



## DEPED REGION IV – A CALABARZON

ATTY. ALBERTO T. ESCOBARTE

Regional Director

MS. JOCELYN MARTIN

Admin Officer IV - Procurement Unit Head

Office Address : Provincial Sports Complex, Bolbok, Batangas City

Telephone Number: 043 7262144 / 09209632796

Email Address : karlamarie.razon@deped.gov.ph

Dear Atty. Escobarte,

Thank you for considering **CANYON COVE HOTEL & SPA** for your upcoming **Conference / Meeting** on **April 22 - 23, 2025** for **44 - 81 pax**. We are pleased to share with you this special package that we have made for your group.

### HOTEL INCLUSIONS

- Superior Room | Single Occupancy x 1 room x 1 night
- Superior Room | Twin Sharing x 28 rooms x 1 night
- Superior Room | Triple Sharing x 8 rooms x 1 night
- Day Pass x 44 pax x 2 days (No room arrangement)
- **OTHERS:**
  - Use of Function Room with Basic Sound System
  - LED Wall

### FOOD AND BEVERAGE

- **DAY1:** Breakfast (81 pax), AM Snack (125 pax), Lunch (125 pax), PM Snack (125pax), Dinner (125pax) + Pica – Pica good for 100 pax + Mobile Bar good or 100 pax (Unlimited 4hrs) + 10 pcs San Mig Beer
- **DAY2:** Breakfast (81 pax), AM Snack (125 pax), Lunch (125 pax)

### FACILITIES

#### OPERATING HOURS

- Swimming Pool: 07:00AM to 09:00PM
- Beach: 06:00AM to 06:00PM

#### OTHER AMENITIES – SUBJECT TO FEES

- Function Room is open from 8:00AM until 5:00PM. Extension of hour can be requested with additional fee.
- **FUNCTION ROOM/VENUE** - The hotel reserves the right to select, determine and relocate the function room/venue of the client depending on the number of persons, event requirements and weather condition. Function Room/Venue may not be reserved in advance.

#### SUBJECT TO AVAILABILITY:

- Projector: P5,000.00 / day (max of 8 hours)
- Videoke Rental: P5,000.00 / 4 hours, applicable for indoor set-up only.
- Beach Volleyball: P500.00 / hour
- Towel Rental: P500.00 / head
- Water Sports Activities (Please refer to tariff rates)

### HOTEL INFORMATION

- Day Pass is from 08:00AM until 05:00PM. All guests should wear the provided wrist tag throughout the duration of their stay in order to enjoy the access of the facilities of the Resort. Lost of wrist tag while inside the Resort will be charged accordingly.
- Standard check in time is 03:00PM and check out is 11:00AM the following day. Request for extension of hour or day is subject to fees and hotel availability. The hotel reserves the right to refuse extension without prior notice.
- Hotel keys will be given at 3:00PM on the day of arrival and should be returned on or before 11:00AM on the day of departure. (Lost Key fine: Php1,000.00 / key)
- Rooming list should be provided a week prior the event and Room assignment will be given during the day of the arrival.
- Strictly NO SMOKING inside guest room or any other facilities. Designated smoking areas are provided. Violation of this policy will result to Php10,000.00 fee per violation and will be charged to Company/Guest bill.
- Cooking inside the hotel rooms is strictly prohibited.
- Outside FOOD AND DRINKS are strictly prohibited.
- Dinner set-up by the Beach subject to weather condition and additional fees @Php 300.00 / head.
- Please observe silence from 10:00 pm onwards in respect to other guests.
- Any loss or damage incurred by the client within the period of stay will be charged accordingly.
- Pets are not permitted.
- Illegal activities are prohibited.
- Payments in all outlets can be settled through CASH, CREDIT / DEBIT CARD. However, if the Company wish to use Credit / Debit Card as payment for the package or incidentals, additional 3% for bank charge will be applied.
- The Resort shall not be liable for the loss of any valuables or other effects which have been kept or which have been left in the hotel, nor for the loss of such valuables or other effects, which the Resort has no notice of or which have not been declared by the Company or guest.
- Amenities, linens and towels are not allowed to be brought outside the room. Pool towels will be provided at the pool area for check-in guest. Towel rental is also available for Day Tour guest.
- Kindly use proper swimming attire in the pool. Only spandex made for swim wear is allowed.
- Amenities not included in this package are subject to applicable charges. Rates may change without prior notice.
- Parking is Free of charge but first come first served basis. Canyon Cove will not be responsible for any damage or loss to possessions left in the vehicle whether it is cause by nature's act, other vehicle (s) or person (s) in the parking lot and surrounding area.
- Please be advised that LGU Nasugbu is collecting a Tourism Ecological Fee before entering Canyon Cove. Canyon Cove will not collect this fee in behalf of LGU.

**TOTAL PACKAGE: PHP. 1,201,557.00 (VAT INCL)**

All reservations are on a **FIRST COME – FIRST SERVED** basis. Reservations are considered **OPEN** unless the proposal has been signed.

