



ADMIRAL HOTEL  
*Manila*

Mr. Eduardo Martin R. Meñez  
Assistant Secretary  
Office of Public and Cultural Diplomacy  
Department of Foreign Affairs  
2330 Roxas Boulevard, Pasay City, Philippines  
Mobile: 09266694990  
Email: rona.aves13@gmail.com

Dear ASEC Menez,

Thank you for choosing Admiral Hotel Manila – MGallery for your live-in event on **December 14, 2022**.

Based on your requirements, we have outlined in this contract the details for your review and approval.

Please check if these arrangements meet your expectation and return the countersigned copy through [angel.raymundo@accor.com](mailto:angel.raymundo@accor.com). We would appreciate if you can put your initial on each page as a sign of your acceptance.

We look forward to receiving your confirmation and to welcoming your guests to our hotel. In the meantime, should you have questions or need additional information, please do not hesitate to contact us again at any time.

Yours sincerely,

Angel Raymundo  
Sales & Catering Manager  
Anchor Land Hotels and Resorts, Inc.  
In the name of Admiral Hotel Manila – MGallery



ADMIRAL HOTEL  
Manila

EVENT SUMMARY

The hotel reserves the right to revise the pricing and/or change the event venue should the number of attendees fall below the minimum guaranteed number listed in the grid below.

Date	Start	End	Event	Venue	Set-Up	No. of pax	Rates
December 14, 2022	6:00pm	10:00pm	Heavy Snack Pass Around & Cocktails for 1 hour  Two Roasted Pork in Carving station	Grand Harbour Ballroom	Cocktail tables	100 persons	Php 2,800.00 nett per person  Php40,000.00
						TOTAL:	PHP320,000.00

INCLUSIONS

- Use of the Grand Harbour Ballroom for four (4) hours
- Ingress (1) hour prior event time (5:00pm)
- Dedicated events manager who will oversee the arrangements and who can help ensure all the little details will be taken care of.
- Dedicated banquet supervisor throughout the event
- Six (6) pieces per person of Pass Around Canapés prepared by Chef Cyrille Soenen
- Open Bar for one hour (Inclusive of local beers, red and white wine, Chilled juice, soda)
- Complimentary Parking for 20 vehicles
- Complimentary WIFI
- Two (2) 12-14 kg Roasted Pork in Carving Station (good for 40-50 pax each)
- Use of the digital signage
- Complimentary use of White screen and projector



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*Manila*

**CORKAGE FEE**

Liquor and champagne	Php 2,000.00 net per bottle
Red, white and sparkling Wine	Php 1,700.00 per bottle
Pork Lechon	Php 3,000.00 net each <i>*inclusive of carver</i>
Beef Lechon	Php 5,000.00 net each <i>*inclusive of carver</i>
Lights and sound	Php 3,500.00 net
Flower arrangement (non-accredited)	Php 3,000.00 net
LED wall	Php 10,000.00 net
Mobile bar	Php 10,000.00 net
Photo booth	Php 3,500.00 net

**TOTAL BANQUET CHARGES**

	<b>Amount</b>
<b>TOTAL BANQUET CHARGES</b>	Php 320,000.00 net
<b>Total</b>	Php 320,000.00 net

Payment shall be made within thirty (30) working days upon receipt of the final billing from the hotel.	100% of the total anticipated rooms and banquets/catering revenue including all the incidental charges must be settled by the client thru SEND BILL ARRANGEMENT equivalent to Php 320,000.00 net  <b>A Certificate of Availability of Funds shall be strictly provided by Office of Public and Cultural Diplomacy -Department of Foreign Affairs</b>
<b>TOTAL</b>	Php 320,000.00 net

Payment can be made to:

Anchor Land Hotels and Resorts, Inc.  
BDO Makati Ave. - Ayala Branch  
Account No. 00531 803 6042  
Bank Swift Code: BNORPHMM  
Bank Code: not applicable  
Branch Code: 0531



ADMIRAL HOTEL  
*Manila*

Should the Organizer fail to pay the deposit by the due date, this Agreement shall be considered null and void.

Should the guest fail to pay any of the charges due, or otherwise default with respect to any provision of the Agreement, the Hotel may apply all or part of the deposit to the sums due to the Hotel, without prejudice to the right of the Hotel to claim for any additional sums due which are not covered by the deposit.

**CANCELLATION & ATTRITION**

The parties agree if the Event is cancelled, Hotel has exposed to considerable damage and financial loss. The parties agree that Hotel's actual damages would be difficult to determine accurately. Accordingly, the parties agree that such damages will be in the amount calculated in the table below, that the formula in this table represents a reasonable estimate of Hotel's loss and the amounts will be the liquidated damage amount owed to hotel if group cancels for any reason other than as expressly permitted pursuant to this Agreement.

Days Prior to Event Date	Cancellation Fee
30 days prior to Event Date	100% cancellation fee of the total anticipated room revenue will apply

Food & Beverage Prices are based on the contracted number of guests. If numbers drop by more than 10% the prices may be revised. All Deposits are non-refundable.

**CATERING NUMBERS**

Final details relating to menus, room setup and audio-visual equipment must be supplied by the client to the hotel 10 days prior to the commencement of the event. We understand that there are sometimes further adjustments required after this date but these adjustments may be subject to feasibility and additional charges may apply.

A guaranteed guest count for all functions is required by 10:00 am three (3) working days prior to your event.

If the event manager is not advised of a guaranteed count within this timeframe, the contracted number of guests will become guaranteed guest count.



ADMIRAL HOTEL  
*Manila*

Should the number of guests on the day exceed the guaranteed number the actual number will be invoiced for, please note that exceeding the guaranteed number may affect the quality-of-service delivery and food quantity for your event.

CONTRACTOR CONDITIONS

Should a contractor be engaged by you to construct staging, sound or lighting facilities, the contractor must submit the Contractor Conditions Form, which is stipulating rules & regulations in detail. The contractor must provide verification that the equipment loading utilized is within the specifications of hang points and load limits.

Any materials (textiles, scenery, decorations etc) brought into the venue must be fire proof or sprayed with an approved fire retardant; and a certificate stating the same must be provided to the hotel by the manufacturer or a licensed company **10 days** prior to commencing of any work.

Where appropriate, and as dictated by stage loading, relevant certification of load safety must be produced before the stage is utilized.

All work done by outside contractors must be approved by Admiral Hotel Manila – MGallery prior to the commencement of the event. A competent and professionally qualified person in the relevant field of work must conduct the work. If the level of work is not aligned to the required standard, Admiral Hotel Manila – MGallery reserves the right to temporarily suspend the event until the relevant building regulations and safety policies and procedures have been met. All staff must be in proper attire. No shorts, sandos, sleeveless, slipper, and sandals (open shoes).

MUSIC AND ENTERTAINMENT

It is the responsibility of the client to inform and supply all relevant documentation to the hotel at least **10 days** prior to the event. The client is also responsible for all costs associated with this.

SIGNAGE

The Hotel reserves the right to approve all signage. Signage is not permitted on guest floors, elevators, in the Hotel Lobby, Office/Residence Lobby and entrance area or affixed to the building exterior. Printed signs outside function rooms should be free standing or easel.



ADMIRAL HOTEL  
*Manila*

No material is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in the Admiral Hotel Manila - MGallery the Hotel's public areas must be kept to a minimum and is at the discretion of Hotel Management.

**FORCE MAJEURE**

If the Contract becomes illegal or impossible to perform by either party due to acts of God, war, terrorist act, disaster, strikes, civil disorder, government regulation (including government regulations due to state of public health emergency), or other comparable unforeseeable emergency, this Contract may be terminated for any one or more of such reasons by written notice from one party to the other.

You shall also have the option to make any deposit made serve as down payment and can be consumed anytime within six (6) months or in the case of force majeure situation due to government regulations by virtue of a state of public health emergency, within one (1) year from the lifting of the restrictions imposed by the government. Failure to consume the deposit within such time period shall mean forfeiture of the said amount.


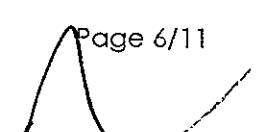
**MISCELLANEOUS PROVISIONS**

This Contract is made and will be performed in Manila City, and shall be governed by and construed in accordance with Manila City law, excluding its conflict of law rules. By executing this Contract, you consent to the exercise of personal jurisdiction over it by, and venue in, the courts of Metro Manila. Any legal action in connection with this

Contract shall be brought and maintained only in the courts of Metro Manila, and only in Manila City. In the event of litigation arising from or associated with this Contract, we agree that the prevailing party shall recover its attorney's fees and any costs incurred. Should collection action become necessary,

in the sole discretion of the hotel, all costs associated with that collection action, including attorney's fees, will be posted to the event's master account.

You may not assign this Contract or any of your rights under this Contract without our prior written consent. You further agree that any change in your corporate or business ownership structure, whether by merger, amalgamation, take-over or otherwise, shall not serve to cancel, modify or in any way reduce your obligations under this Contract and this Contract shall remain in full force and effect with respect to you and any successor entity.

  Page 6/11



ADMIRAL HOTEL  
Manila


None of our representatives have been or are authorized to make any representation that varies from the express terms of this Contract, though this Contract may be amended or supplemented in writing. You may not assign this Contract or any of your rights under this Contract without our prior written consent

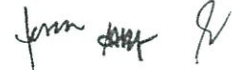
OPTION DATE

To confirm arrangements for this event, please sign and return both copies of this Contract. After this date, if we have not received a signed Contract, we reserve the right to release the space being held for you.

Admiral Hotel Manila - MGallery  
By:   
Name: Angel Raymundo  
Title: Sales & Catering Manager

By:   
Name: Mr. Eduardo Martin R. Meñez  
Title: Assistant Secretary

And By:   
Name: Marie Buenaobra-Agulay  
Title: Director of Sales and Marketing



Date: 24 NOV 2022

Date: 24 NOV 2022

SUBSCRIBED AND SWORN TO BEFORE ME ON  
THIS DAY OF 30 JAN 2023 MANILA CITY, PHILIPPINES

DOC. NO. 193  
PAGE NO. 40  
BOOK NO. XXXXII  
2023

  
ATTY. IMELDA A. PANIS  
NOTARY PUBLIC VALID UNTIL DEC. 31 2023  
PTR NO. 1027945 JAN. 4, 2023  
IEP LIFETIME MEMBER NO. 08335 ROLL NO. 5211  
MCLE NO. VI-0029359 NOV. 11, 2021 UNTIL 2023  
COMMISSION NO. 2019-082  
1091 N. LOPEZ ST. ERMITA, MANILA  
09272774505



ADMIRAL HOTEL  
*Manila*

**This Agreement is subject to the following additional Terms and Conditions:**

BETWEEN:

**Admiral Hotel Manila – MGallery**

AND

**Office of Public and Cultural Diplomacy**

**Department of Foreign Affairs**

**STORAGE & MATERIALS HANDLING**

We are not responsible for storage or materials handling. Please ensure that prior arrangements for storage or materials handling have been made before any shipment of materials to the Hotel.

**ALLERGY CLAUSE**

In the event that any of the guests in your group has food allergies, you shall inform us of the names of such persons and the nature of their allergies, in order that we can take the necessary precautions when preparing their food. We undertake to provide, on request, full information on the ingredients of any items served to your group. Should you not provide the names of the guests and the nature of their food allergies, you shall indemnify and hold us forever harmless from, and against, any and all liability or claim of liability for any personal injury that does not occur as a direct result of our negligence or the negligence of any of our representatives. In the event of such negligence by us, or any of our representatives, we shall be responsible for all expenses reasonably incurred in the defence of such liability or claim of liability.

**PROHIBITION OF SMOKING**

Under the Smoking (Prohibition in Certain Places) Act, smoking is prohibited in air-conditioned restaurants, function rooms, gymnasiums and fitness centers. Please keep your delegates and outside contractors informed accordingly.

**ADVERTISING**

The Group shall not use the name, trademark, logo or other proprietary designation of Admiral Hotel Manila – MGallery in any advertising or promotional materials without the prior written approval of the Hotel. The Hotel shall accept the same restrictions with respect to the use of the Group's name, trademark, logo and other proprietary designation.

**MAINTENANCE OF THE HOTEL**

The Group acknowledges the contents of the Terms and Regulations for Contractors set appended to this agreement. The Group agrees that where it acts as a contractor, to abide by the Terms and Regulations for Contractors as if it were the Contractor named therein. Without prejudice to the further obligations set forth in this agreement, the Group agrees to comply with any other rules and regulations issued from time to time by the Hotel, including the additional Terms and Regulations set forth appended in this agreement.

**AUDIO-VISUAL AIDS**

Microphones, sound equipment, videotape units, and a full range of other audio-visual equipment are available on order. In the event additional equipment is required, our in-house audio-visual professionals will be happy to respond to your requirements.

**\*End of Terms and Conditions\***