



12 August 2022

Assistant Secretary Eduardo Martin R. Meñez  
DFA-OPCD  
2330 Roxas Boulevard, Pasay City  
Philippines  
Mobile Number 88344483  
Email Address : [opcd@dfa.gov.ph](mailto:opcd@dfa.gov.ph)

**RE: Meet and Greet with DFA & Media**

Dear **Asec Meñez**,

Thank you for giving us the opportunity to offer our facilities and services. It is indeed a pleasure to know that you are considering Rizal Park Hotel as the venue for your forthcoming event on **August 16, 2022, Tuesday**.

Please find our proposal for your perusal and approval. To confirm your acceptance of our offer, kindly sign and return a copy of this proposal via a scanned copy to email address **[eandres@rizalparkhotelmanila.com](mailto:eandres@rizalparkhotelmanila.com)** by **August 12, 2022 Friday**.

We look forward to your favorable response. Rest assured that we will extend our prompt attention and services to all our guests at all times.

As per your specific requirements, we have outlined the following arrangements for your consideration:

Date/Time	Venue	Set-Up	Meals	No. of Persons	Rate per Person	Total Charges
16 August 2022 (Tuesday) 3pm to 7pm	Ballroom 1	Round Table	PM Snack	150	Php 1,300.00 nett per person	Php 195,000.00 nett
Total Charges						PHP 195,000.00 nett



The Hotel reserves the right to control, restrict, or prohibit the use of the lobby areas outside the venue. It will be at the discretion of the Hotel to provide the best possible layout of the lobby areas conducive to you.

### **VENUE INCLUSIONS:**

1. Four (4) hours use of the venue based on the above schedule
2. Complimentary use of Basic Audio/Visual Equipment:
  - a. Basic Sound System with two (2) Microphones
  - b. LCD Projector
3. Complimentary Parking Twenty (15) parking passes
4. Menu Cards
5. Round Table Set up with Table Cloth
6. One (1) Round of Iced Tea
7. Coffee & Water

\* Requirement for early set-up/ingress is subject to availability of the function room. Standard set-up time is two (2) hours before the event. For early set-up, a minimum non-consumable room rental fee for a maximum of 4 hours shall be applied. Subject to availability.

### **EXTENSION OF USE OF VENUE**

Venue extension shall be subject to availability. Please see below the hourly (or part thereof) Extension rates per venue.

<b>Venue</b>	<b>Hourly (or part thereof) Extension Rate</b>
Ballroom 1	Php10,000.00 nett per hour

### **PARKING**

Hotel shall extend **15 (Fifteen) courtesy car passes**. For your other guests, we shall extend a flat rate of **Php100.00**. We would appreciate if you could advise your requirements prior to the event in order for us to make the appropriate arrangements.

### **CORKAGE**

The following charges are applicable for any wines and/ or hard liquor brought into the venue.

- Wine : Free corkage for three (3) bottles in excess **Php800.00 nett per 750 bottle**  
Hard Liquor : Free corkage for three (3) bottles in excess **Php1,500.00 nett per bottle**  
Champagne : Free corkage for three (3) bottles in excess **Php800.00nett per bottle**  
Lechon : Free corkage for one (1) lechon in excess **Php3,500.00 nett per piece**







The authorized signatories of this event are: (on behalf of the Organizer)

a. \_\_\_\_\_  
b. \_\_\_\_\_

### **MINIMUM GUARANTEED ATTENDANCE**

Please review and confirm the expected and guaranteed number of attendees on or before August 12, 2022, Friday. The final guaranteed number cannot be less than the contracted guaranteed number or minimum revenue. Any discrepancies between the expected and guaranteed number should be within 5% and the total guaranteed attendance should not be lower than the minimum charge required by the Hotel. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

### **CANCELLATION AND POSTPONEMENT**

- The party who made the advance reservation or payment notifies the Hotel of its decision to cancel or scale down the event.
- Any cancellation means forfeiture of the confirmation deposit.
- Cancellations or postponements made after the confirmation of the booking will merit a surcharge equivalent to the rates listed below.

