

**OUTSIDE CONTRACTORS AGREEMENT**

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Venue/s: \_\_\_\_\_

The following rules and regulations apply to companies directly or indirectly involved with Sofitel Philippine Plaza in the execution of any contractual agreement within its premises.

The Hotel shall agree to allow the client's contractor(s) access to the Hotel subject to the terms, conditions and regulations specified below.

**1. Access**

- a. All items for Events / Conferences / Meetings that are to be brought in and out of the hotel, shall be allowed access only through the North Gate loading dock. Contractors may use the banquet service freight elevator or the staircase for the delivery and pull-out of goods/equipment/props/decorations to or from the ballroom and function rooms.
- b. Delivery / pick-up of items that will not fit into the service freight elevator will be allowed access thru the hotel's banquet side door entrance from 12:01 AM to 5:00 AM only.
- c. No items are to be carried through any other area unless agreed upon in writing with Sofitel Philippine Plaza. Any items delivered to the Hotel before the agreed schedule will be refused entry.
- d. No guests' elevators are to be used to carry any item intended for banquet functions.
- e. Items for events booked at the Sunset Pavilion Tent and the Garden Outdoor Area shall be allowed access only through the North Gate loading dock.
- f. Items for events booked at the Harbor Garden Tent shall be allowed access only through the Harbor Garden Tent loading dock.
- g. Contractors/suppliers must have two (2) sets of checklist with information on the summary of items, name and number of manpower and name of function rooms assigned. One (1) copy to be given to the security on duty. Upon ingress /egress, the security personnel will inspect the items and manpower against the checklist submitted.

---

***Contractor to sign on all pages and return to the hotel at least one week prior to the event..***

**2. Set-up and Tear Down**

- a. The hotel shall not supply any goods, equipment, props or decorations, free of charge, to the client, contractors, suppliers and or agents with the exception of arrangements previously agreed upon with the function organizers.
- b. The use of nails, screws, pins, paints or any other material that may cause damage or alterations to hotel property is strictly prohibited. The hotel reserves the right to charge the agencies for damages caused by the use of any of the above.
- c. All goods, equipment, props and decorations installed must be pulled out immediately after the event and before leaving the hotel premises. Any materials left behind and unclaimed after the event shall be disposed by the Hotel. Contractors and Organizers must keep the area clean at all times and are responsible for disposing any leftover materials.
- d. Contractors must bring their own protective covers and trolley to transport all items moved into or pulled out from the function venue to prevent damage to pillars, door frames and carpet/flooring.
- e. Clients bringing in their own stage, AV set-up, lights and sound system shall bring their own carpet protective covers to prevent damage to the venue carpets.
- f. All booths, banners, props, backdrops and decorations must be pre-fabricated and free-standing. Protective matting for materials must be provided by the contractors during ingress and setup.
- g. Contractors bringing in any form of vehicle inside the hotel premises / function venue should provide protective matting from point of entry until the area where the vehicle shall be placed to avoid any damage to the hotel floor and carpet.
- h. Layout plans and electrical diagram shall be submitted to the Hotel for approval at least five (5) days prior to the ingress day.
- i. Maximum of 100 lbs per square foot is the allowable floor load at the ballroom and pre-function area.
- j. All booths, equipment, props and/or exhibits must be set-up at least (1) foot away from the walls.
- k. Maximum height of booth or display at the GPB Foyer should be 6 feet.
- l. Draping on the ceiling should be hang from the hotel's designated built-in hanging point only. Diagram for the draping should be submitted to the hotel at least 2 weeks before the event, and is subject for approval of the Banquet Manager and Engineering Manager.

On the day of set-up, the contractor should coordinate with the Banquet Supervisor and the Shift Engineer on duty, before proceeding on hanging the drapes.

**3. Conduct of Contractors**

- a. All contractors and/or their representatives must surrender an ID in exchange of the hotel-issued ID, which they must wear while inside the hotel premises.
- b. The organizer will assign an on-site supervisor/representative, who has the authority to decide to ensure that their contractor/suppliers comply with the provisions stated on this agreement form. The on-site supervisor/representative shall coordinate with the hotel's

Banquet Supervisor, Shift Engineer, Security Officer and / or Duty Manager on matters relative to their ingress, set-up and egress.

- c. Smoking is strictly prohibited in all areas of the hotel.
- d. Absolutely no food and drinks are to be brought into the hotel.
- e. Contractor's representatives and employees are prohibited from entering any other function room. Breaking of the rule is considered trespassing. None of the guest facilities are to be used and loitering is not allowed in guest areas. The hotel reserves the right to ask the violators to leave the hotel premises.
- f. All personnel involved in ingress, set-up and egress, should be in proper working attire. No personnel in shorts, sandals, slippers and sleeveless shirts will be allowed entrance to the hotel.
- g. Gambling is not allowed in the hotel premises.
- h. Sleeping In function spaces is not allowed.

