

**MS. GINA A. JAMORALIN**

Assistant Secretary  
Office of International Economic Relations  
**DEPARTMENT OF FOREIGN AFFAIRS**  
2330 Roxas Blvd., Pasay City  
1300 Metro Manila

**THRU : MS. RIO P. RODRIGUEZ-ALCANTARA**

Phone number : 63 2 8834 4000 local 3030  
Email : [rio.rodriguez-alcantara@dfa.gov.ph](mailto:rio.rodriguez-alcantara@dfa.gov.ph)

**EVENT CONTRACT**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
**JULY 13-15 & 27-28, 2022**

Dear **Ms. Jamoralin**,

Warm greetings from Diamond Hotel Philippines!

Thank you for choosing Diamond Hotel Philippines to provide guest rooms and banquet accommodation to your guests attending the **DEPARTMENT OF FOREIGN AFFAIRS** on **July 13-15 & 27-28, 2022**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

For your information, Diamond Hotel Philippines has been authorized to operate as a Multiple-Use Hotel and granted the Safety Seal with certifications from the Department of Tourism and Bureau of Quarantine. We are now ready to accept accommodation requirements of non-quarantine and quarantine guests under IATF guidelines.

Further to our discussion, we are very pleased to submit the following information for your confirmation. In view of this, please find below the following arrangements made to make your event successful and memorable.

**FUNCTION ROOM BLOCKING**

**We are pleased to be reserving the following rooms according to your inquiry requirements.**

Date	Start Time	End Time	Function	Room	Setup	Agr	Status
Jul 13,2022	8:00 am	5:00 pm	Meeting	Aquarius-Gemini Rooms, 27 <sup>th</sup> Floor	Classroom	50	Available
Jul 14,2022	8:00 am	5:00 pm	Meeting	Aquarius-Gemini Rooms, 27 <sup>th</sup> Floor	Classroom	50	Available
Jul 15,2022	8:00 am	5:00 pm	Meeting	Aquarius-Gemini Rooms, 27 <sup>th</sup> Floor	Classroom	50	Available
Jul 27,2022	8:00 am	5:00 pm	Meeting	Aquarius-Gemini Rooms, 27 <sup>th</sup> Floor	Classroom	50	Available
Jul 28,2022	8:00 am	5:00 pm	Meeting	Aquarius-Gemini Rooms, 27 <sup>th</sup> Floor	Classroom	50	Available

- ❖ Standard ingress/egress is 2 hours before/after the event. For early ingress or late egress, applicable minimum ingress/egress charges may apply. Subject to availability.
- ❖ Food will be served at the same meeting venue. Should you require a separate meal venue, a minimal room rentals fee shall apply.
- ❖ Smoking in the function room is strictly prohibited.
- ❖ Should there be a significant increase or decrease in your attendance, we reserve the right to reassign the appropriate function room.
- ❖ If the event will increase the number of guarantee one day before the event, the Hotel will automatically incorporate 15% surcharge on top of the agreed rate.
- ❖ Please advise us on or before your cut-off date. Unconfirmed reservation on that date would mean automatic cancellation of the said reservation.
- ❖

#### ADDITIONAL GUIDELINE CONCERNING COVID – 19

*The safety of the guest remains the first and foremost priority of Diamond Hotel Philippines. To protect and value the guest's experience, Diamond Hotel meticulously applies hygiene and sanitation protocols, as prescribed by the Department of Health (DOH) Department of Tourism (DOT) and Department of Trade and Industry (DTI). Standard procedures and regulations have been reinforced to focus on providing secure and comfortable accommodations for guests by ensuring that the guestrooms and facilities are clean and hygienic. Adjustments on services are being made to adapt the "new normal." Guest experience will be focused on safety and security from arrival to departure.*

- ❖ Verification of temperature must be done prior to entry. Temperature must not exceed 37.5°C to allow entry.
- ❖ Fully vaccinated guests aged 18 years above are allowed to enter and attend the event and should present their vaccination card upon entry to the hotel premises. No vaccination card, No Entry. In the absence of the vaccination card, a negative RT-PCR test result taken within 48 hours must be presented.
- ❖ Minors & aged below 18 year old are also allowed to enter and attend the event regardless if vaccinated or unvaccinated.
- ❖ All hotel guests are requested to remain indoors throughout the duration of the function.
- ❖ Guests must wear face mask and face shield when entering and while inside the facility. "No Mask, No Entry" policy must be applied. Guests may remove face mask only when eating and/or drinking.
- ❖ Attendees will be provided with an individually packaged hygiene packs with mask and bottle of alcohol to be replenished daily. Hand sanitizer dispensers will also be provided.
- ❖ Mingling with other hotel guests is strongly discouraged. Strict physical distancing measures shall be observed with fellow guests as well as hotel staff.
- ❖ Group activities or presentations that involve close contact shall not be allowed.
- ❖ Limit movements of participants. Switching of seats shall not be allowed.
- ❖ Banquet staff handling the event will be practicing strict social distancing and hygiene measures, wearing masks and gloves at all times, especially during service.
- ❖ Cleaning and sanitizing/disinfecting are done regularly prior and right after the event
- ❖ Hygiene packs for guests (Disposable paper towels or antibacterial wipes AND Hand sanitizer
- ❖ Tables must be arranged such that the distance from the back of the chair to the back of another chair shall be more than one (1) meter apart. Guests must face each other from a distance of at least one (1) meter.
- ❖ Housekeeping service will be made available at certain times within the day. In addition, disposal of garbage will be through empty garbage bags provided in the room.