Date of Cancellation	Cancellation Charge
<i>From confirmation date to . . .</i>	
Ninety(90) days prior to function date	25% of guaranteed revenue
Forty(40) days prior to function date	50% of guaranteed revenue
Thirty(30) Days prior to the function date	100% of guaranteed revenue

- Cancellations of the booking forty (40) days prior to the event date will only be accepted in writing. You should send written cancellation request with the following options.
- For cancelled events, the Organizer shall be given following options for the non-refundable deposit made: (1) consume the amount paid at a later date (2) credits (3) vouchers (4) re-booking, which shall not be longer than one year of the date of cancellation.





### **OUTSIDE FOOD**

Rizal Park Hotel does not allow any Food, Beverages, and any consumable Items to be brought inside the Hotel. Crew meals are available upon prior arrangement from the Hotel, subject to nominal charge.

### **FORCE MAJEURE**

The Hotel will not be liable or responsible for any failure to perform, or delay in performance of any of the Hotel's obligation under this Agreement that is caused by events beyond Hotel's reasonable control such as in particular but not limited to: acts of nature, war, government regulations, damage or destruction of the Hotel, outbreaks of disease, epidemics in the country where Hotel is located, disaster, fire, strikes, civil disorder, or similar cause or threat thereof beyond the reasonable control of the parties, making it impossible to perform to the terms and conditions contained in this Agreement. For the above reasons, this Agreement may, without liability on the parties, be terminated by written notice from one party to the other or be revised or the absolute discretion of the Hotel by written notice to the Organizer.

In the event that the Government had declared another stricter quarantine rules affecting the confirmed date of event, thereby preventing the holding of any public function within the hotel premise and the forced cancellation of the event, the Client shall be entitled to avail of hotel rooms and services for future use, Hotel's option for offsetting the total contract amount already fully paid by the client.

Availment by Client may be facilitated by the Hotel at a later date (subject to Client's new booking arrangements) when quarantine ruling has been relaxed already by the Government.

### **INDEMNITY**

The Client or Organizer shall waive against and indemnify, defend and hold the Hotel, **Rizal Park Hotel**, and all of their affiliates, subsidiaries and associated companies, and their respective directors, officers, shareholders, employees ("Indemnified Parties") harmless from and against any and all losses, damages, claims, demands, actions, penalties, suits, costs, fees and liabilities arising out of, caused by or resulting from, in whole or in part, the Event (including any injury or damage to any person or property on or about the Hotel), or any default of or breach by the Organizer under this Agreement caused by or resulting from actual or threatened claims or causes of action resulting from the negligence or misconduct of such party or its respective officers, directors, employees, agents contractor, members or participants, provided such individual are acting within the scope of their official functions.



## **DAMAGE**

The Hotel's deed of Indemnity & Acknowledgement of Risks, Work Permit Form and Function Set-up Rules and Regulations must be signed and agreed upon prior to the commencing of any work to be carried out within the Hotel's premises. The Hotel reserves the right to refuse entry to any contractors/ workmen/decorators/etc. engaged by the Organizer, should the Hotel not receive a duly executed copy of such Hotel approved agreement from the Organizer, Exhibitor, Supplier or Contractor immediately upon entry onto Hotel premises during the pre- assigned date and time of ingress and prior to commencement of the works to be carried out. The Organizer shall be liable for any damage to Hotel or Hotel guest property directly or indirectly caused by the Organizer and/or by contractors/ workmen/decorators/etc. and for any and all losses, damages, claims, demands, costs and expenses arising there from.

## **EXHIBIT AND OTHER SET-UP**

The Organizer is required to submit a lay-out of exhibit, stage and other kinds of set-up including lighting and technical specifications. All lay-outs are subject to approval of the Hotel's Engineering Team. ***All contractors and suppliers must secure a restricted pass from Security Department at least three (3) working days before the event.***

Standard ingress is 3 hours before the event. Early access for pre-set-up and/or rehearsal is subject to availability of the function room/space, and a room rental charge may apply. The Hotel reserves the right to make the appropriate changes in function venues should there be amendments to the above or availability of more suitable venues.