To confirm your booking, we will require a signed copy of this letter along with a copy of Government or Company ID of the signatory. Down payment equivalent to 50% based on the total package shall be settled seven (7) working days after the proposal has been signed. If no down payment is received and cleared, the HOTEL reserves the right to cancel the reservations without prior notice. Reinstatement of booking will be subject to availability. Full payment shall be settled at least ten (10) banking days prior the check in date. Mode of payment accepted; cash, manager's check, government check and company check. Incidental charges to be settled prior check out. Send bill is not permitted.

Should there be any decrease in the number of guaranteed pax and booked accommodations after the proposal has been signed, NO adjustments in the estimated charges shall be made. Any increase thereof shall be subject to appropriate charges. In case of cancellation or postponement after the proposal has been signed, all sums of money paid shall be forfeited or shall be subject to applicable cancellation charges.

#### CANCELLATION CHARGES AS FOLLOWS:

- 8 weeks prior to event – 25% of the total package
- 4 weeks prior to event – 50% of the total package
- 2 weeks prior to event – 100% of the total package

#### POSTPONEMENT CHARGES AS FOLLOWS:

- 6 weeks prior to event - 25% of the total package
- 4 weeks prior to event - 50% of the total package
- 2 weeks prior to event – 100% of the total package

Should you find everything in order, please sign this proposal and return the signed copy to us. If there's anything more I can do for you, please do not hesitate to reach me at (02) 892-9827 or email me at [k.velilla@canyon.ph](mailto:k.velilla@canyon.ph)

Best Regards,  
MS. KATE VELILLA  
Sales Executive

Noted By,  
MS. GHIE MURIERA  
Sales Director

I agree to the terms and conditions above,  
ATTY. ALBERTO T. ESCOBARTE  
Regional Director

**CANYON**  
HOTELS & RESORTS

Head Office:  
3rd Floor, ACT Tower, 135 Senator Gil Puyat Avenue,  
Salcedo Village, Makati City, Philippines 1207  
[www.canyon.ph](http://www.canyon.ph) | Call: (+632) 8892-9827

Canyon Cove:  
Far East Road Brgy Piloto Wawa,  
Nasugbu Batangas





#### PAYMENT DETAILS:

Check payment must be made payable to:

**CANYON COVE HOTEL AND SPA INC.**

TIN: 008-387-072-000.

Far East Road, Piloto, Brgy. Wawa, Nasugbu, Batangas 4231.

*Payments may be made through Banco De Oro (BDO). If you wish to deposit, here's our bank details:*

**ACCOUNT NAME: CANYON COVE HOTEL AND SPA INC.**

**ACCOUNT NO. 00-533-0085404.**

Copy of the deposit slip must be sent to us for verification and Official Receipt issuance.

The total amount payable to hotel may increase due to other authorized charges that may be incurred by the group during the actual event at the Hotel. These charges must be paid in full upon check-out of the group. Any payment made by the Client to the Hotel is non-refundable.

You are responsible for withholding the appropriate tax and remitting the same directly to the Bureau of Internal Revenue. In this regard, please accomplish and return separate Certificates of Credible Tax Withheld at Source (BIR FORM 2307) attached to the payment or else submitted to the hotel at least one (1) day prior to check-in day.

Copy of the Tax Withheld Form must be collectively attached to the payment or at least provide upon check in. Late compliance of the said form will not be honoured. Equivalent amount shall be settled through cash. Initially, Provisional Receipt shall be issued upon getting the check payment. After clearance, Official Receipt will be followed. Let us know when we can schedule it for pick up at your office.

We're looking forward in making your event a success.

By:

CANYON COVE HOTEL AND SPA INC.

DEPED REGION IV – A CALABARZON

  
\_\_\_\_\_  
MS. KATE VELILLA  
Sales Executive

  
\_\_\_\_\_  
MS. GHIE MURIERA  
Sales Director

  
\_\_\_\_\_  
ATTY. ALBERTO T. ESCOBARTE  
Regional Director



**DEPED REGION IV-A CALABARZON**

**ATTY. ALBERTO ESCOBARTE**

Regional Director

**MS. JOCELYN MARTIN**

Admin Officer IV - Procurement Unit Head

Office Address : Provincial Sports Complex, Bolbok, Batangas City

Telephone Number: 043 7262144 / 09209632796

Email Address : karlamarie.razon@deped.gov.ph

**Conference / Meeting**

Tues - Wed, April 22 - 23, 2025

81 pax - 125 pax

**HOTEL  
CHARGES**

Date	Description	No. of PAX	No. of Days	TOTAL
April 22-23, 2025	FOOD, ROOM ACCOMMODATION AND FUNCTION HALLS	125	2	1,201,557.00

**GRAND TOTAL: 1,201,557.00**

  
Kate Velilla  
Sales Executive



Resort Address:  
Far East Road, Bo. Piloto, Brgy. Wawa, Nasugbu, Batangas 4231  
Website: www.canyon.ph

## SEND BILL AGREEMENT

This Contract ("Agreement") entered into this 22<sup>ND</sup> day of April, 2025 at Sen. Gil Puyat Ave. Salcedo Village, Makati City, Philippines, by and between:

**CANYON COVE HOTEL AND SPA, INC.**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office address at BO Piloto Wawa 4231 Nasugbu, Batangas Philippines, represented herein by **MS. KATE VELILLA** in her capacity as **SALES EXECUTIVE** (hereinafter referred to as the "RESORT");

- and -

**DEPARTMENT OF EDUCATION REGIONAL OFFICE IV-A CALABARZON**, a component field office of the government entity known as the Department of Education organized under existing Philippine Law with office address at Gate 2, Karangalan Village, Cainta, Rizal and herein represented by its **REGIONAL DIRECTOR, ATTY. ALBERTO T. ESCOBARTE**, it shall be referred in this agreement as the "CLIENT"

### WITNESSETH THAT:

WHEREAS, Engager executed a contract with Resort for the holding of function at the premises of the Resort and has requested for a Send Bill Arrangement;

WHEREAS, in consideration of its guarantee to pay the same, Resort is hereby inclined to grant its request;

NOW THEREFORE, for and in consideration of the foregoing, the parties hereby agree to enter into this Agreement and be bound by the following terms and conditions as follows:

### DETAILS:

**NAME OF COMPANY** : DEPED REGION IV – A CALABARZON  
**TYPE OF FUNCTION** : CONFERENCE / MEETING

**DATE OF FUNCTION** : APRIL 22 - 23, 2025  
**GUARANTEED PAX** : 81 PAX – 125 PAX

**TOTAL PACKAGE: Php. 1,201,557.00 (VAT INCL)**

### GUARANTEE & UNDERTAKING:

In consideration for the approval of its request for this Send Bill Arrangement, Engager hereby undertakes and guarantees to pay the Resort all of its remaining accountabilities/billings/incidentals that are or may be due to the Resort by reason of its Function in the premises of the Resort as appearing in its Statement of Account under the following conditions:

**ENGAGER UNDERTAKES THAT PAYMENT SHALL BE MADE ON OR BEFORE: May 14, 2025**

- Any overdue charges not paid beyond the abovementioned shall be charged a default interest rate of **3% per day**;
- Should Resort be constrained to file charges or commence legal action for the collection of the said amount, Engager shall be liable to pay 25% of the amount due as and by way of Attorney's Fees, in no case below P25,000.00;
- Liquidated damages in the amount of 15% of the amount due but in no case less than P15,000.00
- Collection and legal costs of the suit as provided by the Rules of Court;
- All other conditions and provisions of the executed contracts shall apply;

By:

CANYON COVE HOTEL & SPA, INC.

  
MR. KATE VELILLA  
Sales Executive

  
MS. GERALYN C. MURIERA  
Sales Director

DEPED REGION IV – A CALABARZON

  
ATTY. ALBERTO T. ESCOBARTE  
Regional Director



DATE

APRIL 22, 2025



BILLING INVOICE

DEPED REGION IV - A CALABARZON

ATTY. ALBERTO T. ESCOBARTE

Regional Director

MS. JOCELYN MARTIN

Admin Officer IV - Procurement Unit Head

Office Address : Provincial Sports Complex, Bolbok, Batangas City

Telephone Number: 043 7262144 / 09209632796

Email Address : karlamarie.razon@deped.gov.ph

DATE OF EVENT	PARTICULARS	TOTAL
April 22-23, 2025 Conference / Meeting 44 pax - 81 pax	<b>HOTEL ACCOMMODATION</b>	
	* Superior Room   Single Occupancy x 1 rooms x 1 nights	
	* Superior Room   Twin Sharing x 28 rooms x 1 night	
	* Superior Room   Triple Sharing x 8 rooms x 1 night	
	<b>OTHERS</b>	
	* Use of Function Room with Basic Sound System	
	* LED Wall	
	<b>FOOD &amp; BEVERAGE</b>	
	* Day 1 - Breakfast (81pax), Am Snack (125 pax), Lunch (125 pax) PM Snack (125 pax), Dinner (125 pax) + Pica Pica good for 100 pax + Mobile Bar good for 100 pax (Unlimited 4hrs) + 10pcs San Mig Beer	
	* Day 2 - Breakfast (81 pax), Am Snack (125 pax), Lunch (125 pax)	
		1,201,557.00
		12% VAT 128,738.25
		NET OF VAT 1,072,818.75
		TOTAL AMOUNT PAID 630,778.50
		<b>TOTAL AMOUNT DUE ₱ 570,778.50</b>

Kindly settle amount due on or before:

Full Payment: ₱ 570,778.50 May 14, 2025

Check payments should be payable to  
**CANYON COVE HOTEL AND SPA INC**  
TIN: 008-387-072-00000

For Bank deposit, here's our bank details:

Bank Name: BANCO DE ORO  
Account Name: CANYON COVE HOTEL AND SPA INC  
Account Number: 00-533-0085404  
SWIFTCODE: BNORPHMM

Note: Additional 3% if credit card payment

If payment has been made, kindly disregard this statement.

