



**PTP CATERING & EVENTS COORDINATION CORPORATION
CATERING OPERATIONS & SALES OFFICE**

Telephone No: 753-8150

Cellphone Nos: 0917-8480145

Email: inquiry@partytimephilippines.com

Website: www.partytimephilippines.com

Office Hours: 10 AM – 5 PM, Monday – Friday

Thank you for considering **PARTY TIME** for your catering and party needs! We are very happy for your inquiry. Enclosed in this proposal is all you will ever need in planning a party. We are more than happy to extend to you the utmost quality of food, service and decorations that is standard of our company.

Here is a list of companies who have availed of our services. We look forward to working with you soon!

Home Depot	Honda Makati	Playa Calatagan
Toys R' Us	Honda Shaw	Nestle Philippines
Globe Telecom	Honda Libis	Unilever
Gateway Mall	Forever Flawless	Proctor & Gamble
Market! Market!	Kumon	Coca-Cola
Metro Gaisano Lucena	Robinsons Handyman	Standard Chartered
Metro Gaisano Legazpi	E-Telecare	ABS-CBN
The Philippine Star	Filinvest Land	GMA
Honda Alabang	Punta Fuego	Acacia Hotel
Accenture	Canadian Embassy	Thai Embassy
Robinsons	NBA Cafe	Development Bank of the Phils
Victory Church	St. James the Great	Woodrose
Southridge	Rosemont	Landco Corporation
St. Scholastica	Brent	Montage Advertising
Duty Free	HSBC	Selecta
Palms Country Club	BMW Klassik	Toy Kingdom
Alabang Country Club	EFCO	Kid's 1 st Discovery Space
Tribeca	AXA Life	Pacific Plaza
JP, Chase & Morgan	Cinderella	Trader's Hotel
Shell	NBA Cafe	SC Johnson
JCI Manila	Superbowl of China	Cargill
Sara Lee	Mega Magazine	Kenny Rogers
Ayala Corporation	Kimberly Clark	Golden Spoon
McDonalds	Nissan	Startek

For any questions regarding our catering menus and packages, please don't hesitate to call us at our office number or mobile numbers, as indicated above. Should you wish to work around a budget, please contact any of our friendly party managers to suggest the best menus for you!

Thank you, and we look forward to helping you plan your party!

ALL PACKAGES ARE SUBJECT TO TRANSPORT CHARGES AND ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.



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**MENU OPTIONS
(TAX-INCLUSIVE)**

BUDGET MENUS

Php350.00 NET per person, Minimum 100 pax
Choice of 1 Pasta / Noodles, 1 Main Entrée, 1
Sidedish / Salad / Vegetable, 1 Dessert, 1 Drink,
Steamed Rice

PARTY TIME MENUS

Php400.00 NET per person, Minimum 100 pax
Choice of 1 Pasta / Noodles, 2 Main Entrees, 1
Sidedish / Salad, 1 Dessert, 1 Drink, Steamed
Rice

DELUXE MENUS

Php470.00 NET per person, Minimum 80 pax
Choice of 1 Pasta / Noodles, 3 Main Entrées, 2
Sidedish / Salad / Vegetable, 2 Desserts, 1 Drink,
Steamed Rice

SILVER MENUS

Php520.00 NET per person, Minimum 70 pax
Bread Basket with Butter, Soup, Choice of 1
Special Pasta / Noodles, 3 Main Entrées, 2
Sidedishes / Salads / Vegetable, 3 Desserts, 2
Drinks, Steamed Rice

GOLD MENUS

Php720.00 NET per person, Minimum 60 pax
Bread Basket with Butter, Appetizer, Soup,
Choice of 1 Special Pasta / Noodles, 3 Main
Entrées (1 of which is special), 2 Sidedishes /
Salads / Vegetable, 2 Special Desserts, 2 Drinks,
Steamed Rice

DIAMOND MENUS

Php800.00 NET per person, Minimum 60 pax
Bread Basket with Butter, Appetizer, Soup,
Carving Station, Choice of 1 Special
Pasta / Noodles, 3 Main Entrées (1 of which is
Special), 2 Special Sidedishes / Salads /
Vegetable, 3 Special Desserts, 2 Drinks, Brewed
Coffee and Tea, Steamed Rice

