



24 November 2022

MS. MARIA ANGELA A. PONCE
Assistant Secretary
MARITIME and OCEAN AFFAIRS OFFICE (MOAO)
DEPARTMENT OF FOREIGN AFFAIRS
2nd Floor, DFA Bldg
2330 Roxas Blvd., Pasay
1300 Metro Manila

Email : moao.div1@dfa.gov.ph

EVENTS CONTRACT
40th UNCLOS ANNIVERSARY CELEBRATION
09 Dec 2022

Dear **Ms. Ponce**,

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 **40th UNCLOS ANNIVERSARY CELEBRATION on Dec 09,2022**. 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.

- ❖ 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.
- ❖ 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.

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
Dec 9,2022	8:00 am	5:00 pm	Meeting	Libra-Sagittarius, 27th Floor	Special Set up	60	Waived in lieu of meeting package
Dec 9,2022	8:00 am	5:00 pm	Secretariat	Capricorn Room, 27th Floor	TBA	-	Php 10,000 net
Dec 9,2022	12:00nn	2:00 pm	Lunch	Ruby Room, 2nd Floor	Round	60	Php 20,000 net

ADDITIONAL GUIDELINES CONCERNING COVID-19

- ❖ 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.
- ❖ **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

(Minimum of 50 persons)

Morning Snack
Cocktail Buffet Lunch Menu with one round of standard drink
Afternoon Snack
Free-flowing coffee or tea

Php3,000.00 net per person

OTHER MEAL REQUIREMENTS

Morning/Afternoon Snacks with Bento Set Lunch Php 1,200.00 net per person

** With free flowing of Coffee or Tea, and one round of Soft Drinks or Soda during lunch.*

BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at Php180 net/glass
2. Open bar package available upon request

EQUIPMENT RENTALS

- ◆ DVD Player with TV monitor
 - ◆ Lapel Microphone
 - ◆ Electricity Charge (for equipment to be brought in)
 - ◆ Conference Microphones
 - ◆ 55' TV Monitor
 - ◆ One Video Conference Facility
 - ◆ WIFI Connection (30 MBPS)
 - ◆ LED Wall 9 x 12
- Php 5,000.00 net per day
 Php 2,100.00 net per day
Php 5,000.00 net per day (waived)
 Php2,500.00 net
 Php 15,000.00 net per unit
 Php 80,000.00 net
 Php 35,000.00 net
 Php 35,000.00 net

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 System / Tape Deck / CD Player
- ◆ Free WIFI Connection
- ◆ Flipcharts with pens
- ◆ Pads / Pens / Mints
- ◆ LCD Projector with Screen
- ◆ Whiteboard with Markers
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ Wired/Wireless Microphone

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- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ WIFI access, and internet support for hybrid meeting
- ◆ Hybrid set up & Live Streaming
- ◆ Standard physical arrangement
- ◆ Standard floral arrangement
- ◆ Complimentary Reserved parking for the Delegations

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	No. of Person	TOTAL
Dec 9, 2022	Whole day Meeting at P3,000 net per person	60	P 180,000 net
	Secretariat Room at P 10,000 net	1	P 10,000 net
	Lunch Venue at P 20,000 net	1	P 20,000 net
	Lapel mic at Php 2,100 net	5	P 10,500 net
	LED Wall TV 9x12	1	P 35,000 net
	Packed Lunch Meal at P1,200 net per person	25	P 30,000
	GRAND TOTAL		Php 285,500 net

PRIVACY STATEMENT

Diamond Hotel Philippines pledges to fully comply with the requirements of the "Data Privacy Act of 2012" and internationally recognized standards of data privacy security and protection.

By signing this contract, you agree that Diamond Hotel Philippines will collect, use, share, disclose, retain and dispose of collectively your personal data and information and that of the individuals which you may provide or which Diamond Hotel Philippines may obtain from you in connection with your transaction relevant to your individual or groups room reservations, conference bookings, outside catering, socials, schools, association, government and corporate events, food and beverage booking arrangements and other hotel services as required and necessary to deliver the services and product of Diamond Hotel Philippines based on our signed contract.

You also declare and confirm that the personal data and information transmitted to the Hotel are accurate and that the necessary consent was obtained from the individual whose personal data and information will be processed.

Please note that Diamond Hotel Philippines will process personal data and information only to the extent necessary to effect the supply of services purchased and the processing of the transaction. For further details on Diamond Hotel Philippines' policy on Data Privacy, please visit our website at www.diamondhotel.com

TERMS AND CONDITIONS

For accounts with credit line:

Banquet payments will be charged to DFAthru 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.


DIAMOND HOTEL
PHILIPPINES

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

OPTION DATE

The rates, concessions and arrangements specified in this proposal will be valid until **Dec 01, 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

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.

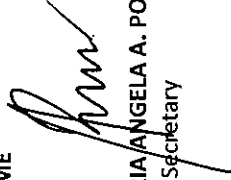
We look forward to being of service to you & your guests, here at Diamond Hotel Philippines.

Very truly yours,



MYLES D. ELEAZAR
Director of Events

CONFORME



MS. MARIA ANGELA A. PONCE
Assistant Secretary