



ADMIRAL HOTEL
Manila

Mr. Raymund G. Toledo
Head
Intelligence and Security Unit
Department of Foreign Affairs

GF, 2330 Roxas Boulevard, Pasay City, Philippines

Mobile: 0917 798 5873

Email: isu@dfa.gov.ph

Dear Mr. Toledo.

*Thank you for choosing Admiral Hotel Manila – MGallery for your GAD event on **December 17-18, 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 adel.borja@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,

Adel Borja

Asst. Director of Sales

Admiral Hotel Manila – MGallery



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ROOM BLOCK:

Room Category	December 2022	
	17 Saturday	18 Sunday
Superior Room (Single Occupancy)	2	checkout
Superior Room (Double Occupancy)	5	checkout
TOTAL	7	checkout

INCLUSIONS

- Buffet breakfast at the Admiral Club
- High-speed broadband Internet and Wi-Fi access
- Use of the recreation facilities: gym and infinity pool
- Free parking for one car per room (first come first serve basis)

CONDITIONS

- Standard Check- in time is 2PM, Standard Check- out time is 12NN
- The minimum number of rooms required to book in order to avail of the special group rate is **8**. Admiral Hotel Manila – MGallery reserves the right to change the special rates indicated above to public rate in case your company does not meet the minimum number of rooms.
- Bed type preference is subject to availability upon check-in.
- Children aged 12 years and below are free to stay with their parents utilizing existing bedding. They are also entitled to a complimentary breakfast at Admiral Club with the accompaniment of their parents and following the maximum capacity guidelines of the property.

GUEST ROOM AMENITIES

- 55" Samsung Hospitality TV
- Bose sound bar
- Cable TV with international cable | Listing.
- Nespresso machine and capsule box.
- TWG tea and kettle
- 300-thread count linens
- Electronic laptop size in-room safe
- International direct dial telephone
- Voice mail
- Flat iron and ironing board
- Coat stand and brush
- Mini-refrigerator
- Ecopure water
- Welcome or Farewell Gifts



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EVENT REQUIREMENTS

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. If the number of attendees increases, larger venues will be confirmed only subject to availability.

BANQUET REQUIREMENT	DATE	TIME	NUMBER OF PERSONS	SET-UP	VENUE	RATE
Half Day Meeting	December 17, 2022	12:00PM 05:00PM	12 persons	TBA	North Harbour Ballroom	Php 3, 200 net per person (Inclusive of PM Snacks and Plated Dinner at the assigned function room)
Half Day Meeting	December 18, 2022	08:00AM 01:00PM	12 persons	TBA	North Harbour Ballroom	Php 3, 200 net per person (Inclusive of AM Snacks and Plated Lunch at the assigned function room)
Give Tokens for 12 persons						Php35,500.00 net

INCLUSIONS

- Sumptuous heavy snacks pass-around prepared by Chef Cyrille Soenen
- Dedicated banquet supervisor throughout the event
- Dedicated events manager who will oversee the arrangements on venue styling, food menu, lights and sound and even recommend external suppliers who can help ensure all the little details will be well taken care of.
- Dedicated banquet supervisor throughout the event

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>



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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
Photobooth	Php 3,500.00 net

PAYMENT

TOTAL CHARGES (ROOMS)

Room Category	Rate per room per night	Maximum Occupancy	No. of Rooms	No. of Nights	Amount
Superior Atrium Room (Single)	Php7,503.00 net	1 adult	2	1	Php 15,006.00 net (1 night)
Superior Atrium Room (Twin)	Php7,503.00 net	2 adults	5	1	Php 37,515.00 net (1 night)
Total					Php52,521.00 net

TOTAL CHARGES (BANQUETS)

Banquet Requirement	Date	Number of Persons	Rate	Total
Half Day Meeting	December 17,2022	12 Persons	Php3,200.00 net per person	Php38,400.00 net
Half Day Meeting	December 18,2022	12 Persons	Php3,200.00 net per person	Php38,400.00 net
Give away tokens		12 Persons		Php35,500.00 net
Total				Php 164,821.00 net





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TOTAL CHARGES (ROOMS AND BANQUETS)

		Amount
TOTAL ROOM CHARGES		Php52,521.00 net
TOTAL BANQUET CHARGES		Php 112,300.00 net
Total		Php 164,821.00 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 164,821.00 net
	A Certificate of Availability of Funds shall be strictly provided by Intelligence and Security Unit -Department of Foreign Affairs
TOTAL	Php 164,821.00 net

Deposit 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

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.



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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
14 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.

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.





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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.

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,



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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.

RELEASE DATE

To confirm arrangements for this function, please sign and return two copies of this agreement on or before **November 28 2022**. After this date, if we are not in receipt of a signed agreement, we reserve the right to release the space being held for you. Should you have any questions, please call me at 0917 8274393. We are committed to making your event at Admiral Hotel Manila – MGallery an unforgettable event.

Once again, thank you for your trust in Admiral Hotel Manila – MGallery. We do hope the above contract has thoroughly covered your banquet wedding requirements, to make your event truly successful and memorable. We look forward to welcoming you and your guests and nurturing our business partnership.

ALLSAFE

The ALLSAFE global cleanliness & prevention standards have been developed with and vetted by Bureau Veritas, a world leader in testing, inspections and certification.



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All the Group's hotels must apply these standards and will be audited either by Accor operational experts or by third-party auditors such as Bureau Veritas to receive this label.

ALL MEETING PLANNER

ALL – Accor Live Limitless Meeting Planner rewards event organisers for every meeting and event you book at over 3,000 hotels across the world, from luxury to budget-friendly. JOIN FREE NOW and be rewarded.

DATA PRIVACY

You hereby give full consent to Admiral Hotel Manila - MGallery (the "Hotel") to collect, record, organize, store, update, use, consolidate, block, erase or otherwise process information, whether personal, sensitive or privileged, pertaining to yourself and the transactions subject hereof which will be used for the implementation of this agreement. In this connection, you acknowledge that you have read, understood and/or have been duly informed of the terms and conditions pertaining to the data privacy practices of the Company as reflected in the Company's Data Privacy Policy at Admiral Hotel Manila - MGallery and you hereby express your full conformity thereto.

ASSIGNMENT OF CONTRACT

This Contract is the entire agreement between us, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between us, and may only be supplemented or changed in writing, signed by our representatives. 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 prior to **November 28, 2022**. After this date, if we have not received a signed Contract, we reserve the right to release the space being held for you.



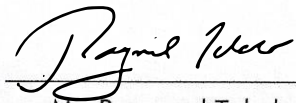
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Admiral Hotel Manila – MGallery

By:  _____

Name: Adel Borja

Title: Assistant Director of Sales

By:  _____

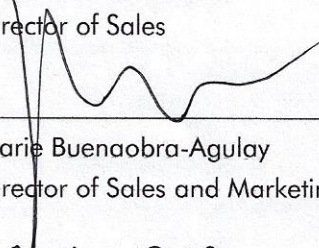
Name: Mr. Raymund Toledo

Head | DFA ISU

By: _____

Name: Ryan Carlo Villanueva

Title: Director of Sales

And By:  _____

Name: Marie Buenaobra-Agulay

Title: Director of Sales and Marketing

Date: December 14, 2022

Date: 14 December 2022



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

BETWEEN:
Admiral Hotel Manila – MGallery
AND
DFA-ISU

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.



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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

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