#### ***4. Fire and Safety Regulations***

- a. All materials used, all methods of installation and the structural fitness thereof shall comply with all local fire and safety codes and no temporary structure will be installed that will hinder or obstruct the Hotel's fire and life safety routes and equipment.
- b. Any wiring running on floors must be secured with rubber covers. Wiring on floors must be avoided in high traffic areas such as aisles and doors access. All electrical installations must be closely coordinated with engineering.
- c. No explosives, petrol, gas or inflammable substances are to be used.
- d. Only foil-type confetti is allowed.
- e. The use of artificial smoke machines should be cleared with the Hotel Security/Engineering.
- f. Food carts/ food stations that involve cooking are not allowed in any indoor venue.
- g. All installation of platform / structure with the height of 6 feet and above shall require the use of safety harness from the contractor.
- h. The use of lighted candle/s is strictly prohibited.

Exception: Only the hotel's Debut Candle Ceremony using the 18 candles on stationary stand with appropriate sized candle dripping holders is allowed. The stand should be placed on top of a non-flammable protective cover.

#### ***5. Electricity Supply***

The contractor shall comply with the following requirements:

- a. Prepare electrical single-line diagrams complete with relevant safety protection mechanisms. Diagram(s) will be forwarded to the Hotel's Banquet Manager in coordination with the Hotel Engineering Department for approval at least five (5) days prior to the event.
- b. Supply all materials, fixture and labor necessary to wire the various points and fixtures.
- c. Ensure that all wiring plans comply with the Hotel's standard requirements and local fire and safety codes as discussed with the Engineering department.
- d. Provide cabling and wiring from the nearest electrical riser(s) and terminals at designated points according to drawings and diagrams approved by the Hotel.
- e. Provide adequate certified electrician / technician(s) full-time for stand-by service.
- f. Client's contractor to coordinate first with the Hotel Shift's Engineer /Electrician regarding the load capacity. Power points are not to be overloaded above normal capacities.
- g. Contractor must provide their own generator set for power supply especially for those events with :
  - above 100 amperes electrical load requirement
  - audio visual equipment which are sensitive to power supply fluctuation
- h. Power Supply - the hotel's power supply is coming from our utility provider, Meralco, which is subject to power fluctuation beyond the control of Sofitel.
  - h.1 In the event that the organizer/contractor wishes to tap power from the hotel's power supply, the organizer/contractor is required to secure electrical tapping permit from the engineering office prior to the event.
  - h.2 The following guidelines shall be followed prior to tapping:
    - a. Submit to the hotel's Shift Engineer a lay-out of load wirings prior to tapping of power and shall be subject to inspection.
    - b. From the hotel's electrical panel (tapping point), organizer/ contractor must provide their own disconnecting circuit breakers. Only royal cord with appropriate size to the main power line shall be use.
- i. Requests for convenience outlet will be charged Php500/pc. This includes electrical lay-out of cables.

**6. Manning of Booths**

- a. Exhibitor / Sponsor booths must be manned at all times for the duration of the event.
- b. All exhibitors / sponsors manning the booth must wear the hotel-issued ID or convention ID.

**7. Sound Level Guidelines for events booked at the Sunset Pavilion Tent and the Harbor Garden Tent,**

- a. Maximum allowable sound level is 105 decibels from 9:00am to until 10:30pm only.

- b. Sound Check Schedule: ( space is subject to availability)
  - 9:01 AM – 5:00 PM for evening event on the same day
  - 5:00 PM – 10:00 PM for the event the following morning

**8. Security, Insurance and Liability**

- a. The client and its contractor acknowledges and agrees that the Hotel will not be responsible for the safety of articles of any kind brought into the Hotel premises by the Contractor, agents, employees independent contractors engaged by the Contractor, or exhibitors, members of the public or any person whatsoever.
- b. The client and its contractor assumes the entire responsibility and liability for any losses, damages and claims derived out of injury to exhibitors, agents or groups, members of the public or any persons' displays by reason of the works or other acts committed or omitted in this regard by the Contractor, agents, employees and independent contractor (including but not limited to electrical and construction services described above)
- c. The client and its contractor shall protect, indemnify ,defend, pay on behalf of, save and hold harmless the Hotel and its affiliated companies and employees from and against all claims, damages, losses and expenses caused by reason of any suits, claims, demand, judgment or cause of action initiated by any person arising or alleged to have arisen directly or indirectly out of the performance of the work by the contractor, agents, employees and independent contractors, or other acts committed or omitted in this regard.
- d. Upon signing of this contract, the contractor agrees to put a security bond of Php 20,000.00 to the hotel which shall serve as part of payment to the hotel for any damages incurred during the ingress and egress.
- e. Upon ingress, a turnover form from Banquet will be given to the contractor. Right after dismantling of set-up is completed, a thorough check of the function space will be done by the banquet supervisor in-charge together with the Security Supervisor and the organizer or their representative. Client shall be informed of any additional charges based on the extent of damage.
- f. No security bond. No ingress.
- g. Five (5) working days clearing must be considered for check payments of security bond.

-----  
**CONFORME:**

\_\_\_\_\_  
PRINTED NAME AND SIGNATURE OF CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME AND SIGNATURE OF CLIENT

\_\_\_\_\_  
DATE