

# I'M HOTEL

Owned and Operated by Worldhotel Makati, Inc.

19 AUGUST 2022

**DIRECTOR RAYMUND G. TOLEDO**  
Head, Intelligence and Security Unit  
**DEPARTMENT OF FOREIGN AFFAIRS**  
2330 Roxas Boulevard, Pasay City  
Contact No.: 0917 7985873  
Email thru: angel.abarro@dfa.gov.ph

Dear Dir. Toledo,

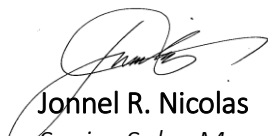
Warm greetings from I'M Hotel!

It is a pleasure to confirm I'M Hotel as the venue for your upcoming event.

In order to formalize our recent discussions, attached you will find the contract which we request you to review and if in agreement, please sign and return back to us by **AUGUST 19, 2022**.

Thank you for your support and please be assured of our total commitment to making the event an outstanding success.

Yours sincerely,

  
**Jonnel R. Nicolas**  
Senior Sales Manager

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**CONTRACT**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
**AUGUST 27, 2022**

## **BANQUET ARRANGEMENTS**

Event Date	Start Time	End Time	Function	Room	Setup	No. of Guests	Rate per Person	TOTAL
August 27, 2022 (Saturday)	8:00AM	12:00NN	Meeting	VIP Suite (M1 Floor)	Boardroom	14	Php2,800.00	<b>Php39,200.00</b>
<b>SNACKS BUDGET-AUG. 26, 2022</b>								<b>Php5,800.00</b>
<b>TOTAL BANQUET REQUIREMENTS</b>								<b>Php45,000.00nett</b>

### **Banquet Package Inclusions:**

- Use of the Function Room for 4 hours (Php5,000 per hour in excess)
- Set Lunch
- One round of Iced Tea
- Basic PA Sound System
- Use of 2 Wireless Microphones
- Use of LCD Projector and Screen
- Pads and Pencils
- Whiteboard and Markers
- Wireless Internet Access
- Complimentary Parking passes for 10% Guaranteed Guests

### **SPA ARRANGEMENT:**

Event Date	Package	No. of Guests	Rate per Person	TOTAL
August 26, 2022	60-Mins. Spa Bundle	14	Php2,200.00	<b>Php30,800.00nett</b>

- 60-Minutes Treatment of their choice
- Access to I'M Onsen Wellness Facilities
- Access to Relaxation Lounge
- Access to 3-Course Set Dinner at The Common Good (LG Floor) (6:00PM-10:00PM)
- \*Batch 1-4:00PM-7 persons / Batch 2-5:15PM- 7 persons

### **ROOM ARRANGEMENT:**

Check In Date	Check Out Date	No. of Rooms	Room Category	Room Rate (Corporate Rate)	TOTAL
August 26, 2022	August 27, 2022	2	<b>Classic Studio</b>	<b>Php5,000.00 (Single)</b>	<b>Php10,000.00</b>
August 26, 2022	August 27, 2022	6	<b>Prestige (2 Beds)</b>	<b>Php5,700.00 (Double)</b>	<b>Php34,200.00</b>
<b>TOTAL ROOM REQUIREMENTS</b>					<b>PHP44,200.00nett</b>

*Note: above rates are inclusive of taxes and are net of price already.*

### **Room Inclusions:**

Complimentary Set Breakfast for Single/Twin Occupancy  
Complimentary WiFi access  
Access to Swimming Pool  
Access to Fitness Center  
Access to I'M Onsen Spa Facilities

## IMPORTANT NOTE:

- Bringing-in of outside food and beverage shall be prohibited inside the hotel.

## Schedule of Deposit and Attrition

Date	Deposit Due
Letter of Agreement Due Date	August 19, 2022
Full Payment on Send Bill Arrangement	Send Bill-30 Days

## CONFIRMATION AND PAYMENT ARRANGEMENTS

### Bank Account Details

Our Bank account details are as follows:

Account Name	WORLD HOTEL MAKATI INC
Account Number	0035-6023-5477
Bank	BDO
Address	G/F Pacific Star Building, Sen. Gil Puyat Ave., Makati City
Swift Code	BNORPHMM

## MASTER ACCOUNT

It is understood and agreed that **Director Raymund G. Toledo** is responsible for all the packages. These will be settled as per above schedule.

## PAYMENT

That any payment made by the **CLIENT** to the **HOTEL** is non-refundable.

## REVISION/AMENDMENT/CANCELLATION:

"In the event that the **CLIENT** cancels the reservation, by no fault of the Hotel, the following cancellation policy shall apply:

- Additional room/s required by the **CLIENT** shall be subject to availability,
- Amendments and or cancellation shall be notified to the hotel in writing and acknowledged by the Hotel.
- Reduction on the guaranteed number of rooms will be charged based on the Hotel's existing cancellation policy:
  - **FIT Bookings (less than 10 rooms)** – cancellation and or amendment shall be made at least 3 days prior to arrival, Cancellations made within (2) two days or less shall be charged in Full (100% of the total room charges)
  - **GROUP Bookings (10 rooms and up)** - cancellation and or amendment shall be made at least 7 days prior to arrival, Cancellations made within (6) six days or less shall be charged in Full (100% of the total room charges)
- A confirmed function may be cancelled if the notification made in accordance with the requirements above is made more than thirty (30) days before the date of the function.

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- e) Any cancellation made fifteen (15) days or less prior to the event or function date shall be charged 50% of the total expected revenue of the Hotel for the event or function, provided, however, that any cancellation made within seven (7) days of the event or function, the Client will still be charged the FULL expected revenue of the Hotel for the event or function.
- f) In case of force majeure, the Hotel shall have the discretion to cancel and re-schedule the event or function if the force majeure materially affects the scheduled date and time of the function.
- g) Re-scheduling of events or functions with a signed contract may be allowed provided that a written advice is made at least fifteen (15) days before the function or event date, provided, however, that the new schedule for the event or function must be within one (1) month from the original function date. A charge of twenty percent (20%) of the total expected revenue of the Hotel for the function or event if the re-scheduling of the event or function is made beyond the one (1) month period provided."

## Kindly see below total banquet charges:

Banquet & Snack Requirements	Php45,000.00nett
Spa Requirements	Php30,800.00nett
Room Requirements	Php44,200.00nett
<b>TOTAL CHARGES</b>	<b>Php120,000.00nett</b>

## Confirmation

It is mutually understood that space has been tentatively reserved and will not be guaranteed to **Director Raymund G. Toledo** until a signed copy of this Contract and Letter of Purchase Order have been received by I'M Hotel.

## OFFICIAL SIGNATORY

That **Director Raymund G. Toledo** is the only persons authorized to sign all Banquet charges of the group.

Should confirmation letter have not been received by **August 19, 2022**, I'M Hotel reserves the right to release the space tentatively reserved.

If the hotel receives a request for the space over the same period, we will notify you in writing and extend three (3) working days to respond in writing as to whether you would like to confirm the booking. Thereafter the hotel reserves the right to release any space held.

## TERMS AND CONDITIONS

The following general Terms and Conditions shall apply to the extent related to the nature of activities being contracted and shall form an integral part of this Contract. In addition to specific terms, a number of requirements need pre-approval by I'M Hotel and **Director Raymund G. Toledo** needs to be fully aware of the obligations.

## Conduct of the Function

Client shall be responsible for the orderly conduct of the function and shall ensure that no action or event shall be undertaken which will constitute a breach of the law or in any way cause an

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unreasonable nuisance or disruption to I'M Hotel, it's guests or employees.

Client shall obtain and maintain all licenses, permits, approvals or consents necessary or desirable in connection with the performance of the function with respect to special requirements outside of normal hotel operations.

Client recognizes that I'M Hotel is a luxury hotel and acknowledges and agrees to ensure that all of its activities as described or contained herein are at all times undertaken and performed in accordance with the hotel's luxury, health and safety standards as advised to Client from time to time by I'M Hotel.

<b>Signage</b>	The organizer will be responsible to secure legal permit for any signage from municipality that will be displayed in the hotel if applicable. Pre-approval by I'm HOTEL of all signage and decorations within the function areas is required. All signs / decorations must be professionally printed / arranged and must match with the existing hotel décor and colour scheme. Signs are not permitted on guest-room levels, elevators, and main lobby areas of the hotel or on the exterior of the building. I'M HOTEL will not permit the affixing of any items to walls, floors or ceilings with nails, staples or tape of any kind. In the event Client so affixes without authorisation and damage is incurred, the cost of repair and/or replacement will be billed to Client as well as the consequential loss of business resulting from this damage.
<b>Security</b>	I'M HOTEL provides 24-hour security for general hotel purposes however this does not extend to specific functions. I'M HOTEL will not accept responsibility for loss, damage or theft of any function or display material and therefore Client should consider the service of dedicated static security. Should additional security be required, this must be organised through I'M HOTEL Security Department and at least seven (7) days notice is required.

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<b>Storage of Items and Personal Belongings</b>	Any articles deposited for temporary storage with the hotel shall be at the sole risk of the Client/owner. IM HOTEL requests that articles be collected within the same day of the function's conclusion and reserves the right to dispose of any articles not collected within seven (7) days. I'M HOTEL will not assume any liability for loss, damage or theft of any article left in the hotel's possession for storage. I'M HOTEL assumes no responsibility for personal items which are damaged or lost prior to, during or following a function. Personal insurance coverage for valuables should be arranged by the Client and/or the patrons/contractors if appropriate. The event organizer is solely responsible in clearance of item
<b>Outside Contractors</b>	In order to ensure a consistent standard of service, I'M HOTEL Heights requires that any outside contractors Client proposes to appoint to assist with the function arrangements be pre-approved by I'M HOTEL and adhere to the hotel's 'Guidelines for Outside Contractors'. Client shall advise I'M HOTEL of any proposed contractor at least seven (7) days in advance of the function at which time I'M HOTEL will confirm or deny approval and, if approved, I'M HOTEL will forward of a copy of the Guidelines for implementation.
<b>Entertainment</b>	Due to the close proximity of accommodation rooms and restaurants, and to limit disruption to normal guest services, outdoor live or amplified entertainment is prohibited after 2100 hours. I'M HOTEL Heights reserves the right to monitor sound levels, guest conduct, dress code and stage set of all and any entertainment hired directly by or on behalf of the Client. A minimum of seven (7) days notice is required for approval of such entertainment and remains at the sole discretion of I'M Hotel.
<b>Food and Beverage</b>	Food and beverages are prohibited from being bought into the hotel by or on behalf of Client for consumption on the premises, unless prior consent of I'M HOTEL has been obtained and subject to charges being imposed and signed waiver
<b>Confidentiality</b>	At all times during the term of this Contract and after its termination, Client shall treat as confidential the terms of this Contract and all knowledge and information received from I'M HOTEL (the "Confidential Information") and shall not disclose such Confidential Information to any third party (excluding any of the Client's Employees) and except as may be necessary in the performance of this Contract, or where such Confidential Information is so generally known or recognized as to be in the public domain.
<b>Force Majeure</b>	If either party is prevented from performing its obligations under this Contract as a result of circumstances beyond its control, which it could not at the time of entering into the Contract have known, and whose consequences it could not have either reasonably avoided or overcome, this shall constitute grounds for termination of the Contract upon written notice to the other party and shall release it from liability to pay damages.

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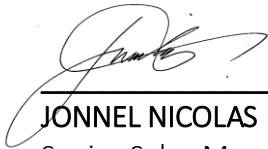
## Acceptance and Amendments

The Terms and Conditions stipulated in this Contract will be considered final when duly signed by both parties. Any subsequent changes will only be accepted upon the written consent of both parties.

To confirm your reservation, we will appreciate receiving a signed copy of this contract on or before **August 19, 2022**, otherwise we would automatically release the venue and accept other reservations. If another company reserves the function venue/guest room on a definite basis prior to **August 19, 2022** we shall give you until 12:00NN option to confirm the venue reserved.

AGREED AND ACCEPTED BY  
DEPARTMENT OF FOREIGN AFFAIRS  
AND  
I'M HOTEL

Prepared by:



JONNEL NICOLAS

Senior Sales Manager

I'M Hotel

Date: 19 August 2022

CLIENTS' CONFIRMATION:



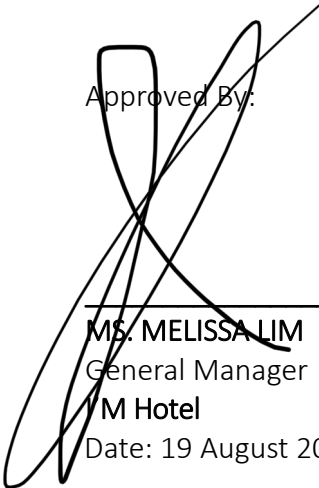
DIR. RAYMUND G. TOLEDO

Head, Intelligence and Security Unit

DEPARTMENT OF FOREIGN AFFAIRS

Date:

Approved By:



MS. MELISSA LIM

General Manager

I'M Hotel

Date: 19 August 2022