

Date : _____

To : Ms. Tessa Baybay-Magcase
F&B, Marketing and Banquet Sales Division Head
MANILA POLO CLUB, INC.
McKinley Road, Forbes Park,
Makati City

Dear _____,

This is to authorize Mr. / Ms. _____
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

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 _____)