

18 November 2022

MS. REGINA ANGELI AMBROCIO

Assistant Director

OFFICE OF CONSULAR AFFAIRS-AUTHENTICATION DIVISION

DEPARTMENT OF FOREIGN AFFAIRS

Aseana Business Park, Bradco Avenue, corner Diosdado Macapagal Blvd.,
Paranaque, 1714 Metron Mania

THRU : MS. DYAN KRISTINE MIRANDA-PASTRANA

Email : oca.authentication@dfa.gov.ph

**EVENT CONTRACT
YEAR-END CONSULTATION
DEC 10, 2022**

Dear **Ms. Ambrocio**,

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 **Year-End Consultation** on **Dec 10, 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
Dec10,2022	5:00pm	10:00 pm	Meeting	Constellation, 27 th Floor	Rounds	120	Waived in lieu of meeting package

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.
- ❖ **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

HALF DAY MEETING PACKAGE 1

Php 2,800.00 net per person

Minimum of 50 persons
 Afternoon Snack
 Special Buffet Menu with one round of standard drink
 Free-flowing coffee or tea

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

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 | 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 (waived) |
| ◆ Conference Microphones | Php2,500.00 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
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ **Waived Corkage fee for 15 bottle of wines**
- ◆ Standard physical arrangement
- ◆ Standard floral arrangement
- ◆ 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


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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
OPTION 1			
Dec 10, 2022	Half day Meeting at P2,800 net per person	120	P 336,000 net
EVENTS TOTAL CHARGES			P 336,000 net

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.

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 **Nov 25, 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.

TERMS AND CONDITIONS

Guaranteed Number of Persons

- The HOTEL shall charge the PATRON for the guaranteed number guests OR actual number of persons whichever is higher.
- No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- Meal arrangement shall be given an allowance of ten Percent (10%) not more than 30 persons over and above the guaranteed number of persons for buffet meals. If the actual cover exceeds the 10% allowance - set up and food, replenishment shall be subject to the availability of stock and operating supplies.

Diamond Hotel Philippines will do its best to accommodate and deliver service on time for any last minute (if notice is received less than 24-hours prior to affected meal period) increase in the guaranteed minimum. Diamond Hotel Philippines will recommend to the Client substitution of item if in case P230,000 net fortuitous event occurs. In addition 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.


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- Food, beverage and incidental bills which are left unsigned by the PATRON after the function shall be forwarded for billing.

Food and Beverage

- All food and beverage items shall be exclusively purchased from the DIAMOND HOTEL PHILIPPINES. PATRON is not permitted to bring in food and beverage items in the hotel unless there is a signed agreement to the contrary.
- Selling of any food, beverage and any other items is strictly prohibited in the hotel.
- In case of any food & beverage item/s allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that patron or invitees of the PATRON may suffer attributable to such food & beverage item/s.
- The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.

Cancellation

- 100% cancellation charges are to be applied based on the total package expense indicated in the conforme/contract

Non-Compliance to Payment Scheme

- If the required payment/s is/are not receive on the scheduled date/s, reservation for the group may be subject to cancellation. However, notice shall be given to the Client. Reinstatement of booking shall be subject to venue availability.

Damage

- The Client shall be held responsible for any damage made to the hotel, meeting and meal venues during the function and the corresponding repair charges shall be billed to the Client's account.

Exclusions of Liability

- The Hotel will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the Hotel.

Drone Clause for Socials

- The Hotel strictly does not allow the use of Drones or Unmanned Aerial Vehicles (UAV) of any size for photo taking, filming or demonstration within the hotel's premises for security and safety reasons. Should the said equipment be used for display purposes, The Client shall be held liable for any damages that may incur and the corresponding repair charges shall be billed to the Client's account.

Entrance and Exit Doors

- All Entrance and Exit Doors of the function rooms should not, at any point, be covered / obstructed by the lay-out, setup, equipment and/or any materials/props of the organizer for safety and security reasons.
- The Hotel has the right to take-out and break down anything that will obstruct the free passages of guests in case of emergency.

SECURITY / CCTV

- The Hotel is equipped with Closed Circuit TV monitoring (CCTV) within the premises and well trained security personnel. We encourage all guests to secure their belongings within the vicinity. The Hotel shall in no instance, be held liable for any loss or damage of such items or personal belongings.
- CCTV must not at all times be blocked by any props, materials, equipment of the organizer for safety and security reasons.

Non-Compete Clause

- The client is in agreement that the participants of the manpower recruitment event or job fair will not recruit for the hotel industry or other similar businesses that will compete with Diamond Hotel Philippines. In addition, Diamond Hotel will not allow display of other hotel collaterals, banners, audio visual presentations, and the like inside the hotel's function room and premises.

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

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.


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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.

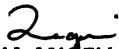
We look forward to being of service to you & your guests, here at *Diamond Hotel Philippines*.

Very truly yours,



MYLES D. ELEAZAR
Director of Events
DIAMOND HOTEL PHILIPPINES

CONFORME:



MS. REGINA ANGELI AMBROCIO
Assistant Director, OCA-Authentication Division
DEPARTMENT OF FOREIGN AFFAIRS