Prepared by

MS. KATE VELILLA  
Sales Executive

Received by

Jocelyn L. Martin





## EVENTS MANAGEMENT CONTRACT

This Contract ("Agreement") entered into this 22<sup>nd</sup> day of April, 2025 at ACT Tower, 135 Senator Gil Puyat Avenue, Salcedo Village, Makati City, Philippines, by and between:

**CANYON COVE HOTEL AND SPA INC.** a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines with resort address at Far East Road, Brgy Piloto Wawa, Nasugbu Batangas, represented herein by **MS. KATE VELILLA** in her capacity as **SALES EXECUTIVE** (hereinafter referred to as the "RESORT");

- and -

**DEPARTMENT OF EDUCATION REGIONAL OFFICE IV-A CALABARZON**, a component field office of the government entity known as the Department of Education organized under existing Philippine Law with office address at Gate 2, Karangalan Village, Cainta, Rizal and herein represented by its **Regional Director, ATTY. ALBERTO T. ESCOBARTE**, it shall be referred in this agreement as the "CLIENT"

### WITNESSETH THAT:

WHEREAS, CLIENT desires to hold its function in the premises of the RESORT and the RESORT has accepted to accommodate the holding of Client's function over its premises;

NOW THEREFORE, for and in consideration of the foregoing, the parties hereby agree to be bound by the following terms and conditions as follows:

#### DETAILS:

NAME OF COMPANY	: DEPED REGION IV – A CALABARZON	DATE OF FUNCTION	: April 22 - 23, 2025
TYPE OF FUNCTION	: CONFERENCE / MEETING	GUARANTEED PAX	: 81 PAX – 125 PAX

**TOTAL PACKAGE: Php. 1,201,557.00 (VAT INC.)**

#### 1. PACKAGE INCLUSIONS

- HOTEL ACCOMMODATION**
  - Superior Room | Single Occupancy x 1 rooms x 1 night
  - Superior Room | Twin Sharing x 28 rooms x 1 night
  - Superior Room | Triple Sharing x 8 rooms x 1 night
- OTHERS**
  - Use of Function Room with Basic Sound System
  - LED Wall
- FOOD AND BEVERAGE**
  - DAY1: Breakfast (81 pax), AM Snack (125 pax), Lunch (125 pax), Pm Snack (125 pax), Dinner (125 pax) + Pica – Pica good for 100 pax + Mobile Bar good for 100 pax (Unlimited 4hrs)
  - DAY2: Breakfast (81 pax), AM Snack (125 pax), Lunch (125 pax)

#### 2. BILLING AND PAYMENT

- All reservations are on a **FIRST COME – FIRST SERVED** basis. Reservations are considered **OPEN** unless the proposal has been signed.
- To confirm your booking, we will require a signed copy of the proposal / contract along with a copy of Government or Company ID of the signatory.
- Down payment equivalent to 50% based on the total package shall be settled seven (7) working days after the proposal has been signed. If no down payment is received and cleared, the HOTEL reserves the right to cancel the reservations without prior notice. Reinstatement of booking will be subject to availability.
- Full payment shall be settled at least ten (15) banking days after the check in date. Mode of payment accepted; cash, manager's check, government check and company check. Incidental charges to be settled prior check out. Send bill is not permitted.
- Payments in all outlets can be settled through CASH or CREDIT / DEBIT CARD. However, if the Company wish to use Credit / Debit Card as payment for the package or incidentals, additional 3% for bank charge shall be applied.
- All other bills arising due to the increase in the number of guest or attendees, as well as all other costs incurred by the CLIENT during the function shall be paid by the CLIENT upon the presentation of the bill before the end or close of the function.
- All incidental charges that are on personal account must be paid upon each order and upon consumption. No charges must be forwarded to the rooms.





### 3. PAYMENT DETAILS

- Check payment must be made payable to:  
CANYON COVE HOTEL AND SPA INC.  
TIN: 008-387-072-000  
Far East Road, Piloto, Brgy. Wawa, Nasugbu, Batangas 4231
- If you wish to deposit, here's our bank details:  
BANK : BANCO DE ORO  
BRANCH : BEL AIR GIL PUYAT MAKATI  
SWIFT CODE : BNORPHMM  
ACCOUNT NAME : CANYON COVE HOTEL AND SPA INC.  
ACCOUNT NO. : 00-533-0085404
- Copy of deposit slip shall be submitted in advance for verification and issuance of service invoice.
- The total amount payable to hotel may increase due to other authorized charges that may be incurred by the group during the actual event at the Hotel. These charges must be paid in full upon check-out of the group. Any payment made by the Client to the Hotel is non-refundable.
- Client is responsible for withholding the appropriate tax and remitting the same directly to the Bureau of Internal Revenue. In this regard, please accomplish and return separate Certificates of Credible Tax Withheld at Source (BIR FORM 2307) attached to the payment.
- Copy of the Tax Withheld Form must be collectively attached to the payment or at least provide original copy upon check in. Late compliance of the said form will not be honored. Equivalent amount shall be settled through cash. Initially, Provisional Receipt shall be issued upon getting the check payment. After clearance, Service Invoice will be followed.

