

Date : _____

To : Mr. Stanley Musni
Banquet Sales Manager
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. : _____

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 _____)

Data Privacy Notice and Consent – Banquet Events

Manila Polo Club, Inc. (the Club, for brevity) will, in the course of your banquet events reservation, event detailing and implementation, process Personal Data relating to you (contact information, membership card number, etc).

In view thereof, you provide consent to the Club to:

1. Process your Personal Data, as provided under applicable laws, regulations, and **the Club's** policies, for its banquet events purposes. Those purposes include, but are not limited to, processing for holding a banquet event, as well as ensuring the security and integrity of the Club, its premises, members and guests, officers, employees, and third-party suppliers and service providers;
2. Make your Personal Data available to **the Club's** banquet concessionaire for them to process the Personal Data, for the same purposes as described above.

You also confirm that, before providing us with the Personal Data of your spouse, your dependents, and your guests, as well as your event suppliers, etc. (your contacts, for brevity), you would have obtained their consent to: (i) you collecting their Personal Data; (ii) you sharing the same with **the Club**, its banquet concessionaire; and (iii) to the processing of their Personal Data by **the Club** and its banquet concessionaire.

The Personal Data will be retained in **the Club's** records a period of three (3) years (Personal Data Retention Period, for brevity). Unless retention for a longer period is required for reasonable cause, the disposition of Personal Data shall, upon the lapse of the Personal Data Retention Period, be effected by **the Club** in accordance with applicable laws and regulations.

You and your contacts are entitled to certain rights in relation to the Personal Data that may be collected from you (and from your contacts), including the right to access, correction, and to object to the processing, as well as the right to lodge a complaint before the National Privacy Commission in case of violation of your or your contacts' rights as data subjects. You may consult **the Club's** Data Privacy Officer at telephone numbers 817-0951 up to 57 local 222 or through email at dpo@manilapoloclub.com.ph for any concerns regarding your Personal Data.

CONSENT:

By signing on this form, I hereby acknowledge having read and understood the Club's data privacy notice/policy (including how the Club will process the personal information that I will be providing the Club) and hereby provide consent to the Club to process such personal information, as well as to make the same available to its Partners and certain authorized third parties, as provided in its data privacy notice/policy.

CONFORME:

Signature over Printed Name / Date