



Be Our Guest.

The strategic location for your events and meetings



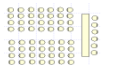
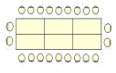
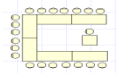
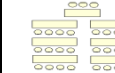
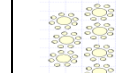
GENERAL CONDITIONS FOR BANQUET FACILITIES AND SERVICES

- The client will comply with the following payments to Reserve and Guarantee the event:
 - ☞ To Reserve \$ as Reservation Fee
 - ☞ 15 days prior to the event 50% of the total cost of the event as **DOWNPAYMENT** to guarantee your event.
 - ☞ 48 hours prior to the event Total cancellation of the amount due.
 - ☞ At the end of the event Any **additional consumption**

ROOMS USE

- All rooms have a rental fee per Event / Day::

- ☞ \$ Miraflores Lake Room
- ☞ \$ Chagres Room
- ☞ \$ Gatún Hall
- ☞ \$ Pedro Miguel Executive Suites

ROOMS CAPACITY	Auditorium 	Imperial 	U Type 	School 	Banquets & Events 	ROOM FEES
LAGO MIRAFLORES	80	30	30	42	64	
CHAGRES	70	25	30	36	64	
GATUN	N/A	N/A	N/A	N/A	80	

- The room use is reserve for a six hours period, each additional hour has a cost of ☞ B/. 25.00 + 5%.
- The air conditioner will be turned on 30 minutes prior to the event.
- The reception halls will only be guarantee with 50% down payment of the total value of the event.



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- 6. The room selected by the client requires a minimum of persons per facility. If the number of attendees is reduced below the set minimum, the room will be changed, with prior notice, with the room that accommodates the attendees with the respective cost of the room.
- 7. The Hotel reserves the right to reassign rooms, with prior notice.

ABOUT THE USE OF HOTEL FACILITIES AND ROOMS:

- ☞ The hotel is not responsible for any incidents that may occur in the rooms or facilities areas.*
- ☞ The use of the pool is reserved to the hotel guests. With the exception of reservations and payment of the pool side for special events, with prior authorization of the hotel management.*
- ☞ For events where children are attending, they will be served with disposable ware for safety reasons.*
- ☞ Nailing or gluing materials to the hotel's walls is not allowed.*
- ☞ Any damage caused to the rooms or hotel areas will be charged to the hotel guest bill.*

☞☞ CANCELATIONS ☞☞

- 8. If the event is cancel, the hotel will reimburse the client in accordance with the following:
 - ☞ 30 Days prior to the event.....**Reimbursed in full.**
 - ☞ 15 Days prior to the event **50 % of the room reservation downpayment**
 - ☞ 72 hours prior to the event.....**No reimbursement of the room reservation or event fee**

☞☞ FOOD AND BEVERAGE ☞☞

CHANGES AND CONSUMPTION

- 9. It will be charge by the numbers of persons reserved and guarantee by the client. The number of people could be increased with 72 hours notice; nevertheless it could not be reduce with a 72 hours notification.



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10. Due to health regulations it is prohibited to take food leftovers from the event
11. Any changes on the arrangements, schedules, menus, settings guarantees, etc., should be notified with a minimum of 72 hours prior to the event.
12. The Hotel reserves the right to reject or accept any change, cancelation or alteration within the 72 hours prior to the event. In case of acceptance a fee or economic penalization will be charged to the client.
13. If by any reason an additional service is required prior, during or after the event, it will be charged to the guest bill as an “Additional Consumption” base on this contract.

LIQUORS AND ALCOHOLIC BEVERAGES

14. All alcoholic beverages should have paid fiscal stamps. Should be deliver to the hotel 24 hours ahead of the event.
15. The open bottle fee includes the first 4 mixers (Coca Cola, Ginger Ale, Club Soda, Tonic water, or Orange Juice)
16. The additional mixers will be charged to the client bill.
17. All food and beverage services will be charged with el 10% service and 5% Tax

THIRD PARTIES SERVICES AND EQUIPMENT

- ☞ Entrance and Exit of Equipment: All equipment shall only Access the hotel through the Food and Beverage Department. Otherwise the hotel could not be responsible for the equipment.
- ☞ Decoration: The hotel shall allow the client to bring their own decoration or A& V: Flowers, Table Center Pieces, etc.
- ☞ Cakes: Will only be allowed to bring the principal cake of the event (Wedding cake, Birthday Cakes, etc.)
- ☞ Music: It is required that the group or discotheque hired brings its own extensions, electrical blocks, tables, carts to carry the equipment and base to set the speakers (programmed by the



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hotel). The hotel will regulate the number of speakers to be used in the reserved room and the volume of the same during the event – to benefit the guests. The group or discotheque will not be allowed to use the hotel table to support their equipment or speakers.

☞ **FORMA DE PAGO** ☞

18. Cash, Visa, Mastercard, American Express Credit Cards and Certified checks are accepted.

Quotes are valid for 30 days only

To guarantee the price and dates the contract signature and 50% down payment is required.

Client Signature and ID Number: _____

Responsible signature for the Hotel: _____

Date of Signature: _____