### 4. POSTPONEMENT AND CANCELLATION

- For postponement & cancellation of a reservation after the proposal or contract has been signed the following will apply:

#### CANCELLATION CHARGES AS FOLLOWS:

- a) 8 weeks prior to event – 25% of the total package
- b) 4 weeks prior to event – 50% of the total package
- c) 2 weeks prior to event – 100% of the total package

#### POSTPONEMENT CHARGES AS FOLLOWS:

- a) 6 weeks prior to event - 25% of the total package
- b) 4 weeks prior to event -50% of the total package
- c) 2 weeks prior to event – 100% of the total package

- If CLIENT notifies the RESORT of the postponement or cancellation covered by the above mentioned period all sums of money paid shall be forfeited or shall be subject to applicable postponement / cancellation charges.
- Discretion will be exercised on a case-to-case basis.
- Should there be any decrease in the number of guaranteed covers and accommodations after the proposal has been signed, no adjustments in the estimated charges shall be made. Any increase thereof shall be subject to appropriate charges.
- In the occurrence of unforeseen circumstances caused by force majeure, e.g. typhoon war, fire, earthquake, state of emergency, after state of emergence and other circumstance beyond the parties control, the booking shall be reset on the nearest available dates at the option of the RESORT. If the CLIENT is not amenable on the available dates provided by the RESORT, the CLIENT may choose another date subject to penalty to be computed by the RESORT to answer for the Food and Beverage, etc.

### 5. HOTEL POLICY

- Day Pass is from 08:00AM until 05:00PM. All guests should wear the provided wrist tag throughout the duration of their stay in order to enjoy the access of the facilities of the Resort. Loss of wrist tag while inside the Resort will be charged accordingly.
- Standard check-in time is 3:00 pm and check-out time is 11:00 am.
  - Request for early check-in and late check-out is subject to availability with corresponding charges. The hotel reserves the right to refuse extension without prior notice.
  - Special requests and preferences may not be guaranteed and are always subject to availability or applicable fees.
  - All in-house guests must register at the front desk.
  - A shortened stay will incur charges for the entire reserved period, whether or not the guest utilizes the full booking duration.
- Hotel keys will be given at earliest 3:00PM on the day of arrival and should be returned on or before 11:00AM on the day of departure.
- Rooming list should be provided a week prior the event and Room assignment will be given during the day of the arrival.
- Stained and damaged linens/towels will have corresponding charges.
- Guests are provided with room keys, towel cards, and an umbrella card upon registration. Guests are required to return these items to the Front Desk upon departure.
- Lost room key card, towel card, umbrella card is subject to an extra charge of ₱1,000.00 per card.
- Lost towel is subject to an extra charge of ₱1,000.00.
- Lost umbrella is subject to an extra charge of ₱2,500.00.
- Strictly NO SMOKING inside guest room or any other facilities. Designated smoking areas are provided. Violation of this policy will result to Php10, 000.00 fee per violation and will be charged to Company/Guest bill.
- Cooking inside the hotel rooms is strictly prohibited.





- Outside FOOD AND DRINKS are strictly prohibited.
- Please observe silence from 10:00 pm onwards in respect to other guests.
- Any loss or damage incurred by the client to hotel property within the period of stay will be charged accordingly.
- Pets are not permitted.
- Illegal activities are prohibited.
- Prohibited drugs and firearms are not allowed in the hotel premises.
- The Resort shall not be liable for the loss of any valuables or other effects which have been kept or which have been left in the hotel, nor for the loss of such valuables or other effects, which the Resort has no notice of or which have not been declared by the Company or guest.
- Amenities, linens and towels are not allowed to be brought outside the room. Pool towels will be provided at the pool area for check-in guest. Towel rental is also available for Day Tour guest.
- Commercial photography equipment, drones, and other heavy/professional equipment are not allowed inside the premises unless coordinated and approved by the hotel in writing prior to the check-in date.
- Parking is Free of charge but first come first served basis. RESORT will not be responsible for lost vehicle, any damage or loss to possessions or items left in the vehicle whether it is caused by nature's act, other vehicle (s) or person (s) in the parking lot and surrounding area
- Regulations implemented by the Philippine Government and other official government agencies shall prevail. Certain travel restrictions may be imposed without the prior consent of the management. It is the responsibility of the guests to verify current restrictions prior to check-in.
- Please be advised that LGU Nasugbu is collecting a Tourism Ecological Fee before entering Canyon Cove. Canyon Cove is not designated nor authorized to collect this fee on behalf of LGU.

• **FACILITIES OPERATING HOURS**

- |  |                      |
|--|----------------------|
| ○ Swimming Pool                        | - 07:00AM to 09:00PM |
| ○ Beach                                | - 06:00AM to 06:00PM |
| ○ Island Café                          | - 06:00AM to 09:00PM |
| ○ Pool Bar                             | - 10:00AM to 09:00PM |
| ○ Water Sports Activities / Water Park | - 8:00AM to 06:00PM  |
| ○ Dampa                                | - 06:00PM to 09:00PM |
| ○ Japanese & Korean Food Cart          | - 10:00AM to 9:00PM  |

Notes : All facilities and services are subject to availability and weather conditions.  
Amenities not included in this package are subject to applicable charges. Rates may change without prior notice.

**6. BEACH RULES**

- The beach is open daily from 6:00am to 6:00pm.
- Children below 12 years old must not be left unattended. The Hotel will not be liable for any accidents.
- Guests are advised to swim within the perimeter buoy to avoid possible accidents by collision with any present water crafts
- Motorized water crafts (jetski, speedboat, banana boat, etc.) are allowed outside break water only
- Homeowners with personal motorized water craft must use the slip way located at the north of the cove. A corresponding minimal fee is charged for its use. Rates may be inquired at the Dive Shop
- Wooden Cabanas are free of charge but first come first served basis
- No commercial activity is allowed at the beach or any part of the hotel unless approved by the management.
- Smoking is not permitted anywhere in the beach area.
- Littering is strictly prohibited. Trash bins are conveniently located for your use.
- For your own safety, use only plastic items, containers or cans. Any breakable items such as bottles, glasses and the like are not allowed to be brought and used.
- Bonfires, charcoal and gas grill activities are not allowed unless approved by the management.
- Bringing in at the beach any portable tent for camping or sleeping is not allowed
- Beach may be closed during inclement weather conditions. For safety and maintenance reason at the discretion of the hotel.
- Please do not leave your belongings unattended. The hotel assumed no liability for any loss or damage to guest's belongings.
- Fireworks and other forms of firecrackers including sky lanterns are subject to Management approval.

**7. POOL RULES**

- The pool is open daily from 7:00am to 9:00pm.
- Kindly use proper swimming attire in the pool. Only spandex made for swim wear is allowed.
- A quick shower before using the pool is required
- Horse playing, ball games, diving, running or any unnecessary and rowdy behavior in the pool area is prohibited
- No motorized water equipment is allowed to be brought and used in the pool
- Admission to the pool may be denied for any of the following reasons:
  - Intoxication
  - Any condition or evidence that may jeopardize the health and safety of other guests
- The pool may be closed during inclement weather condition, safety or maintenance reason at the discretion of the hotel management.





- Children below 12 years old must not be left unattended. The Hotel will not be liable for accidents.
- Smoking is not permitted anywhere in the pool area.
- Any breakable items such as bottles, glasses and the like are not allowed to be brought in the pool area.
- Personal belongings should not be left unattended. The hotel assumes no responsibility and liability for any lost or damaged items of guests.
- Team Building activity as swimming pool is not allowed.
- Amenities, linens and towels are not allowed to be brought outside the room. Pool towels will be provided at the pool area for check-in guest. Towel rental is also available for Day Tour guest.

## 8. FOOD AND BEVERAGE

- All food and beverage items shall be purchased from and supplied exclusively by the RESORT. Outside FOOD AND DRINKS are strictly prohibited.
- The CLIENT must finalize the menus with the RESORT at least three (3) weeks before the scheduled date of the function. In the absence of such notice, the RESORT will exercise "chef's discretion".
- The menus that RESORT presented to CLIENT prior to the signing of the contract are standard menus. Any requests to change the items are considered customized menus and will take on a higher rate. The menus that have been presented are priced accordingly.
- To ensure food safety and quality, serving time of food should be maximum of 2 hours only.
- Leftover food is not allowed for takeout.
- Disposable glassware and utensils will be used for any outdoor meal venue for safety purposes.

## 9. FUNCTIONS, SET UP, ACTIVITIES AND MATERIALS

- Function Room is open from 8:00AM until 5:00PM. Extension of hour can be requested with additional fee.
- Dinner set-up by the Beach subject to weather condition and additional fees @Php 300.00 / head
- FUNCTION ROOM/VENUE - The hotel reserves the right to select, determine and relocate the function room/venue of the client depending on the number of persons, event requirements and weather condition. Function Room/Venue may not be reserved in advance.
- Wet clothes are not allowed inside the function rooms.
- No helium balloons are allowed inside the function rooms.
- Pushpins, nails, tapes, tacks, screw, staple wires are not allowed when hanging / posting in function rooms. Any decors, banners, flowers, items (etc.) to be placed inside the function room must be known to us at least two weeks before the event proper for prior approval. The function rooms are not to be used as storage of any items by the organizers, suppliers, vendors, entertainers, security personnel including the participants of the events.
- Smoking inside the function room is strictly prohibited. There are designated smoking areas outside the function rooms.
- Corresponding electricity fee will be charged if CLIENT will bring their own equipment
  - LCD Projector Free
  - Pa System (Speaker & Mic only) 3,000.00 / day
  - Photo Booth 3,000.00 / day
  - Sound System 5,000.00 / day
  - Sounds & Lights 8,000.00 / day
  - Acoustic Band 12,000.00 / day
  - Full Band 15,000.00 / day
  - Led Wall 15,000.00 / day
- The CLIENT shall be responsible for obtaining licenses and permits as may be required by the national and local governments in connection with the function and the activities to be undertaken. Any and all costs, fees and assessments, including entertainment and other taxes shall be borne by the CLIENT.
- The CLIENT shall, at least two (2) weeks before the scheduled date of the function, submit to the RESORT the proposed program of activities of the CLIENT. The RESORT reserves the right to prohibit the CLIENT from undertaking such activities as are deemed contrary to law, morals, public order and/or public policy. Should the CLIENT, during the function, persist in holding or presenting such prohibited activities, the Resort may, at any time, stop the said prohibited activities.
- The foregoing rules shall likewise apply to all displays, visual and audio exhibits, promotional posters, props and equipment which the CLIENT intends to use and put up during and in connection with the function. The CLIENT shall not post, put up or attach in any manner posters, props and other materials to or upon the walls, columns, floors, and other portions of the RESORT without first obtaining the RESORT's consent thereto. Should the CLIENT request for the use of any equipment of the RESORT, it shall be in accordance with the rates specified in the RESORT's current rental list. The CLIENT shall be solely and exclusively liable for any and all losses and damages to the said machines and equipment, once the same has been issued to the CLIENT, as well as for any and all losses, damages and injuries that may occur as a result of the CLIENT's use of the machines and equipment as well as in instances wherein resort staff and manpower is utilized in the setting up and/or operation of these machines and equipment.
- The CLIENT shall be solely responsible for the cost of music, bands or other musical groups and any other form of props, display and other materials. The RESORT shall in no instance be held liable for any damages or losses of such items.



- The CLIENT shall be responsible for the cost of music, bands or other musical groups and any other form of entertainment requested by the Client for the function, whether the Client organizes the same through or by the Resort or directly. If directly attributable to the negligence, bad faith, fault, fraud, or gross negligence of the CLIENT, the client shall likewise be liable for any injuries and damages, including death suffered by such bands, groups or entertainers while in the performance of their respective acts, whether such bands, groups or entertainers are organized through or by the Resort or by the Client directly.
- If directly attributable, the CLIENT shall be solely responsible and liable for any damages and/or injuries, whether personal or to property that the CLIENT's guest and other persons attending the functions, and the RESORT's staff and employees, may suffer by reason of or arising out of the activities undertaken during the function or the materials and equipment brought in by the CLIENT, or in general, the acts of omissions of the Client. In such instance, the CLIENT shall hold the RESORT free and harmless and shall indemnify the latter from any and all claims and actions for the foregoing damages.
- All props, displays and such other materials used by the CLIENT should be cleared from the Function Room and from the premises of the RESORT within one (1) hour after the end of the function, unless the prior written consent of the RESORT to an extension of the same has been sought.
- The RESORT shall set up based on the layout provided by the CLIENT. Once set up by the RESORT, the CLIENT should not revise the approved layout during the actual day to avoid delay and waste of manpower.
- The layout of any function room must be given to RESORT at least two weeks before the function date. Again, approval must still be solicited from the RESORT. If the set-up is disapproved by the RESORT, CLIENT must comply with the RESORT's suggestions. Any set up that RESORT cannot do must be handled by CLIENT provided the details of the set up are pre-approved by RESORT. The RESORT cannot provide any dedicated staff for any set up which is beyond their scope of responsibility most especially on a very short lead notice. The RESORT will only provide the staff, only if available within the specified time as dictated by the hotel operations. The organizer may bring in the staff that can do the set up with prior approval from the Resort operations and bounded by the Resort's policies and procedures.
- RESORT will only use the standard and available linens, available equipment and available F&B items. Any other requests for the function including decorations will be charged to your account. Should you require anything more than what we have, all will be on your account. Any additional requirements above the items that we have, must be known to us on or before at least a month before the function date. RESORT will source out the items that CLIENT will additionally require and charges will apply and be paid by CLIENT. Anything that CLIENT will bring in, plus suppliers or vendors that CLIENT wish to bring in for the function must be advised to RESORT at least two weeks before the function date for our approval and appropriate costs to your account.

#### 10. SUPPLIERS / VENDORS

- All names of the suppliers and vendor must be forwarded to RESORT at least two weeks before the event for approval.
- All lists of equipment and all items with appropriate load & wattage to be brought in by suppliers and vendor must be forwarded to RESORT for approval not later than two weeks before the date of function. All equipment and items will be inspected by our security department upon entry at the gate and upon exit at the gate. A gate pass must be secured from RESORT prior to entry at the gate. A clearance for exit of all items must be secured from the security department of the resort for authorized exit.
- Loading and unloading of suppliers' equipment are only allowed at the back of the banquet hall or at the authorized designated area by the RESORT.
- All suppliers and vendors are not allowed to bring any food and drinks. Food and drinks will be confiscated and will be disposed by our security department.
- All suppliers and vendors are not allowed to loiter and must be in the designated area approved by the resort. All suppliers and vendors must observe our company policies and procedures. Any infraction of the policies and procedures by the suppliers, vendors, organizers, entertainers, security personnel, participants of the event proper including the staff /personnel will be penalized. Charges must be paid immediately by the organizers for the event function.
- Any damages incurred by the suppliers, vendors and participants will be charged by the Resort. The charges will be determined by the Resort and the cost of the damages must be paid immediately through cash or credit card. No send bill arrangement will be accepted. No company check and personal check would be allowed.
- Any loses or damages done on any equipment or items of suppliers and vendors are not RESORT full responsibility. RESORT will not pay for any damages on the items equipment by the suppliers and vendors.
- All suppliers must wear their proper uniform or company uniform.

#### 11. INDEMNIFICATION & LIMITATION OF LIABILITY

- The CLIENT shall defend, indemnify and hold the RESORT harmless from and against any loss or liability, including legal expenses, arising out of any and all claims, demands, debts, damages, losses, actions, suits, expenses or costs arising out of any claim made against the RESORT by a third party related to a breach of any of the terms of this Agreement by the CLIENT.
- The CLIENT shall not be required to indemnify the RESORT for any portion of a claim caused by the gross negligence or willful misconduct of the RESORT or the relationship between the CLIENT Guest and the RESORT.
- Notwithstanding any other term of this Agreement, the RESORT's aggregate liability arising out of or related to this Agreement, whether for breach of contract, warranty or undertaking or under any indemnity, in tort, for negligence or otherwise shall not at any time exceed the total fee paid by CLIENT for the Hotel Rooms to which the CLIENT's claim or





complaint relates. Nothing in this Agreement is intended nor shall it be construed as an attempt by any party to exclude or limit its liability for any liability which cannot be excluded or limited under applicable law, including without limitation its liability for death or personal injury caused by its negligence or for its fraudulent misrepresentation.