Promotional materials may only be placed at the lobby of the function rooms/s that you are occupying. The Hotel shall not be responsible for any consequences arising from Organizer's breach of such law/s, regulation/s and/or standard/s.

If Organizer's Property (or any part thereof) is not claimed within 24 hours after the scheduled day of the event, the Hotel shall be entitled to dispose of Organizer's Property in any way it deems fit without any liability whatsoever.

## **SECURITY AND SAFETY**

Please do not leave your valuables unattended. Organizer is solely responsible for all event materials, equipment and your guests' personal belongings. Special security arrangements shall be for your account and subject to a separate contract.

The safekeeping of any items on display shall, at all times prior to, during and after the event, be the responsibility of the Organizer. Armed guards/ security is strictly prohibited. Firearms must be surrendered to the security office prior to entry onto Hotel's premises. The Hotel, shall in no instance, be held liable for any loss or damage of such items or ,





belongings. Organizers or all of its decorators and suppliers must adhere to Hotel's policies, rules and regulations. Any inflammable materials are not allowed to be brought onto Hotel's premises without prior written approval of the Hotel.

### **IMPORTANT NOTICES/CLAUSES:**

All events and restaurant bookings are subject to strict compliance to the government and/or IATF safety guidelines, regulations and protocols in place or in effect during the time and/or date of booking/event.

### **TERMS AND CONDITIONS**

Rizal Park Hotel has placed a tentative hold on the date and events space as written in this agreement. By signing every page and returning this contract on or before **August 9, 2021**, it constitutes a binding contract between **Rizal Park Hotel** and **Department of Foreign Affairs**. The individuals, whose signatures are affixed below, are deemed authorized to bind his or her party to this agreement.

If the hotel does not receive your confirmation and/or the full deposit and all such other documents from the Organization by the deadline date stipulated by the Hotel, the Hotel reserves the right to automatically release all reservations and arrangements made by the Organizers for the event without prior notice to give way to other interested groups. Reservations and arrangements may only be reinstated upon receipt of payment and are subject to availability of guest rooms and/ or function spaces.



I hereby attest that I understood and agree to all the terms and conditions stipulated in this agreement.

Thank you once again for choosing Rizal Park Hotel for this special event. We look forward to being of service to you and making your special event a success.

For and on behalf of  
**RIZAL PARK HOTEL**

Confirmed and accepted by:  
**DEPARTMENT OF FOREIGN AFFAIRS**

**Ethel Larice Andres**  
Senior Sales Manager

**EDUARDO MARTIN R. MENES**  
Assistant Secretary

**Mr. Rene Gargallo**  
F&B Manager

Approved by:

**Ms. Anna Marie Christine Uy**  
General Manager

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_  
day of AUG 12, 2022 at City of Manila.

DOC. NO. 45  
PAGE NO. 10  
BOOK NO. XVI  
SERIES OF 22

**ATTY. JOELE E. PANER**

NOTARY PUBLIC COMMISSION NO. 2022-075  
Issued on 7-1-2022 Until 12-31-2023 / Manila  
UNIT 206 T.M. KALAW AVE., MALATE MANILA  
ROLL NO. 4300918P LIFETIME NO. 2022/15-12-00  
PTR No. 0153572/01-03-2022/City of Manila/TIN 104063310  
MCLE Compliance No. VII-0007120/04-14-2025

Rizal Park Hotel

South Road Drive, T.M Kalaw Extension, Ermita, Manila  
T: 8804-8700 E: [reservations@rizalparkhotelmanila.com](mailto:reservations@rizalparkhotelmanila.com)  
Website: [www.rizalparkhotelmanila.com](http://www.rizalparkhotelmanila.com)