



Banquet Quotation

Name of Event	TBD	Organization	Embassy of the Republic of the Philippines
Organizer	Mary Val Adiong	Contact	010-8342-9589
Date of Event	2024-06-11	Reservation Date	
Time		Cut-off Date	2024-05-05

1. VENUE INFORMATION

Date	Function	Venue	Pax	Time	Remark
2024-06-11	Main	Crystal(2F)	500prs	18:00~21:00	
	VIP Room	Jade(2F)		18:00~21:00	

2. FOOD & BEVERAGE

Date	Description	Unit (KRW)	Quantity	Amount (KRW)	Remark
2024-06-11	Dinner	100,000	500	50,000,000	Please refer to the menu file
	Open Bar	28,000	-	-	Wine, Soft, Juice, Hard Liquor, Beer(1H Free Flow)
	Coffee Break	5,000	100	500,000	Coffee or Tea
	Water(BT)	2,100	-	-	
	F&B Total			50,500,000	
	Service Charge 10%			5,050,000	
	Government Tax 10%			-	Exempt
	SUB TOTAL ① (KRW)			55,550,000	

3. GENERAL ARRANGEMENTS

Date	Item	Unit (KRW)	Quantity	Amount (KRW)	Remark
2024-06-11	Rental Charge (Crystal Ballroom)	65,000,000	1	Complimentary	
	Flower Decoration	2,000,000	1	1,500,000	Optional
	Beam projector & screen	800,000	2	Complimentary	Optional
	Stage Banner	500,000	1	500,000	Optional
	Greeting Banner	300,000	1	300,000	Optional
	Pillar Banner/ea	150,000	-	-	Optional
	National Day Cake	500,000	1	500,000	50cm x 70cm
	Ice Carving	450,000	-	-	Optional
	Corkage Charge	1,200,000	1	Complimentary	Optional
	Parking Ticket	-	-	Complimentary	Free Of Charge
	Stage(2.4M x 1.2M)	-	-	Complimentary	Total 16 pieces available
	Wi-Fi	-	-	Complimentary	Free Of Charge
	Microphone & Podium	-	-	Complimentary	2 wired and 8 wireless microphones
	Government Tax 10%			-	Exempt
	SUB TOTAL ② (KRW)			2,800,000	

GRAND TOTAL (①+②) (KRW)

58,350,000

*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 touch.

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

Client Signature

MARIA THERESA B. DIZON-DE VEGA
Ambassador



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

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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 27 MAY 2024

Guest Signature 
MARIA THERESA B. DIZON-DE VEGA
Ambassador 

Person in Charge Signature 

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National Day Reception Cocktail Menu

Cold fare

Smoked Salmon with condiments 혼제연어외 콘디멘트

Assorted sandwiches 모듬 샌드위치

Cocktail shrimps 칵테일 새우

Ensaladang Lato (Seaweed Salad)

Marinated octopus & vegetable salsa 양념된 문어와 야채살사

Flat fish with herb and couscous 가자미와 허브, 쿠스쿠스

Ensaladang Talong (Eggplant Salad)

Fresh asparagus and Scallop salad 아스파라거스와 가리비

(가리비: 중국산)

Assorted sushi 생선초밥

쌀 : 국내산

California rolls 캘리포니아롤

쌀 : 국내산

From the hot chafing dish

Halal Chicken Adobo

(닭: 브라질산)

Pork Sisig

Baked Flat Fish with chili paste 가자미 고추장구이

Roasted Garlic, Ginkgo nuts and Stir-fried Mushrooms

구운 마늘과 은행, 아생버섯볶음

Halal Beef Stew 할랄 비프 스투

(할랄비프: 호주산)

Sautéed seafood & vegetables 사천식 해산물 야채볶음

Deep - fried prawn with chili sauce 충새우 칠리소스

Fried rice 야채 볶음밥

(쌀 : 국내산)



위 메뉴는 계절에 따라 식재료가 일부 변경될 수 있습니다.

Dessert

Buko Pie

Lechen Flan

Assorted Macarons 다양한 마카롱

Buko Pandan

Cheesecake 치즈 타트

Cheese cake 치즈 케이크

Seasonal fresh fruit 계절과일