

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. \_\_\_\_\_ 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 \_\_\_\_\_)