

Date : \_\_\_\_\_

To : Ms. Angelica Cruz  
Banquet Sales Head  
MANILA POLO CLUB, INC.  
McKinley Road, Forbes Park,  
Makati City

Dear \_\_\_\_\_,

This is to authorize Mr. / Ms. \_\_\_\_\_ a  
resident of \_\_\_\_\_  
whose signature appears below, to reserve a function room and sign in my behalf under  
MC No. \_\_\_\_\_ for all the expenses incurred during the banquet function to be held  
at the \_\_\_\_\_ of the Manila Polo Club on \_\_\_\_\_.

The above engager promise to settle all his / her bills two weeks before the event directly  
with Manila Polo Club and abide to all the Club's existing rules and policies. However, as  
a sponsor of the above banquet function, I will be responsible for the total expenses  
incurred that may remain unsettled on the above date.

Thank you for your attention.

Sincerely yours,

\_\_\_\_\_  
Member's signature over printed name

\_\_\_\_\_  
Specimen's signature of the authorized signatory

Email Address: \_\_\_\_\_

Tel. No. / Mobile No. : \_\_\_\_\_

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**PARTY PROFILE:**

Type of Event: \_\_\_\_\_

Guest's Age Bracket: \_\_\_\_\_

Party Attire: \_\_\_\_\_

Guest's Profile: \_\_\_ From Greater Manila Area \_\_\_ Tourist

\_\_\_ Diplomats \_\_\_ Executives \_\_\_ Employees

Others (Specify here \_\_\_\_\_)

Guest's Mode of Transportation:

\_\_\_ Car \_\_\_ Sports Utility Vehicle

\_\_\_ Bus / Jeepney/ Heavy Vehicles (For Approval)

Others (Specify here \_\_\_\_\_)