



RICHMONDE HOTEL
ILOILO

January 17, 2017

MS. SUSAN GRECIA

Engager

**GOVERNMENT ASSOCIATION OF
CERTIFIED PUBLIC ACCOUNTANTS**

Iloilo City

**RE: Proposal – GACPA Convention
May 16 - 19/ 10 Rooms**

Dear Ms. Grecia,

Greetings from **Richmonde Hotel Iloilo!**

We are pleased to submit for your review our proposed rates for your **Government Association of Certified Public Accountants Group** scheduled on **May 16 - 19, 2017**. Indeed, we are grateful for the opportunity to be considered the venue for your forthcoming event.

As a valued client of Richmonde Hotel Iloilo, we are offering you the following special rates for your consideration:

1. **ROOM RATES**

Room Type	Single	Double/Twin	Triple
Deluxe Room	PHP 4,000NETT	PHP 4,500NETT	PHP 6,000NETT
One Bedroom Suite	PHP 7,500NETT	PHP 8,000NETT	PHP 9,500NETT

- Above rates are inclusive of 10% service charge and the applicable government taxes. Rates are applicable only for the abovementioned period.
- Rates are valid for a minimum of 10 rooms booked.
- Room confirmation is subject to availability.

Room Rate Inclusions:

Buffet breakfast at The Granary
Wireless internet access
Bottled water, replenished daily
Complimentary use of gym and swimming pool



RICHMONDE HOTEL
ILOILO

GACPA
Page two

2. **ROOM REQUIREMENTS**

We have tentatively reserved the following rooms for your group from **May 16 - 19, 2017**:

Room Type	Number of Rooms
Deluxe	10

Kindly inform us of its status on or before **February 16, 2017** otherwise rooms shall be released automatically.

Should there be another party willing to confirm the reserved guestrooms on the same date/s, we shall inform you immediately and shall wait for your final advise within 48 hours. Should we receive no advise during the said period, we shall release your tentative blockings to accommodate other reservations.

CUT-OFF DATE

- If the venue has already been secured by an earlier inquiry prior to your cut-off date, we shall notify you accordingly.
- If the venue is still available, to secure and convert the status of this arrangement to **DEFINITE**, we will require a non-refundable reservation fee of **Php15,000.00** on **February 16, 2017**.
- Should we fail to receive the reservation fee on the stated option date **February 16, 2017**, your booking shall automatically be cancelled and function rooms will be released. After which, rates may be subject to change from the initial quote should there be a request for a new proposal or in the event of re-booking.

BILLING ARRANGEMENT

- *Full payment shall be made at least 2 weeks before the date of the event.*
- *Should the company have a Credit Line with the hotel, a Letter of Authorization is required upon confirmation.*
- *Other incidental charges incurred (if any) should be settled immediately right after the event in cash or credit card.*

Ms. Grecia, we hope you find the above arrangements favorable to you and your group. We look forward to the opportunity of working with you to make this function a success. If we can be of any further assistance, please do not hesitate to contact us at (033) 3287888 or send us a message at dledesma@richmondehotel.com.ph.



RICHMONDE HOTEL
ILOILO

GACPA
Page Three

If you would like to check our banquet facilities we shall be delighted to arrange for you an ocular inspection at your convenience. You may also find out more about the Richmonde Hotel Iloilo by logging on to our website, www.richmondehoteliloilo.com.ph, which showcases the Hotel's key features, amenities and services.

Once again, thank you for this opportunity to present our proposal and we look forward to the pleasure of welcoming you and your guests to the Richmonde Hotel Iloilo, *where service is distinctly personal.*

Sincerely,

Dian Amor B. Ledesma
Sales Account Manager
RICHMONDE HOTEL ILOILO