



Citadines Bay City Manila
Diosdado Macapagal Boulevard corner Coral Way
Pasay City 1300 Philippines
t (63-2) 866 8100 f (63-2) 866 8200
www.citadines.com

April 13, 2022

Daniel R. Espiritu
Assistant Secretary

Department of Foreign Affairs
2330 Roxas Blvd., Pasay City,
1300 Philippines

Dear Mr. Espiritu,

Warm greetings from **Citadines Bay City Manila!**

Thank you for considering **Citadines Bay City Manila** to be the venue of your upcoming event. In this regard, we are pleased to offer you our Banquet Package based on your requirements and details as follows:

Date of Function : April 29, 2021
Event Type : Meeting
Number of Persons Guaranteed : 120 persons

To confirm your acceptance of our offer, kindly sign and return a copy of this agreement via scanned copy to banquetcoordinator.cbcm@the-ascott.com on or before **April 20, 2022**.

We look forward to working closely with you to ensure the success of this event.

Yours sincerely,

Kaye Talao
Banquet Coordinator

EVENT REQUIREMENTS:

Date	Start Time	End Time	Function	Room	Set-up	Number of Pax	Rate per person	Minimum Guaranteed Revenue/Price
29- Apr- 2022	09:00 AM	4:00 PM	Whole Day	Bay City Ballroom	Classroom	120	PHP 2,280.00	PHP273,600.00
Grand Total:								PHP 273,600.00

Meeting Package

This Package requires a minimum guarantee of 120 persons and includes the following benefits:

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Inclusions & Arrangements:

- Use of 5th Floor, **Bay City Ball Room**
- Use of 5th Floor, **Sunset/Quite Area** as Secretariat Room
- Use of Ground Floor, **Bay City Café Restaurant** for Lunch Buffet
- AM & PM Snack, Lunch Buffet
- Salad
- Soup
- Pasta
- Choice of Three Mains (Fish, Chicken, Beef or Pork)
- Vegetable
- Rice
- One Dessert
- One Round of Iced Tea during Lunch
- Coffee, Tea & Juice Set Up
- Registration Area
- Air-purifier set up
- Alcohol & Temperature corner
- Stage
- 3 Flag Stand
- Whiteboard and Flipchart with two (2) Markers
- Capacity of 120 pax with IATF required social distancing
- Citadines Pads & Pencils and Mints
- 4 LCD Projector and Screen
- Basic Sound System with six (6) microphones
- Stand-by Technician, Waiter, Chef
- Matte printed event backdrop
- Podium & Stage
- Complimentary Wi-Fi Connection in the function room
- Complimentary (10% of no. of persons) parking slots in the property per day. Subject to availability.
- LFD Signages (Lobby, Elevator & Every Function Room)
- High ceiling to ensure proper air ventilation and height clearance
- With foyer or receiving area, with enough cocktail tables for pre-event socials/breaks.
- Use of function room excluding ingress and egress period. (2 hours prior and 2 hours after) , Evening of April 28, 2022(Ingress).

Optional Requirements:

- | | |
|-------------------------|---|
| • Additional flipchart | Php800.00nett |
| • Telephone Rental | Php500.00nett |
| • Extra Markers | Php80.00nett |
| • Additional Microphone | Php2,500.00nett |
| • Lapel Microphone | Php3,500.00nett |
| • Projector | Php800.00nett hourly or Php5,500.00nett daily |
| • LED Wall | Php18,000.00nett |
| • Lights and Sounds | Php13,000.00nett |

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Requirement for early set-up/ingress are subject to availability of the function rooms with applicable ingress charges.

NOTE: *Function room rental fee of Php18,000.00nett /hour shall apply in excess of the allotted time, with a fraction of an hour being considered as a full hour.*

The Minimum Guaranteed Revenue/Price and all other charges and fees payable to Citadines Bay City Manila under this Agreement shall be inclusive of 12% value-added tax, 10% service charge and 0.825% local tax.

BILLING ARRANGEMENT

Deposit and Prepayment of Charges

The Client shall make the following payment to Citadines Bay City Manila according to the Schedule set below:

Payment Schedule	Group Function
Send Bill Arrangement (30 Days upon receiving the bill)	-

- All bank charges must be borne by client
- Upon the signing of this Agreement, we require Certificate of Availability of Funds. Failure to do so will result in the cancellation of the reservation.
- Where applicable, a Letter of Authorization or Purchase Order must accompany the signed Agreement.
- All incidental expenses, including but not limited to, additional food, beverage, telephone bills (local and long-distance calls) facsimile, photocopying services etc. must be paid in cash or credit card by any individual guest in his personal capacity, unless Citadines Bay City Manila is otherwise informed by the Client prior to the event.
- Payments may be made thru Cash, Managers Check, Credit Card or wire transfer to Citadines Bay City Manila's account at BDO Branch with the following details:

BDO Account Name : BSM Holdings Inc
BDO Account No : 1253-80000-39
Branch : WMall Bldg., Diosdado Macapagal cor. Coral Way, Pasay City

Payments made by the **Client** to **Citadines Bay City Manila** are non-refundable.

CANCELLATION

- Cancellations made within **24-72 hours** after the confirmation will be subjected to a cancellation fee of fifty percent (50%) of the total package rate.
- In the event that a reservation is neither cancelled nor used by the Client by or on the date of reservation, full payment of all amounts due to Citadines Bay City Manila under the Agreement must be paid by the Client. Any cancellations made less than twenty-four (24) hours from the event

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shall not entitle the Client to refund of any payments already made. The payments received by Citadines Bay City Manila are non-refundable and non-transferable.

- Should an act of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the reasonable control of the parties take place, making it illegal or impossible to hold the event and/or perform the terms of the Agreement, this Agreement may be terminated or amended for any of the above reasons without liability, by written notice from one party to the other.

OTHER TERMS & CONDITIONS

Loss and Damages

- Client agrees to be responsible for any loss or damage to Citadines Bay City Manila's premises or property, or for any injury to persons, caused by the negligence or misconduct of any of its guests, attendees, representatives, officers, or employees.
- It is the guest's responsibility to take care of his/her respective belongings. The property shall not be liable for any loss of or damages to guest's personal belongings. Meeting rooms may be locked upon Client's discretion.
- Citadines Bay City Manila shall not be liable for any loss or damage to any property of the Client or its guests, attendees, representatives, officers, or employees, brought inside the function room. Ascott shall not be liable in respect to any damage or loss of property, goods and articles brought in or left at the premises of the residences.
- The Client agrees to abide by the existing rules and regulations of Citadines Bay City Manila related to reservations and operations.

Music and Entertainment

- Citadines Bay City Manila has the right to control sound levels for the event.
- Loud music shall not be played past 10:00PM.
- All entertainment systems brought into the event must be approved by Citadines Bay City Manila.

Food Take-out and Brought-in Disclaimer

- Citadines Bay City Manila does not allow leftover food/beverage to be taken out or any outside food and beverage items to be brought in.
- By signing this Agreement, the Client holds Citadines Bay City Manila free and harmless from and shall indemnify Citadines Bay City Manila against any claims or liability arising from the unauthorized take out of left-over food and beverage or bringing in/consuming of food/beverage items from outside.

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Acceptance

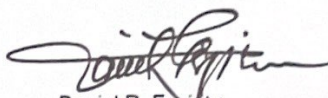
By signing and returning this Agreement on or before the option date, this Agreement will constitute a binding contract between both parties. The individuals signing are duly authorized to bind and sign this Agreement for and on behalf of the corporations or principals they represent. In the event that a fully signed copy of this Agreement is not received by Ascott on or before the option date, neither party will have any further obligations under this Agreement.

Once again, thank you very much and we look forward to welcoming you at Citadines Bay City Manila. For further queries, you may contact me at telephone numbers **T: (63-2) 8866 8100 M: (63) 917 113 6258 F: (63-2) 866 8200** or email **banquetcoordinator.cbcm@the-ascott.com**

Agreed and Accepted by Department of Foreign Affairs and BSM Holdings Inc.



Kaye Talao
Banquet Coordinator
Citadines Bay City Manila



Daniel R. Espiritu
Assistant Secretary
Department of Foreign Affairs

Chef Prince Patino
Executive Sous Chef
Citadines Bay City Manila