Agreement shall be governed by, and shall be construed, interpreted and applied in accordance with the laws of the Philippines. Any dispute, controversy, or claim arising out of or in connection with this contract, including any question regarding its existence, validity, or termination, shall be finally resolved by arbitration under the Rules of Supreme Court currently in force, which Rules are deemed to be incorporated by reference into this clause. The tribunal shall consist of a three arbitrator.

#### **NON-COMPLIANCE**

The Hotel reserves the right to release all reservations and arrangements made by the Organizers for the event without prior notice if the Hotel does not receive the full deposit and all such other documents from the Organizers by the deadline date stipulated by the Hotel. Reinstatement of reservations and arrangements are subject to availability of guest rooms function space, any increases in price or costs and receipt of all required payments and documentation from the Organizers.

#### **DELIVERY AND GENERAL STORAGE**

Kindly advise the Hotel in advance the delivery schedule of events materials, decoration items or equipment so that arrangement can be made to assist the delivery through the Hotel receiving area.

Articles are kept in the storage at the owner's risk and the Hotel shall not be held responsible for valuables or money left in the storage. The hotel will not store and will not be held liable for any item used during the event. It is the client's responsibility to ensure that their suppliers haul all decors or props immediately after the event.

The Hotel shall be indemnified by the owner of the articles, for any loss or damage suffered by the Hotel or to any third party, howsoever caused by or in connection with the articles stored in the storage.

#### **DAMAGE**

Liability Contract must be signed and agreed upon prior the commencing of any work to be carried out within the Hotel's premises. The Hotel has every right to refuse entry to any contractors engaged by the Company, should the Liability Contract is not signed and return to the Hotel in time for the work to be carried out. Should there be any damage to the Hotel property during the contracted period which are directly caused by the Company or by the contractors engaged by the Company, the agreed party shall assume the entire responsibility and liability for losses, damage, claims demands and expenses arising during the contracted work period.

#### **FIRE AND SAFETY REGULATIONS**

All contractors/workmen/decorators engaged by the Organizer pursuant to Clause 5 of these Terms & Conditions shall adhere to all Hotel Policies, Rules & Regulations, including but not limited to those governing Hotel fire and safety issues. The Organizer shall be responsible for ensuring that all fire escapes inside the Grand Ballroom and any function rooms are not obstructed by seating arrangements, stages, equipment and other set up for the Event. No flammable materials may be brought onto Hotel premises without the prior written permission of the Hotel.

#### **SECURITY**

The Hotel will provide normal security to ensure orderly running of the event. The Company should at its own cost arrange security to ensure safety of the items displayed/exhibited. The safekeeping of the items to be placed for display/exhibition at all times including prior to and after the event will be the responsibility of the company. Should armed security guards be involved, the Company has to obtain appropriate license from the local authority at its own cost. Should the above arrangement be required the Hotel must be informed in advance for necessary co-ordination and assistance.

#### **INSURANCE**

The Company will be obliged to have independent insurance coverage in respect of any equipment/ display items/valuables, etc. brought in by the company to the venue of the event and the Hotel shall not in any circumstances, be liable for any loss or damage suffered by the Company in respect of such equipment / display items / valuables during the course of the event (including the transportation of the same to and from the venue).



**INFORMATION CONFIDENTIALITY**

The rates quoted are for the exclusive use of your event and its subsidiaries. Any information written here must be treated with utmost confidentiality. Likewise, by signing this contract you agree that Acacia Hotel Davao may use any or all data information obtained hereof for marketing and any other related services by the hotel (<https://www.acaciahotelsdavao.com/privacy/>)

**AMENDMENTS**

Any modification, alteration, change, revision or amendment to this Agreement shall only be effective if it has been agreed to and signed by both parties in writing.

Thank you very much for your interest in Acacia Hotel, Davao. We sincerely look forward to have the opportunity of being of service to you.

SIGNED FOR AND ON BEHALF  
OF THE **ACACIA HOTEL, DAVAO**

SIGNED BY:  
**KOLIN PHILIPPINES**



**MS. MARJORIE S. LONTIONG**  
Events Sales Executive

**MR. OLIVER M. FILOTEO**  
President & CEO



**MS. KATE REMOLACIO**  
Room Sales Manager