## 12. COMPLIANCE WITH LAWS

- CLIENT agrees to comply with all applicable laws, rules and regulations. CLIENT agrees to cooperate with RESORT and any relevant governmental authority to ensure compliance with such laws. The RESORT may cancel this Agreement without any liability if in the RESORT's sole, reasonable determination, RESORT believes that it is necessary to do so in order to comply with its obligations under applicable laws, rules or regulations.

## 13. CONFIDENTIALITY

- The Parties agree that the matters set forth in this Agreement are strictly confidential. In addition, the Parties agree to keep strictly confidential all information of a proprietary or confidential nature about or belonging to a Party or to any Affiliate of a Party to which the other Party gains or has access by virtue of the relationship between the Parties. Except as disclosure may be required to obtain the advice of professionals or consultants, by legal requirements or by the order of any government, regulatory authority, or tribunal, each Party shall make every effort to ensure that such information is not disclosed to any other third person without the prior consent of the other Party. The obligations set forth in this Article shall survive any termination or expiration of this Agreement. The Parties shall cooperate with one another on all public statements, whether written or oral and no matter how disseminated, regarding their relationship.

## 15. NON – WAIVER

- The failure of the RESORT to require the CLIENT to comply with any of the terms and conditions of this Agreement shall not be construed as a waiver or subsequent failure of compliance by the RESORT with the same or other terms and conditions of this Agreement. It is further understood and agreed that no delay or omission of the RESORT in exercising any right herein granted shall be construed as a waiver thereof and that no acceptance by the RESORT of any payments made in any manner or at a time other than as herein provided shall be construed as a variation of the terms hereof.

## 16. ENTIRE AGREEMENT

- This agreement constitutes the complete understanding between the parties with respect to the subject matter hereof and supersedes any prior expression of intent, representation whether verbal or written, any brochure, pricelist, marketing materials, visual materials, scale models, video recordings, audio recordings, paraphernalia or warranty with respect to this Agreement. This Agreement may be amended but only with an instrument in writing signed by both parties.

## 17. VALIDITY

- The Agreement shall be valid and binding upon the heirs, executors, administrators and assigns of the contracting parties.

## 18. VENUE

- It is further agreed that the venue of any court of action which may arise from this Agreement or it is related agreements shall be brought exclusively in the courts of the Makati City, at the option of the RESORT.

## 19. SEPARABILITY

- In any one or more of the provisions of this Agreement is declared invalid or unenforceable in any respect under any applicable law, the validity, legality or enforceability of the remaining provisions contained herein shall not in any way be affected or impaired.

## 20. INDEMNITY AND ATTORNEY'S FEES

- In the event of any breach of the terms and conditions of this agreement by the CLIENT, and the RESORT is compelled to seek judicial relief thereof, the CLIENT binds himself to pay the RESORT by way of attorney's fees a sum equivalent to TWENTY FIVE percent (25%) of the total amount claimed but in no case less than FIFTY THOUSAND PESOS (Php. 50,000.00), aside from damages, costs of litigation and other expenses to which the RESORT may be entitled under the law.

## 21. GOVERNING LAW

- This Agreement and its related agreements shall be governed by the laws of the Republic of the Philippines.

## 22. MISCELLANEOUS

- In all instances where the prior consent of the Resort is required and given, the RESORT may impose such terms and conditions as it may deem fit.
- The CLIENT warrants that at the time of execution of this Agreement, the signatory is its duly authorized representative, the performance and observation of the terms and condition hereof are duly authorized and approved by its Board or duly empowered approving bodies and will not conflict with or constitute a breach of its charter or authority, and that the CLIENT shall be bound hereby.





- In case of conflict between the provisions of this CONTRACT and the Letter of Confirmation, this contract shall prevail.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature, this 22<sup>nd</sup> day of April 2025 at ACT Tower, 135 Senator Gil Puyat Avenue, Salcedo Village, Makati City, Philippines.

By:

CANYON COVE HOTEL AND SPA, INC.

DEPED REGION IV – A CALABARZON

  
MS. KATE VELILLA  
Sales Executive

  
ATTY. ALBERTO T. ESCOBARTE  
Regional Director

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
CITY OF MAKATI ) S.S

BEFORE ME, a Notary Public for and in the City of Makati, personally  
appeared; **APR 21 2025**

NAME ID ID no.

known to me and to me known to be the s... e persons who executed  
the foregoing instrument and acknowledged to me that the same is  
their free and voluntary act and deed.

  
ATTY. ROMEO M. MONFORT

Notary Public City of Makati  
Until December 31, 2025

Appointment No. M-032 (2024-2025)

PTR No. 10466008 Jan. 2, 2025/Makati City

IBP No. 306870 Dec. 27, 2024

MCLE NO. VII-0027570 Roll No. 27932

101 Urban Ave. Campos Rueda Bldg

Brgy. Pio Del Pilar, Makati City

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