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- ❖ Disinfect all surfaces of the equipment before and after every use i.e microphones etc
- ❖ Seating Capacity Signage must be posted at the entrance of the function room.
- ❖ Signage on different health and safety protocol must be displayed in conspicuous areas of the venue.
- ❖ Guests must be asked to step on the disinfectant foot mat provided at the entry points of the hotel & function rooms.
- ❖ Provide hand sanitizer/disinfectant (*70% alcohol or approved hand sanitizer*) at the reception area near the entrance. Remind guests to properly disinfect hands prior to entry and before leaving the function room. Signage must be available in conspicuous areas for guest reminders.
- ❖ All lifestyle facilities such as the Health Club and Spa, exercise room, massage services, LifeSpan
- ❖ Any delivery from outside the hotel (fast food and grocery food items) is prohibited.
- ❖ The government only allows 60% of the capacity for MICE and social gatherings as to date.
- ❖ ***Any new guidelines from the government must be followed depending on the release of their updated guidelines and memorandum***
- ❖ For any concerns you may contact your events manager or the banquet staff in charge for assistance.

### BANQUET RATES & INCLUSIONS

#### WHOLE DAY MEETING PACKAGE 2

Php 1,990.00 net per person

*(Minimum of 15 persons)*

Morning Snack

Classic Buffet Lunch with 1 round

Afternoon Snack

Free-flowing coffee or tea

*\* Meal comes with Free-flowing coffee or tea and one round of either soft drinks or Lemon Iced Tea*

#### BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at Php 200 net/glass
2. Open bar package available upon request

#### EQUIPMENT RENTALS

- |   |                            |
|---|----------------------------|
| ◆ DVD Player with TV monitor                          | Php 5,000.00 net per day   |
| ◆ Lapel Microphone                                    | Php 2,150.00 net per day   |
| ◆ Electricity Charge (for equipment to be brought in) | Php 5,000.00 net per day   |
| ◆ Conference Microphone                               | Php 2,500.00 net per piece |
| ◆ 9 x 6 LED Wall & 40" TV LED Prompter                | Php 30,000 net per day     |

#### BANQUET CONCESSIONS

For your patronage with Diamond Hotel Philippines, we are pleased to extend the following concessions.

- ◆ Use of function room for a minimum number of guaranteed persons
- ◆ PA or Sound System / Tape Deck / CD Player
- ◆ Pads/Pens/Mint Candies
- ◆ Free WIFI Connection
- ◆ LCD Projector with Screen
- ◆ Whiteboard with Markers
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ 5 Wired/Wireless Microphone
- ◆ Camera & Recording for Live Feed

- ◆ Telephone unit with outside line for local calls
- ◆ Registration table / Name Plate (Toblerone Style)
- ◆ Standard physical arrangement (New Normal) & Elevated Platform
- ◆ Standard floral arrangement / Conference tables & Chairs
- ◆ 10% Complimentary parking coupons based on guaranteed number and/or maximum of 20 coupons
- ◆ Special parking flat rate of PHP 100.00 net per coupon for the rest of the attendees

#### FUNCTION ROOM RENTAL

We are pleased to waive the room rental of the function room for a specified number of guaranteed persons or an equivalent minimum revenue requirement. Should you wish to extend your stay after the agreed reservation time indicated above, and should there be no function after the event, an applicable excess hourly charge is to be applied. A fraction of an hour is considered one full hour.

#### COMPUTATION OF CHARGES

DATE	PARTICULARS	Rate per person	No. of Person	No. of Days	TOTAL
July 13,14,15, 27, & 28 2022	Whole Day Meeting Package	P 1,990	50	5	P 497,500 net
<b>TOTAL BANQUET CHARGES</b>					<b>P 497,500 net</b>

#### TERMS AND CONDITIONS

**For accounts with credit line:**

Banquet payments will be charged to DFA thru Send Bill Arrangement. Purchase Order & Letter of Authorization is required upon signing of the contract to facilitate the Send Bill Arrangement.

You can remit your payment to: Philippine Diamond Hotel & Resort, Inc.

Bank Name and Address : METRO BANK, Adriatico Branch, Ermita, Manila  
 METRO BANK (Adriatico branch)  
 3610-003347 (Peso account)  
 2610-001097 (Dollar account)  
 Swift code MBTCPHMM

#### OPTION DATE

The rates, concessions and arrangements specified in this proposal will be valid until **July 8, 2022**. If we do not get your confirmation by then, we have the option to change your rates and other arrangements, as well as release any space which is being held for you. Upon confirmation, an event order will be issued detailing your arrangements upon final discussion.

#### POSTPONEMENT / CANCELLATIONS / NO SHOW CHARGES

***For Banquets:***

Should a client wish to cancel an event with contract signed and paid after the imposition of government restriction on community quarantine, the Hotel will honor cancellation requests with provision to reschedule or convert the total amount as consumable valid within one year from the lifting of government imposed community quarantine. No refund policy applies with contracts signed and paid within the quarantine period

  
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**Force Majeure:** The HOTEL will not be held liable for services not rendered or for any loss or damage due to acts of God, or acts of the guest, his family, visitors or servants, or if loss arises from the character of the things brought into the Hotel, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.

We hope you find everything in order. Should you wish to make any revisions to any arrangements stated herein please let us know. Please feel free to contact the undersigned should you have any further queries or clarifications. We will be more than glad to address all your concerns.

**We look forward to being of service to you & your guests, here at *Diamond Hotel Philippines*.**

Very truly yours,

  
**MYLES D. ELEAZAR**  
Director of Events

CONFORME:

  
**MS. GINA A. JAMORALIN**  
Assistant Secretary  
Office of International Economic Relations  
**DEPARTMENT OF FOREIGN AFFAIRS**

11 JUL 2022