



16 August 2022

HON. NATHANIEL G. IMPERIAL
Assistant Secretary
ASPAC - DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Blvd., Pasay
1300 Metro Manila

THUR : MS. MARY VAL ADIONG / MS. ROWENA SIERRA
Email: maryval.adiong@dfa.gov.ph

EVENT CONTRACT
13th Pol Consultations & 4th Strat Dialogue
17-18 AUGUST 2022

Dear Hon. Imperial,

Thank you for choosing Diamond Hotel Philippines to provide banquet accommodation to your guests attending the **13th Pol Consultations & 4th Strat Dialogue on 17-18 August 2022**. We are very pleased to submit the following information for your confirmation.

Pursuant to the salient provisions of Administrative Order 2021-004, "Updated Guidelines on the Operations of Hotels and Other Accommodation Establishments under a Community Quarantine", Diamond Hotel Philippines has been granted an authority to operate as a Multiple-Use Hotel and granted the Safety Seal with certifications from the Department of Tourism and Bureau of Quarantine.

Further to our discussion, we are very pleased to submit the following information for your confirmation.

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
17 Aug 2022	12:00PM	2:00 PM	Lunch	Sagittarius -Capricorn Rooms, 27 th Floor	Blocked	16	Waived in lieu of lunch package
18 Aug 2022	12:00PM	2:00 PM	Lunch	Capricorn Rooms, 27 th Floor	Blocked	16	Waived in lieu of lunch package

- ❖ 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.



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.
- ❖ Guests must wear face mask 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.
- ❖ Cleaning and sanitizing/disinfecting are done regularly prior and right after the event
- ❖ 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.
- ❖ Disinfect all surfaces of the equipment before and after every use i.e microphones etc
- ❖ Signage on different health and safety protocol must be displayed in conspicuous areas of the venue.
- ❖ 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.
- ❖ The government only allows 80% 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

SET MENU SELECTIONS

(Minimum of 15 persons)

4 Course Set Menu

Php 2,850.00 net per person

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

BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at **Php150 net/glass**
2. Open bar package available upon request

SPECIAL RATE FOR OTHER POSSIBLE REQUIREMENTS in BANQUETS

CORKAGE:

PHP 1.00 per ml for standard brands and PHP 2.50 per ml for premium brands should you wish to bring in bottled wines inside the function room



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PHILIPPINES

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
◆ Basic Mobile Set-Up	Php 15,000.00 net per day
◆ Videoke / Magic Sing	Php 10,000.00 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 System / Tape Deck / CD Player
- ◆ LCD Projector and Screen
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ 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

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	TOTAL
August 17, 2022	Whole day meeting package at P 2,850 net per person x 16	Php45,600.00 net
August 18, 2022	Whole day meeting package at P 2,850 net per person x 16	Php45,600.00 net
Total		PHP 91,200.00 net

DATE	PARTICULARS	TOTAL
16-Aug-22	Sedan Car Rental (12PM - 8PM) 8 Hours	Php21,700.00 net
17-Aug-22	Sedan Car Rental (8AM - 8PM) 12 Hours	Php37,200.00 net
18-Aug-22	Sedan Car Rental (8AM-5PM) 9 Hours	Php31,000.00 net
Total (29 Hrs)		PHP 89,900.00 net
GRAND TOTAL		Php 181,100.00 net

OTHER SERVICES OFFERED:

One way airport transfer

Toyota Vios	Php1, 800.00 net
Van	Php3, 300.00 net

CARHIRE Rates (Volkswagen Passat)

PHP 6,200.00 Nett (minimum of 2 hrs)

PHP 3,100.00 Nett (per hour for the excess)

*15 mins considered as 1 hr

*parking/toll fees are chargeable to the guest

*Car hire starts upon dispatch of the vehicle from the airport and ends upon return to diamond hotel.

*Quoted rates are for inside Metro Manila only

ADDITIONAL GUIDELINE CONCERNING COVID – 19

- ❖ Verification of temperature must be done prior to entry. Temperature must not exceed 37.5°C to allow entry.



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- ❖ All attendees must be fully vaccinated
- ❖ All hotel guests are requested to remain indoors throughout the duration of the function.
- ❖ Guests must wear face mask when entering and while inside the facility. "No Mask" policy must be applied. Guests may remove face mask only when eating and/or drinking.
- ❖ Cleaning and sanitizing/disinfecting are done regularly prior and right after the event
- ❖ 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.
- ❖ Disinfect all surfaces of the equipment before and after every use i.e microphones etc
- ❖ 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.
- ❖ ***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.

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

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



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PHILIPPINES

POSTPONEMENT / CANCELLATIONS / NO SHOW CHARGES

For Rooms:

It is understood that upon signing of this contract, confirmed rooms reserved are guaranteed. Any room reductions, cancellations or no shows pertaining to the said event not arising from fortuitous events will be charged equivalent to the total number of guaranteed room nights per day to **DFA**. The Organizer agrees to pay the Hotel a cancellation fee of one hundred percent (100%) of the Daily Room Rate of all the Guest Rooms held under the Room Block.

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, government declaration of a state of calamity and/or national emergency, pandemic 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.

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 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.



- 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.

AMENDMENTS

Any amendment to this Agreement shall only be effective if it has been agreed to and signed by both parties in writing.

NON-ASSIGNMENT

The Organizer shall not assign or transfer any part of this Agreement to any party.

CONFIDENTIALITY

its employees and all delegates shall not disclose or permit to be disclosed the provisions of this Agreement or the substance thereof, information relating to the Daily Room Rate or any other information relating to the Hotel which is confidential. The Organizer shall be responsible for any disclosure by any of the foregoing persons.

OTHER TERMS AND CONDITIONS

Non-Compliance to Payment Scheme

If the required payment/s is/are not received 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



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PHILIPPINES

The Crew/guest 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, government declaration of state of calamity and/or national emergency, pandemic, 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.

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.



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PHILIPPINES

The rates specified in this contract will be valid until **August 16, 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.

Please indicate your acceptance by initialing all pages and signing on the execution page of the Agreement. The duly executed Agreement must be received by the Hotel on or before **August 16, 2022**

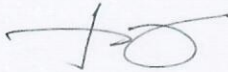
We hope you find everything in order. Should you wish to make any revisions to any arrangements stated herein please let us know. Please feel free to contact the undersigned should you have any further queries or clarifications. We will be more than glad to address all your concerns.

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

Very truly yours,



Myles Eleazar
Director of Events



Dexter Pangan
Business Development Manager

CONFORME:



HON. NATHANIEL G. IMPERIAL
Assistant Secretary
ASPAC - DEPARTMENT OF FOREIGN AFFAIRS