



## Banquet Quotation

<b>Name of Event</b>	TBD	<b>Organization</b>	Embassy of the Republic of the Philippines
<b>Organizer</b>	Mary Val Adiong	<b>Contact</b>	010-8342-9589
<b>Date of Event</b>	2023-12-27	<b>Reservation Date</b>	2023-12-21
<b>Time</b>	10:30~15:30	<b>Cut-off Date</b>	

### 1. VENUE INFORMATION

Date	Function	Venue	Pax	Time	Remark
2023-12-27	Mian	Berkeley(36F)	20prs	10:30~15:30	

### 2. FOOD & BEVERAGE

Date	Description	Unit (KRW)	Quantity	Amount (KRW)	Remark
2023-12-27	Luncheon	115,702	20	2,314,050	Please refer to the menu file
	Coffee Break	12,397	20	247,934	Coffee or tea, Cookie
	Coffee/Desert	84,297	1	84,297	
	Water(BT)	2,100	-	-	
<b>F&amp;B Total</b>				2,646,281	
<b>Service Charge 10%</b>				264,628	
<b>Government Tax 10%</b>				-	Exempt
<b>SUB TOTAL ① (KRW)</b>				<b>2,910,909</b>	

### 3. GENERAL ARRANGEMENTS

Date	Item	Unit (KRW)	Quantity	Amount (KRW)	Remark
2023-12-27	Rental Charge (Berkeley Suite)	5,000,000	1	Complimentary	
	Beam projector & screen	300,000	1	Complimentary	Optional
	Stage Banner	300,000	-	-	Optional
	Parking Ticket	-	-	Complimentary	Free Of Charge
	Wi-Fi	-	-	Complimentary	Free Of Charge
	Microphone & Podium	-	-	Complimentary	Free Of Charge
<b>Government Tax 10%</b>				-	Exempt
<b>SUB TOTAL ② (KRW)</b>				-	

**GRAND TOTAL (①+②) (KRW) 2,910,909**

\*The above quotation is estimated and could be able to adjusted or negotiated.

\*The price indicated on the quotation includes 10% service charge & 10% V.A.T.

\*If any changes (or cancellation) occur after confirmation of the booking, Lotte Hotel Seoul would be able to ask for compensatory damages.

\*Without further discussion or contact, this tentative block will be released by the Cut-off Date, so please keep in mind.

\*Payment needs to be settled down on the actual event day.

Client Signature

*Maria Theresa B. Dizon-De Vega*  
**MARIA THERESA B. DIZON-DE VEGA**  
 Ambassador

**Grey Suh (Yung Ha Suh)** Banquet Sales Manager/Sales Team

T +82.2.759.7539 F +82.303.3269.3948 M +82.10.8561.8790 E ysuh11@lotte.net

www.lottehotelseoul.com www.facebook.com/seoul.lottewedding

Eulji-ro 30, Jung-gu, Seoul, Korea (04533)



## Contract

1. Upon acceptance hereof, the Client shall inform the Hotel of the guaranteed attendance for the scheduled function.
2. At least seventy-two hours before the scheduled function the Client shall re-confirm to the Hotel should there be any variation in the guaranteed attendance as indicated in clause (2) above. If no communication is received by the stipulated time the Hotel shall be entitled to charge the Client according to the guaranteed attendance or the actual attendance whichever is the greater number.
3. The Hotel must be notified of a cancellation of the scheduled function and cancellation fee occurs upon signature of the contract. The Hotel has the right to retain below indicated fee:

Upon signature date of the contract - 90 days before the event :	10% of the total estimated price (contract fee)
89 days - 30 days before the event :	40% of the total estimated price
29 days - 7 days before the event :	60% of the total estimated price
6 days before - on the date of the event :	100% of the total estimated price

4. The performance of this Agreement by either party shall be excused if an only to the extent that such performance is prevented by causes of God, war, governmental regulation, disaster, strike, curtailment of transportation facility, natural disasters (i.e. fire), civil disorder, terrorism or any emergencies making it inadvisable, illegal or impossible for either party to perform its obligations under this Agreement. The deposit previously paid shall be refunded (without interest) to the Client in full.
5. In case of non-availability of the designated function room due to force majeure or any other cause beyond the reasonable control of the hotel, the Hotel reserves the right to transfer the Client's function to another function room. In the event that the Client is not willing to do so, the Client shall have the right to cancel the booking with the Hotel without further legal recourse by the Client. The deposit previously paid shall be refunded (without interest) to the Client in full.
6. Should the Client require additional food or beverage and/or any other items to be added or served during the scheduled function other than the agreed quantity as specified herein, the Client shall contact the Banquet Manager or the Banquet coordinator before any addition etc., shall be complied with such addition etc., will be charged to the Client's account accordingly.
7. Client agrees to have its guests, invitees and other persons vacate the designated function space at the closing hour indicated. The Client further agrees to reimburse the Hotel for any overtime wage payments or other expenses incurred or charged by the Hotel by reason of the Client's non-compliance herewith.
8. (a) Client agrees not to put any displays, signboard, easel, poster, and directional signage within the Hotel premises without permission of the Hotel. The only area allowed putting indicated materials to be within the contracted venue & its private foyer.  
(b) Client can not use the Hotel facilities if changes are made. If the client installs and removes his equipment according to his needs, client shall have full responsibility to restore the facilities to its original condition. If any damages are made or can not be restore to its original condition, the cost will be charged to the client's account.  
(c) Client agrees to follow the guidelines set by the Hotel for installation of their equipment.  
(d) Client shall not enter into any contract or permit or conduct any form of entertainment or any other service relating to the Client's non-compliance herewith.

9. The hotel shall not be liable to the Client or any person attending the scheduled function for any loss, damage or injury however caused incurred or suffered whilst in the Hotel premises and/or car parks.
10. The Client shall be responsible for any loss of or damage to the Hotel's property or fixtures caused by the client and/or any of the client's guests, invitees and other persons attending the client's function and the cost of replacement or repair may be included in the final statement of accounts.
11. The Client hereby agrees that payment in full of the total function charges shall be made upon the presentation of the hotel's statement of accounts.
12. All and any taxes and surcharges applicable to the scheduled function shall be paid by the Client in addition to the price here in agreed upon.
13. In the case of any disputed charges, it is agreed that the charges not under dispute will be settled without undue delay. The charges in dispute must be brought to the Hotel's attention within three calendar days after the presentation or Hotel's statement of account, otherwise, the statement of account so presented shall be considered as accepted by the client.

Thank you again for giving us the opportunity to serve you.

Date \_\_\_\_\_

  
**MARIA THERESA B. DIZON-DE VEGA**  
Ambassador

Guest Signature \_\_\_\_\_

Person in Charge Signature \_\_\_\_\_



**Grey Suh** Manager

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