**AMENITIES PROVIDED
FOR ADULT MENUS:**

1. Candle-holder centerpieces (additional P200 for simple flower centerpiece)
2. Elegant Buffet Set-Up
3. Tables and Covered Chairs w/ Linen Cover
4. Use of Ceramic Plates and Glasses
5. Trained, Uniformed Waiters (service good for 4 hours)
6. Purified Water and Ice

4 Hours Service Only
Additional P100/hour/waiter
after agreed 4 hour Service
time.

Additional P100/floor/flight of
stairs per waiter if no service
elevators to be provided at
venue

Less P40/head if without tables,
chairs and decors. (Buffet setup
only)

*We require at least 3 hours for
our ingress time. Should the
venue booked not allow an
earlier ingress, client will
shoulder additional manpower
and trucking costs in order that
the setup be done within ingress
time. (Charge will be roughly
P1,000/additional staff required,
P4,000up per additional
trucking.)*

Transport charges apply!



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FOOD-TASTING available, for pick-up only on weekends at different events around Metro Manila. Dishes subject to availability of dishes for that day/event. Customized food-tasting available but will be subject to charges.

All drinks are good for 1 round

We accept Catering Services for less than the minimum, with price adjustments.

Food orders for dishes accepted as well!

FULL SWAGGING & LIGHTING – depends on size and limitations of venue

ADDITIONAL CHARGES:

Upgrade to Tiffany chairs (Adult/Children) – P80/chair, minimum 100 pcs

Upgrade to White Folding chairs (Adult/Children) – P120/chair, minimum 100 pcs

Upgrade to Ghost Chairs (Adult) – P200/chair, minimum 100 pcs

Additional Regular Chafing Dish – P300

Upgrade to Roll-top Chafing Dish - P500 per chafing dish

Lechon Bar w/ chopper and chafing dish, for 100 pax – P12,000

Pritson Bar, Good for 50 Pax – P10,000

Coffee and Hot Tea Bar (with Cream, Sugar, Stirrer) - Min. 80 pax, P40/head

Lechon Chopper (inclusive of chafing dish, chopping table, chopping utensils)– P1,000 each lechon

Round table with cover and 10 chairs with cover – P400

Regarding Reservations, Payments, Deposits, and Final Balances:

1. We require P5,000 non-refundable, non-transferrable cash deposit to reserve Date and Time Slot, as we have limited slots available. First to deposit, first served basis. Please pay balance to meet 50% within 1 week of cash deposit.
2. Check deposits and payments will no longer be accepted for final balances. Only cash payments will be honored. Check payments will be refunded upon clearing if deposited by mistake. This is an adjustment based on the new memorandum of Bangko Sentral ng Pilipinas regarding check payments and clearings.
3. Please pay in full, in CASH on 1 week before the event. Cash payments will be accepted on the day of the event, before start of event, with corresponding 5% of Total Bill as delay penalty. This is for our suppliers who require full payment before service.

Thank you for your understanding, and we look forward to servicing your event!



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SUGGESTED MENU COMBINATIONS:

MENU 1 (P420/head)

Steamed Rice
Bacon Carbonara
Beef Pot Roast in Mushroom Gravy Sauce
Fish Fillet in Black Bean Sauce
Buttered Stir-fried vegetables
Fresh Fruits in Pannacota
Citrus Lemon Iced Tea

MENU 2 (P420/head)

Steamed Rice
Baked Spaghetti
Honey-Glazed Spareribs with Walnuts
Rosemary Chicken
Tofu Steak
Chocolate Mousse
Citrus Lemon Iced Tea

MENU 3 (P490/head)

Steamed Rice
Baked Macaroni
Beef with 2 kinds of Mushroom
Fish Fillet in Lemon-Butter Sauce
Chicken Parmesan
Broccoli with 2 kinds of mushroom
Russian apple-potato salad
Fresh Fruits in Pannacota
Mini Red-velvet Cupcakes
Citrus Lemon Iced Tea

MENU 4 (P490/head)

Steamed Rice
Bacon Fettuccine
Beef with 2 kinds of Mushroom



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Fish Fillet in Black-Bean Sauce
Chicken in Oriental Sauce w/ Mandarin Oranges
Vietnamese Catfish Salad
Russian apple-potato salad
Chocolate Mousse
Mini Red-velvet Cupcakes
Citrus Lemon Iced Tea

MENU 5 (P540/head)

Bread Basket
Cream of Mushroom Soup
Steamed Rice
Bacon Carbonara
Pork Spareribs in Oyster Sauce
Chicken Teriyaki Sauce
Fish Fillet with Lemon-Butter Sauce
Broccoli with 2 kinds of mushroom
Tofu Steak
Fresh Fruits in Pannacotta Sauce
Buko Pandan
Citrus Lemon Iced Tea

MENU 6 (P740/head)

Bread Basket
Pritchon Rolls
French Onion Soup
Steamed Rice
Bacon Carbonara
Honey-Glazed Spareribs with Walnuts
Rosemary Chicken
Baked Prawns with Cheese and Garlic
Japanese Crabstick Cucumber Salad
Tofu Steak
Fresh Fruits in Pannacotta Sauce
Blueberry Cheesecake
Citrus Lemon Iced Tea



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MAKE-YOUR-OWN MENU CHOICES

Steamed Rice

Special Rices (additional P25/head to convert)

Yang Chow Fried Rice, Japanese Fried Rice, Garlic Rice, Shrimp Paste Rice w/ egg and Green Mango Toppings

Paellas (additional P60/head to convert)

Paella Madrilená*

Soups:

Cream of Broccoli Soup, Cream of Mushroom Soup, French Onion Soup, Cheesy Vegetable Soup, Cream of Corn & Crab Soup, Molo Soup, Fresh Asparagus Cream Soup

Appetizers:

Grilled Cheese Quesadilla with Tomato / Fresh Vietnamese Spring Rolls / Apple-Cheese and Bacon Open-Faced Sandwich / Priston Rolls with Hoisin / Cheese and Bread Platter

Pastas: Spaghetti, Baked Spaghetti, Baked Macaroni, Bacon Carbonara*, Tuna Carbonara, Penne ala Bolognese, Fettuccine w/ Wild Mushroom and Cream Sauce, Spiral Pasta w/ Marinara Sauce, Pasta w/ Tomato and Basil Sauce, Pasta Alfredo, Fettuccine w/ Garlic Pesto and Cream, Bacon Fettuccine in Cream Sauce, 3 Cheese Penne Pasta

Special Pastas: (additional P25/ head to convert)

Linguine in Pesto Sauce w/ Seafood, Baked Lasagna, Penne al Telefono, Smoked Salmon Fettuccine, Spirals w/ Chorizo Bilbao and Olives, Spanish Style Sardines in Olive Oil Pasta,

Noodles:

Korean Chapchae, BAM-I, Bihon Guisado, Garlic Sotanghon, Pancit Canton, Shrimp Sotanghon, Pad Thai, Miki Bihon, Chinese Birthday Noodles

Main Entrées:

Pork: Slow-Cooked Spareribs in Oyster Sauce*, Slow-Cooked Spareribs in Orange Sauce, Honey-Glazed Spareribs with Walnuts*, Pork Tonkatsu w/ Gravy, Hickory Pork Spareribs, Lechon Kawali, Roasted Porkloin w/ Rosemary and Gravy, Grilled Porkchops w/ BBQ Sauce, Pork Skewers w/ Tomatoes and Onions, Stuffed Pork Chops w/ Caramelized Onions and Bell peppers, Korean Braised Pork Ribs w/ Sesame Seeds and Leeks, Bacon Rolled Meat Loaf w/ Caramelized



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Shallots and Gravy, Stuffed Pork Galantine w/ Creamy Herbed Sauce or Gravy w/ Mushrooms

Chicken: Thigh Fillet Chicken Teriyaki*, Buffalo Wings w/ Mayo Garlic Sauce, Chicken Fingers w/ Mushroom Gravy, Chicken Lollipop w/ Mushroom Gravy, Chicken ala Pobre (Garlic Butter Sauce), Chicken Yakitori Skewers w/ Tomato and Onions, Chicken Pastel, Chicken ala Kiev, Crispy Parmesan Chicken w/ Mushroom Gravy Sauce, Baked Chicken Crepe w/ Melted Cheese, Cordon Bleu w/ Creamy Herbed Sauce, Crispy Chicken Wings w/ Sesame Seeds and Oriental Sweet Sauce, Roasted Rosemary Chicken w/ Caramelized Shallots and Gravy, Roasted Chicken w/ Tarragon and Cream Sauce, Sautéed Boneless Chicken w/ Bell peppers and Cashew Nuts, Crispy Chicken w/ Mandarin Oranges in Oriental Sauce, Roasted Chicken w/ Cherry and Raspberry Sauce, Roasted Chicken w/ Dill and Cream Sauce, BBQ Glazed Chicken Quarters

Special Chicken: (additional P35/ head to convert)

Chicken Relleno

Fish / Seafood: Fish Fillet w/ Black Bean Sauce*, Fish Fillet with Lemon Butter Sauce, Fish Fillet with Sweet and Sour Pineapple Sauce, Fish Fillet w/ Creamy Herbs and Mushroom Sauce, Fish Fillet w/ Tartar Sauce, Poached Fish in Wine and Herbs Ala Papillote, Crispy Fish Sticks w/ Mayo Garlic Sauce, Breaded Fish Fillet w/ Spinach Cream Sauce, Honey-Nut Fish Fillet

Special Fish / Seafood: (additional P80/ head to convert)

Prawn Tempura (on-the-spot)*, Prawns with Cheese and Garlic*, Tanigue Steak w/ Lemon Butter Sauce (on-the-spot), Salmon Teriyaki, Blue Marlin w/ Hollandaise and Herbs Sauce, Chili Prawn in Pineapple Sauce*

Beef: Beef Caldereta Cooked in Wine, Beef Teppanyaki w/ Bean Sprouts, Garlic Beef Tips w/ Gravy and Mushrooms, Callos Madrilena, Slow Cooked Kare-Kare, Lengua Estofado (Braised Ox Tongue in Sweet Sauce and Bell Peppers), Lengua in Wild Mushroom and Gravy Sauce, Pastel de Lengua, Beef Pot Roast in Mushroom Gravy Sauce*, Beef Stroganoff (Sirloin Strips Cooked in Garlic, Mushrooms and Cream Sauce) Beef w/ Oyster Sauce and Champignon Mushrooms, Beef Mechado, Beef Teriyaki w/ Sesame Seeds, Korean Braised Beef w/ Leeks, Shallots and Sesame Seeds, Garlic Beef Strips w/ Broccoli, Garlic Beef Salpicao w/ Mushrooms and Bell peppers

Special Beef Dishes: (additional P100/head to convert)

Beef Teppanyaki (On the-spot), Grilled Steak with Gravy, Carving Station w/ Choice of 2 Sauce (Gravy w/ Wild Mushrooms and Celery, Gravy w/ Caramelized Onions and Shallots, Wine Broth Au Jus, Teriyaki Sauce w/ Leeks and Sesame Seeds)



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Sidedishes / Salads / Vegetables:

Oriental Chicken Salad, Caesar Salad, Chef's Salad, Buttered Mixed Vegetables, Au Gratin Potatoes*, Broccoli w/ 2 kinds of mushrooms*, Russian Apple-Potato Salad, Japanese Crabstick Cucumber Salad, Hotdog on Stick, Cheesesticks, Mini Pizza, Garlic Mushrooms, Assorted Sandwiches (tuna, chicken, cheese pimiento), Vietnamese Catfish Salad*, Vegetable stir-fry with quail eggs, Japanese Tofu Steak, Chopsuey, Vietnamese Spring Rolls, Fresh Lumpia, Creamy Mashed Potatoes with Cheese

Special Sidedishes / Salads/ Vegetables: (additional P60/head to convert)

Assorted Sushi & Sashimi* (California Maki, Kani Maki, Tuna Sashimi), Asparagus with Bacon, Vegetable Kakiage Tempura (on-the-spot)

Desserts:

Buco Pandan, Fudge Brownies, Rocky Road Brownies, Fresh Fruit Platter, Fruit Salad, Almond Jelly, Coffee Gelatin, Butterscotch Bars, Walnut Fudge, Assorted Kakanin, Choco Chip Brownies, Fresh Fruits in Pannacotta*, Chocolate Mousse in Shot Glasses*

Special Desserts: (additional P35/ head to convert)

Red Velvet Mini Cupcakes*, French Apple Pie, Blueberry Cheesecake, Oreo Cheesecake, Brazo de Mercedes, Sansrival, Mango Crepe. Banana Crepe , Chocolate Mousse, Tiramisu, Mini Ensaymada, Fried Ube Rolls with Mango Sauce*

Drinks: Citrus Lemon Iced Tea, Orange Juice, Pineapple Juice

Special Drinks :(additional P20/head to convert)

Raspberry Iced Tea, Softdrinks, Dalandan Juice

***Party Time Recommends**



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**UPGRADE TO WEDDING AMENITIES
(minimum 150 pax) ADD P250/head**

Turn our Adult Menus into your Dream Wedding!

OUR AMENITIES:

1. Roll –top Chafing Dishes and Elegant Buffet Set-Up with Pleated Skirting and Lighting
2. Elegant flatware, glassware, and utensils
3. Wine glasses
4. Tables and Elegant Champagne Chivalry Chairs for Presidential Tables and Couple's Table
5. Round Tables with Linen-covered monoblock chairs for your guests
6. Couple's Table with Elegant Floral Table décor
7. Special Low-table arrangements for Presidential Tables
8. Elegant, Low Floral Centerpieces for all Guest Tables
9. Round Mirrors for Center of Tables with Lit Votive Candles
10. Kiddie Tables and Chairs w/ Floor Length Linen and Colorful Table Toppings (if Kids are part of Head Count)
11. Trained, Uniformed Waiters (service good for 4 hours)
12. Waiters to Be assigned exclusively for your Presidential table
13. Purified Water and Ice
14. Gifts table
15. Skirted Cake Table
16. Give-aways Table
17. Cocktail Tables
18. Styro containers for all your leftovers

OUR SERVICE

1. Presence of the Head of Events and Head of Catering Division on the Day of Event
2. Free foodtasting for 4 (by appointment)
3. Styling and Meeting with Head of Events
4. Full exclusive service on the day of your event.
5. Mock set-up of Tables

And to make your wedding more special we will provide:

1. 10 Packed Meals for your Wedding Suppliers
2. Themed Menus for each table
3. Themed Table Nos for each table
4. Themed Buffet Label Cards
5. Chips f& Nuts or all your tables
6. Themed Presidential Nameplates
7. Themed logo boxes and ribbons for all place settings
8. Red Carpet for your Grand entrance
9. Coloring pages and crayons for your young guests



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10. A bottle of sparkling wine for toasting

11. A pair of doves in an elegant cage

Also available with our partners:

**OTD, Partial, and Full Wedding Coordination
Coverage**

Bridal Car Rentals

Reception and Church Floral décor

Bridal and Entourage Gown Designer

Photo & Video

Onsite Video

Give-aways

Regarding Reservations, Payments, Deposits, and Final Balances:

1. Starting January 2011, we now require P5,000 non-refundable, non-transferrable cash deposit to reserve Date and Time Slot, as we have limited slots available. First to deposit, first served basis.
2. Also starting January 2011, check deposits and payments will no longer be accepted. Only cash payments will be honored. Check payments will be refunded upon clearing if deposited by mistake. This is an adjustment based on the new memorandum of Bangko Sentral ng Pilipinas regarding check payments and clearings.
3. Please pay in full, in CASH on 1 week before the event. Cash payments will be accepted on the day of the event, before start of event, with corresponding 5% of Total Bill as delay penalty.

Thank you for your understanding, and we look forward to sharing your event with you!



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Terms and Conditions

EXCLUSIVITY CLAUSE

Client must avail of services of Party Time exclusively to prevent any conflict of interest with other suppliers. No other caterer, food service provider (except for branded carts), or party planner/coordinator can be part of same event, unless accredited or approved by Party Time beforehand. Party Time Philippines must be sole provider for event. Should client directly avail of branded food carts or outside food providers, she/he hereby waives any damages that may arise from consumption of food outside Party Time's service, and will not be required to coordinate with suppliers not booked thru Party Time to prevent confusion between client and Party Time's instructions for event. Thank you!

CATERING

1. Services of waiters are up to four (4) hours only. In excess of 4 hours, P50/hour/staff (waiter, waitress, account exec, drivers) must be provided and added to final billing.
2. Additional P100/floor or flight of stairs, PER waiter, if elevator service will not be provided. Party Time will not services venues with more than 4 floors if no service elevator will be provided.
3. Ribbon and table toppers will be subject to availability of color. First come, first served.
4. Please give us 1 week notice of final head count or any changes so that we may correct required manpower, etc.
5. Transport charges will be applied depending on area of venue.
6. Party Time will not pay for any bond for any venue.
7. Client must pay for entrance fees for villages and subdivisions. This is not included in our transport charges.
8. Party Time must be given 6-8 hours to setup (if balloon décor is included). If for catering alone, Party Time must be given at least 3 hours to setup. Extra charges will apply if only 1 hour is given for setup, to hire extra staff and trucking for more efficient setup.
9. Should there be any required permits or gate passes for venues, it is the client's responsibility to submit required documents to Party Time. Failure to do so may result in lateness of setup, which Party Time cannot be held liable for.
10. Please make sure venue allows cooking or re-heating of food, otherwise please inform Party Time Philippines via email / in writing so we can make the necessary preparations. Please note that food freshness will not be the same if cooking is not allowed at the venue.
11. Freshness of food can be assured for 4 hours from start of Service Time. Should Time be extended, Party Time cannot be liable for spoilage of food as food was cooked based on agreed Service Time of event.
12. Party Time Philippines does not recommend taking home food from the event as food may not be fresh after 4 hours of service. Should client or guests take home food, they waive any claim for damages from spoilage or effects of take home food.
13. Party Time Philippines reserves the right to substitute items that are unavailable in the current open market or season, and will notify client of any such changes if time allows.
14. The caterer shall prepare food and equipment exactly as ordered. The food buffer of 5-10% is only allotted for above average eaters but not extra guests. The number of tables and chairs will be exact. Those who wish to order extra tables and chairs must order additional food as well.
15. Table numbers will be available if requested. Client's representative should do the placing of table numbers and place cards to avoid confusion with the seat plan.
16. If there are instructions regarding layouts, please inform the office a week before the event. Changing of layout on the day of the event, when the tables are already setup, will cause delay in setup and start of event.
17. Party Time is authorized to make changes without prior notice in the layout as necessary if it involves lack of space, need for power source, water source, changes in allowed cooking area, etc.
18. Client will not bring any type of food for safety reasons. If client brings own lechon or other food not prepared by caterer, the caterer is relieved from all liabilities pertaining to food poisoning and food safety.

VENUES & SPONSORSHIPS

1. Party Time can assist with sponsorship of certain venues for the following rates:
 - a. Assistance in looking for a venue (no sponsorship required) – P1,500
*This rate is charged immediately upon emailing of Confirmation of Venue Assistance. P1,500 deposit is required. Regardless if venue is settled by client OR Party Time, this payment is non-refundable.
 - b. Assistance and booking venue (no sponsorship required) – P2,500 plus total venue rate plus P5,000 bond (refundable 2-3 weeks after event depending on venue)
 - c. Assistance and booking venue (venue sponsorship required) – P5,000 plus total venue rate plus P5,000 bond (refundable 2-3 weeks after event depending on venue)

Party Time, in booking venues, CANNOT be held liable for the following, as we are only assisting / helping in the booking:

- a. Problems between venue and client with regards to banquet, etc
 - b. Damages caused to venue by client or guests that must be paid for client.
 - c. Deductions from Bond due to use of Electricals, bringing in of items, etc
2. All bookings will be made in the name of the client, though Party Time Philippines may sign the documents in the name of the client to make booking more efficient.
 3. No pencil-bookings for venues are accepted.
 4. We do not release the numbers of venues, but we can give the numbers once the Confirmation of Venue Assistance is paid for.



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5. If Party Time will sponsor the venue, all services (catering, décor, entertainment, give-a ways) must come from Party Time, and cannot be provided by an outside source .

VENUE RESTRICTIONS

1. Certain venues may not allow certain setups (swags, ceiling décor, flying balloons, tables and chairs, stage, etc). PARTY TIME will re-arrange agreed setup if problems arise between venue and client agreement upon time of setup. However, client will still be charged full amount, as per agreed in contract, as staff, manpower, and equipment have already been booked and reserved for client.
2. As much as possible, please make sure venues put in WRITING agreements regarding venue décor (i.e. if they allow swags, please have Person in charge write down and sign that this is allowed, so that Waiver can be shown to staff in charge at the day of the event itself).
3. PARTY TIME cannot be held liable if venue does not allow use of electricity, as electricity is needed to make the decors.

EQUIPMENT

1. The Client shall pay for the cost of broken, damaged or lost equipment, furniture, fixtures, glassware, utensils damaged by the guests or client themselves at current market price. Billing for this will be served 1 week before the event to canvass for current price.
2. Party Time reserves the right to ask for a bond in case of large events where props and vases of high value will be used. Bond will be returned within one week after inventory of returned materials. Client is responsible for security of venue so that guests will not take home props and equipment of Party Time Philippines. Employees of Party Time will try to control guests from leaving with equipment but cannot force the guests to do so.

TRANSPORTATION CHARGES

1. All items in price list may be subject to transport charge.
1. For third-party suppliers Party Time still has to confirm transport charge.
2. This transport charge will be supplied to you before your down payment. There is a possibility that transport charge may increase after downpayment, but only for 3rd party suppliers. Client has option to change 3rd party supplier to another should he/she not agree with additional transportation charges.

PAYMENT TERMS

1. We require P5,000 non-refundable, non-transferrable cash deposit to reserve Date and Time Slot, as we have limited slots available. First to deposit, first served basis. Deposit will be deducted from 50% deposit required to fully confirm event. Full 50% deposit must be made a week after P5,000 deposit.
2. Check payments are not honored for final balances. Only cash payments will be honored.
3. Please pay in full, in CASH on 1 week before the event.
4. No down payment, no reservation.
5. Client hereby acknowledges that in case of cancellation, for whatever reason before the scheduled event, all payments shall be forfeited.
6. PARTY TIME may accept rush orders, but with a corresponding rush charge. PARTY TIME reserves the right not to accept bookings if management feels the event is too close, or the company is fully booked by the time of the deposit, regardless if client has inquired several months before the event.
7. Strictly NO REFUND after delivery or performance.
8. Prices may be subject to change without prior notice.
9. Party Time reserves the right to ask for additional payment on the day of the event (gate entry charges for subdivisions, charges of lack of service elevator, overtime fees for talents or waiters, etc). Client must pay this in full in cash at the end of the event.

FORTUITOUS EVENTS

1. In case of fortuitous events (forces of nature) Party Time will charge 100% if delivery and setup has been made by the time of official cancellation of client via text / email (in writing) of any talent, setup, décor, food booth, etc.
2. In case of fortuitous events (force of nature) Party Time will charge 75% of contracted rate if cancellation has been made on the same day as the event, but delivery has not been made.
3. In case of fortuitous events (force of nature) Party Time will charge a certain percentage depending on feedback of talents, suppliers, etc if cancellation is made within the week of the event.
4. Party Time Philippines cannot be made liable of lateness or inability to perform on times of extreme events such as earthquake, floods, and Typhoon Signal No. 3

FOR ANY CHANGES OR ADDITIONS TO CONTRACT

1. Please give us a two-weeks WRITTEN notice for any minor changes or additions to your contracts. We, however, cannot change items which have already been booked/produced for you, especially with regards to 3rd party suppliers. Thank you!

I have read and understood the above. I agree with all the terms and conditions stipulated. I will abide with the policies as signified by my signature found below. If I fail to sign this agreement, it means that I don't intend to enter into any binding contract with PARTY TIME, and that no delivery or services will be made despite any downpayment I may have made.



**PTP CATERING & EVENTS COORDINATION CORPORATION
CATERING OPERATIONS & SALES OFFICE**

Telephone No: 753-8150

Cellphone Nos: 0917-8480145

Email: inquiry@partytimephilippines.com

Website: www.partytimephilippines.com

Office Hours: 10 AM – 5 PM, Monday – Friday

CLIENT'S NAME AND CONFORME

DATE

