



February 28, 2017

Greetings from Harbor Town Hotel!

We are pleased to inform you that Harbor Town Hotel has launched its newly renovated hotel rooms. The hotel has beautifully designed hotel rooms with exquisite service. Our fully air-conditioned hotel rooms are now available at the 2nd, 3rd, 4th and 5th floors. And for your convenience, Harbor Town Café is now ready to serve you with your favorite coffee, smoothies, pastries as well as breakfast, lunch and dinner located at the ground floor.

Below are the promo rates extended for you and your guests valid until May 31, 2017.

ROOM TYPE	PUBLISHED RATE (net/room/night)	PROMO RATE (net/room/night)
STANDARD ROOM Single Occupancy	Php1,708.00	Php1,537.20
SUPERIOR ROOM Double Occupancy	Php2,684.00	Php1,701.90
JUNIOR SUITE Double Occupancy	Php3,294.00	Php1,976.40
EXTRA PERSON	Php700.00 net/person/night (applicable to Superior and Junior Suites only)	

**** All rates are inclusive of Breakfast**

HOTEL FACILITIES AND AMENITIES:

- Fully air-conditioned guest rooms
- Flat screen cabled television
- Safety deposit boxes
- Hot and cold shower
- NDD/IDD service
- Complimentary daily newspaper
- Hair Dryer
- Refrigerator with mini bar items for JUNIOR SUITES
- Coffee Shop
- Room Service
- Free WiFi Access
- Function Room with a maximum capacity of 50 persons

AIRPORT TRANSFERS:

- Airport Transfer @ Php900.00 net / way

TERMS & CONDITIONS:

- Check in time is 2:00pm and Check out time is 12:00nn
- Early Check in and late check out may be requested from the Front Office, subject to availability.
- Guests extending stay beyond original reservation shall be charged prevailing published rates at the hotel (non-commissionable to the agent, if booked by a travel agent)
- Applicable charges shall apply to In-house guests if and when the following occurred / has been violated:
 - ✓ No Smoking Policy – Php2,000.00 per room should this be proved to have been violated
 - ✓ Stains found on the linens – Php2,000 per linen if any form of stain is found
 - ✓ Any kind of damage to the properties of the hotel – cost of the damages done will be charged accordingly and should be paid for by the guests immediately.

BANQUET PACKAGE

	PLATED	MANAGED BUFFET
SNACKS (minimum of 50 persons)	Php200.00 net/person	Php275.00 net/person
LUNCH or DINNER (minimum of 30 persons)	Php300.00 net/person	Php400.00 net/person

Inclusions:
 Use of function room maximum of 4 hours
 Fully dressed tables and chairs
 PA system with microphones
 Wide screen
 White board with marker and eraser
 Efficient and polite wait staff to attend to your needs

WHOLE DAY SEMINAR PACKAGE

	PLATED	MANAGED BUFFET
2 SNACKS & 1 LUNCH (minimum of 30 persons)	Php600.00 net/person	Php700.00 net/person
FULL BOARD (minimum of 30 persons)	Php1,100.00 net/person	Php1375.00 net/person

Inclusions:
 Use of function room for the whole course of event
 Fully dressed tables and chairs
 PA System with microphones
 Wide screen
 White board with marker and eraser
 Efficient and polite wait staff to attend to your needs

RENTAL OF PLACE ONLY

Half Day Rental @ Php5,000.00
 Whole Day Rental @ Php10,000.00

Consumable Rate (Half Day Use) @ Php10,000.00
 Consumable Rate (Whole Day Use) @ Php20,000.00

FORCE MAJEURE:

In case of fortuitous events or any condition beyond our control, Harbor Town Hotel shall not be held responsible for failure to deliver services some of which may result in missed international connections. In-house guests who have to extend their stay at the hotel because of a cancelled flight will be charged accordingly.

OPTION DATE & CANCELLATION:

SEASON	DUE FOR PAYMENT / GUARANTEE	CANCELLATION CHARGE TO APPLY IF CANCELLED AFTER GUARANTEE / PAYMENT
LEAN (June-September)	7 days prior	Value of 1 night x no. of rooms booked
HIGH (January-May & October-December / EXCEPT PEAK)	14 days prior	Value of 1 night x no. of rooms booked
PEAK (January 16-25, 2015 / Dinagyang Festival)	21 days prior	Value of the entire stay x no. of rooms booked

PAYMENT TERMS / BILLING ARRANGEMENTS:

- Fifty percent (50%) deposit / Full Payment / Letter of Guarantee for the room accommodation is required prior to arrival.
- For Send Bill arrangement please see attached credit line application and send it back to us with the required documents.
 - ✓ Payment should be made within 30 days after the function.
 - ✓ 10% shall apply to delayed payment up to 30 days
 - ✓ 20% shall apply to delayed payment up to 60 days
- Payment Options:
 - ✓ Cash
 - ✓ Manager's Check payable to HARBOR TOWN HOTEL
 - ✓ Current dated company check payable to HARBOR TOWN HOTEL (should be made five (5) banking days prior to departure; otherwise, cash / manager's check / credit card payment is required)
 - ✓ Major credit cards like Visa and MasterCard
 - ✓ Bank or telegraphic transfer (should be made five (5) banking days prior to departure, otherwise, cash / manager's check / credit card payment is required)
 - Bank Name: BANCO DE ORO
 - Bank Address: Iznart Branch, Iznart Street, Iloilo City
 - Account Number: SA#001780007378

We hope that our proposal merits your approval. I'd like to take the opportunity as well to invite you here in HARBOR TOWN HOTEL for an ocular inspection. I'd be glad to discuss our partnership over a cup of coffee.

Should you have further inquiries, please do not hesitate to contact the undersigned at telephone number (033) 3372384; fax (033) 3361438; mobile 09071420137; email: salesandmarketing@harbortownhotel.com.

Thank you very much and we look forward to a mutual beneficial working relationship with your company.

Sincerely,

Conforme:

Ms. Jolly Mae Ilaya
Sales Account Executive

Signature over Printed Name
Date: