



Mr. Christopher B. Montero

Assistant Secretary

Department of Foreign Affairs

Company Address: 2330 Roxas Boulevard,

Pasay City

Email: c/o hrmo.learning@dfa.gov.ph

03 NOV 2022

Dear **Mr. Montero**,

Greetings from Acacia Hotel, Manila!

Thank you for considering Acacia Hotel Manila as your event venue. We are pleased to propose the following arrangement based on your requirements:

DATE	TIME	EVENT TYPE	FUNCTION SPACE	SET-UP	GUARANTEED ATTENDEES	RATE
November 5, 2022	8AM to 5PM	Meeting	Kamali Function Room (M1 floor)	Round Tables	32 Pax	Php 79,840 nett Plated Breakfast, AM Snack, Buffet Lunch, PM Snack For 32 Persons Php 2,495nett per person in excess
TOTAL FOR EVENTS						PHP 79,840 NETT

- Special banquet rate is based on minimum guaranteed guests
- Rate is quoted in nett and valid for this booking only.
- The final guaranteed number of attendees cannot be less than the contracted number required by the Hotel. Reduction/cancellation are not convertible to Gift Certificates and cannot be used for future consumption.
- **Extension of function room use is based on availability with additional charges**
- **Air condition system will be turned on one (1) hour before the event**
- **Standard set-up time is 2 hours prior to the event's start. Set-up earlier than this will be subject to availability and will have corresponding additional costs.**

**Important Note: Due to the ongoing COVID19 pandemic, all status of events booked in this current period may change at any time, as we need to abide by the guidelines set by the government to ensure the safety of the hotel guests and its associates.*

MENU:

****For events confirmed 4 days before the event day, menu is subject to the Chef's discretion.***

ENTITLEMENTS

- Use of a Function Room (Eight Hours for Whole Day)
- Plated Breakfast, AM and PM Snack, with Buffet Lunch in a Function Room
- Logistical Requirements
- Morning and/or Afternoon Coffee Breaks
- Dedicated Banquet Service Butler
- Free Flowing Coffee and Tea for the Duration of the Meeting

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- One Round of Iced Tea, Pandan Juice or Soda for Lunch and Breakfast
- Conference Pads and Pencils for each Participant
- Wi-Fi Access
- Flipchart with Paper
- Whiteboard with Markers
- Mints and Candies
- Basic Sound System with 2 Wired Microphones - Laptop and Operator c/o Client
- LCD Projector and Screen - Laptop and Operator c/o Client

OPTIONAL AMENITIES

- LCD Projector: Wholeday at Php 5,000 nett & Half Day at Php 2,500 nett
- Wireless Microphone: Php 1,000 nett
- Lapel Microphone: Php 1,000 nett
- Lights and Sounds Equipment Rental (Third Party Provider): Php 15,000 - 30,000 nett

OTHER CONDITIONS DURING PANDEMIC

As of the moment, the IATF is only allowing fully vaccinated guests to enter the hotel or an RT PCR negative result including children and seniors citizens taken (2) two days prior plans of staying in at guest rooms or to attend events.

Kindly also note that protocols and guidelines are still subject to change depending on any future mandates and memorandums that the LGU may release during this sensitive time.

INTERNET:

Allocated **SHARED** wireless internet bandwidth is **UP TO 10MB**. Should you need more than allocated bandwidth, below is the rate of **GUARANTEED** wired internet bandwidth:

10MB - Php 8,500nett

15MB - Php 11,250nett

PARKING

Complimentary whole day car passes equivalent to 20% of the total number of attendees will be provided. A flat rate of PHP 50 nett per vehicle per day will be extended to other attendees. Please note that parking slot is a first come first serve basis.

RATE CONFIDENTIALITY

All rates should not be disclosed, directly or indirectly, unless explicit written approval is given by the Hotel.

RESERVATION DETAILS

Function Room Reservation will be held for a **maximum of 3 days** from the time of inquiry. In case another group would like to avail the same space, the company will be informed and will be given **24 hours** to confirm the reservation. Otherwise, **first to confirm shall apply**.

Function rooms are assigned according to the expected attendance and set up. The Hotel reserves the option to assign alternative meeting space suitable to the Group's requirements should the expected attendance change, subject to availability and prior agreement from the organizer.

Kindly note that standard set-up time is 2 hours prior to the event's start. Set-up earlier than this will be subject to availability and will have corresponding additional costs.

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BLOCK UTILIZATION, ATTRITION AND TOTAL CANCELLATION POLICY

DEFINITION:

Attrition: Percentage of attrition is the percentage of guaranteed attendees that can be cancelled by the client with no penalty. Any cancellations beyond the percentage of attrition will be charged to the client following the cancellation policy stated below.

Total Cancellation: Cancellation or postponement of the room booking, function or both after receiving the signed contract.

BANQUET/EVENT ATTRITION

Within 3 months prior to event date	All or part may be cancelled
Within 2 months prior to event date	50% of guarantee revenue will be charged
Within 1 month prior to event date	75% of guarantee revenue will be charged
Within 3 weeks prior to event date	100% of guaranteed revenue will be charged

Total Cancellation Fee applies to total revenue of event held at time of cancellation.

PAYMENT ARRANGEMENT

Send Bill Arrangement: Full Payment must be settled **15** days upon receipt of statement of account. A Letter of Authorization will be required 15 days prior to guest arrival. Incidental Deposit will be required upon check-in but will be reverted back should there be no incidental charges.

Additional/incidental charges incurred should be settled right after the event. If this is to be settled via send bill arrangement but purchase order does not have an allowance for it, additional purchase order must be issued **15 days** after the event and shall be settled within **15 days** upon receipt of statement of account.

Note that should there be a delay in payment, a 2% interest shall be applied every month after said payment due date. This is subject for negotiation.

In case of cancellation, balance based on the cancellation policy stated above must be settled thru Cash, Check or Credit Card 7 days upon receipt of Statement of Account.

Payment remittances for deposit and other payment may be made through our bank account:

Account Name:	CHMI Hotels and Residences Inc.
Account Number:	00 473 007 4788
Bank Name:	Banco de Oro – Alabang Richville Branch
Bank Address:	Richville Center, 1314 Commerce Ave. Extension Acacia Ave. Madrigal Business Park, Ayala Alabang, Muntinlupa
Swift Code:	BNORPHMM

Please send us a copy of the deposit slip for verification and posting.

ACACIA HOTEL MANILA BANQUET RULES AND REGULATIONS

AUDIO / VISUAL AND OTHER EQUIPMENT: SET RULES AND REGULATION

The Hotel must be notified at least 14 working days prior to the actual Event of use of any video, sound and/or audio equipment. The Hotel reserves the right to refuse or prohibit the use of such equipment if in Hotel's sole and absolute discretion the same shall cause disturbance to other functions within the Hotel or to other Hotel guests during rehearsal or on the day of the Event.

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RONALD M. LOVES

ENTERTAINMENT

Entertainment for all outdoor functions at the 3rd floor and 16th floor venues, including but not limited to full live bands, acoustic bands, serenaders, chorales, cultural performances, dance presentations, and fireworks display **shall be allowed only until 10:00PM**, after which strictly no entertainment shall be allowed.

OUTSIDE SUPPLIERS

Bringing in of food shall not be allowed. Organizers are responsible for any meal arrangements of its suppliers and contractors, which could be arranged with the hotel at a minimal price to be consumed at the hotel cafeteria. Please note that **NO outside food will be allowed inside the hotel for the Exhibitors or Suppliers during the duration of the event including ingress and egress.** Likewise, suppliers must bring their own drinking cups and beverages during set-up and must maintain the cleanliness of the area. **A corkage fee of P200 per person shall be charged as penalty to any violation of this rule.**

SERVICE

Acacia Hotel Manila reserves the right to inspect any ongoing event through the presence of any of its Hotel Associates (i.e F&B Manager, Duty Manager, Captain Waiter, Banquet Waiter, and Security) for safety and security purposes. Should client wish to have a strictly closed door event, prior arrangements must be made.

INDECENCY

Acacia Hotel Manila reserves the right to stop or refuse events that display negative behavior likely to cause damage, injury, nuisance, or annoyance. This includes intoxication, aggressive or anti-social behavior, illegal drug use, lewd and lascivious acts, and the like. Such acts will not be tolerated within the hotel. Corresponding security measures will be taken to avoid and stop such kinds of activities.

DECORATION

The Hotel may, subject to payment of any additional fees, provide banners and backdrops for the Event with no less than 10 days' notice. A quotation will be provided to the Organizer upon Hotel's receipt of the required specifications. The Hotel reserves the right to refuse the display of any banners, backdrops, props or signage that is brought to the Hotel without the prior written consent of the Hotel. All set-ups for Hotel prior approved props and backdrops to be installed by Organizer's appointed contractors shall be in compliance with safety and fire regulations prescribed by local laws and regulations and by Hotel's fire and safety standards. The Hotel shall not be responsible for any consequences arising from Organizer's breach of such laws, regulations and/or standards.

HOTEL LIABILITY

The liability of the Hotel arising out of any act carried out pursuant to this agreement whether in contract, tort or otherwise, shall not in any case exceed the original fee to the Company for the services pursuant to this agreement. Subject to the foregoing, the Hotel shall in no event be under any liability for any loss or damage (including direct and indirect or consequential losses, loss of contracts, loss of profits economic or financial losses or anticipated savings) howsoever arising which may be suffered by the Company.

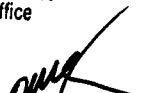
ADVERTISING

The Organizer shall not use the name, trademark, logo or other intellectual property proprietary to Acacia Hotel, Manila or any of their subsidiaries, affiliates or associated companies in any manner whatsoever without the prior written approval of the Hotel.

FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, war, government regulations, damage or destruction of the Hotel, outbreaks of disease or epidemics in the country where Hotel is located, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the reasonable control of the parties, making it illegal, or impossible to perform to the terms and conditions contained in this Agreement. For any of the above reasons, this Agreement may, without liability on the parties, be terminated by written notice of no less than 3 days from one party to the other or be revised at the absolutely discretion of the Hotel by written notice to the Organizer.

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INDEMNITY

The Organizer shall waive against and indemnify, defend and hold the 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 persons or property on or about the Hotel), or any default of or breach by the Organizer under this Agreement.

GOVERNMENT LAW AND DISPUTES

This Agreement shall be governed by, and shall be construed, interpreted and applied in accordance with the laws of the Philippines. Any dispute, controversy, or claim arising out of or in connection with this contract, including any question regarding its existence, validity, or termination, shall be finally resolved by arbitration under the Rules of Supreme Court currently in force, which Rules are deemed to be incorporated by reference into this clause. The tribunal shall consist of a [sole/three arbitrator(s)].

NON-COMPLIANCE

The Hotel reserves the right to release all reservations and arrangements made by the Organizers for the event without prior notice if the Hotel does not receive the full deposit and all such other documents from the Organizers by the deadline date stipulated by the Hotel. Reinstatement of reservations and arrangements are subject to availability of guest rooms function space, any increases in price or costs and receipt of all required payments and documentation from the Organizers.

DELIVERY AND GENERAL STORAGE

Kindly advise the Hotel in advance the delivery schedule of events materials, decoration items or equipments so that arrangement can be made to assist the delivery through the Hotel receiving area. Articles are kept in the storage at the owner's risk and the Hotel shall not be held responsible for valuables or money left in the storage.

The hotel will not store and will not be held liable for any item used during the event. It is the client's responsibility to ensure that their suppliers haul all decors or props immediately after the event.

The Hotel shall be indemnified by the owner of the articles, for any loss or damage suffered by the Hotel or to any third party, howsoever caused by or in connection with the articles stored in the storage.

DAMAGE

Liability Contract must be signed and agreed upon prior the commencing of any work to be carried out within the Hotel's premises. The Hotel has every right to refuse entry to any contractors engaged by the Company, should the Liability Contract is not signed and return to the Hotel in time for the work to be carried out. Should there be any damage to the Hotel property during the contracted period which are directly caused by the Company or by the contractors engaged by the Company, the agreed party shall assumes the entire responsibility and liability for losses, damage, claims demands and expenses arising during the contracted work period.

FIRE AND SAFETY REGULATIONS

All contractors/workmen/decorators engaged by the Organizer pursuant to Clause 5 of these Terms & Conditions shall adhere to all Hotel Policies, Rules & Regulations, including but not limited to those governing Hotel fire and safety issues. The Organizer shall be responsible for ensuring that all fire escapes inside the Grand Ballroom and any function rooms are not obstructed by seating arrangements, stages, equipment and other set up for the Event. No flammable materials may be brought onto Hotel premises without the prior written permission of the Hotel.

SECURITY

The Hotel will provide normal security to ensure orderly running of the event. The Company should at its own cost arrange security to ensure safety of the items displayed/exhibited. The safekeeping of the items to be placed for display/exhibition at all times including prior to and after the event will be the responsibility of the company. Should armed security guards be involved, the Company has to obtain appropriate license from the local authority at its own cost. Should the above arrangement be required the Hotel must be informed in advance for necessary co-ordination and assistance.

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INSURANCE

The Company will be obliged to have independent insurance coverage in respect of any equipment/ display items/valuables, etc. brought in by the company to the venue of the event and the Hotel shall not in any circumstances, be liable for any loss or damage suffered by the Company in respect of such equipment / display items / valuables during the course of the event (including the transportation of the same to and from the venue).

INFORMATION CONFIDENTIALITY

The rates quoted are for the exclusive use of your company and its subsidiaries. Any information written here must be treated with utmost confidentiality. Likewise, by signing this contract you agree that Acacia Hotel Manila may use any or all data information obtained hereof for marketing and any other related services by the hotel (<https://www.acaciahotelsmanila.com/privacy/>)

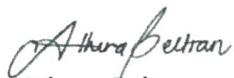
AMENDMENTS

Any modification, alteration, change, revision or amendment to this Agreement shall only be effective if it has been agreed to and signed by both parties in writing.

Should the details outlined in this proposal meet your requirements, kindly send us back a **signed copy of this contract on or before November 04, 2022**. Meanwhile, should you require further assistance, please do not hesitate to contact myself anytime at 7720-2000 local 1514; Fax No. 478-4209 or e-mail athena.beltran@acaciamanila.com

Again, thank you very much for your interest in hosting a successful event with Acacia Hotel, Manila.

SIGNED FOR AND ON BEHALF OF
ACACIA HOTEL, MANILA



Athena Beltran
Events Executive



Cherry Maddela
Director of Sales and Marketing

SIGNED ON BEHALF OF
Department of Foreign Affairs



Mr. Christopher B. Montero
Assistant Secretary
Date:

