

  
**MAKATI DIAMOND**  
 RESIDENCES

March 30, 2022

**MR. JAIME VICTOR B. LEDDA**  
 Assistant Secretary  
 Office of the European Affairs  
**DEPARTMENT OF FOREIGN AFFAIRS**  
 Roxas Boulevard  
 Pasay City

**Event Proposal**

**PH-EU JOINT COMMITTEE MEETING**  
**April 26, 2022**  
**50 persons**

Dear Assec. Ledda:

Thank you for considering the Makati Diamond Residences for the above-mentioned event. With your specific requirements in mind, we have arranged the following:

**FUNCTION SPACE ASSIGNMENT**

The Hotel shall reserve the following function spaces:

Date	Start Time	End Time	Function	Room	Setup	# of Pax	Room Rental / Rate per Person
April 26, 2022	8:30AM	6:30PM	Meeting	Legaspi 1 Ballroom, 2 <sup>nd</sup> floor	Special Set-up	-	Waived in lieu of meal package
	10AM	10:30AM	AM Snacks	Legaspi 1 Ballroom, 2 <sup>nd</sup> floor	Special Set-up	35	PhP 420.00 net per person
	12:30PM	2:00PM	Lunch	Legaspi 1 Ballroom & Valero Room, 2 <sup>nd</sup> floor	Round tables & Block style	40 10	PhP 2,100.00 net per person
	4:00PM	4:30PM	PM Snacks	Legaspi 1 Ballroom, 2 <sup>nd</sup> floor	Special Set-up	35	PhP 420.00 net per person
	8:30AM	6:30PM	VIP Holding Room	Perea Room, 2 <sup>nd</sup> floor	Executive Boardroom	-	Complimentary
	8:30AM	6:30PM	Secretariat	Valero Room, 2 <sup>nd</sup> floor	Block style	-	-

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

  
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The above special rental and food & beverage charges are accorded with the understanding that a **minimum of fifty (50) guests** will be attending the event. In the event that the number of guests fall below the agreed minimum, the Hotel will have the right to revise the rental and food and beverage charges.

**BANQUET PACKAGES**

**3-Course Set Lunch** : **PhP 2,100.00 net per person**  
(served with one round of softdrink or iced tea or chilled juice)

**One-Snack Item** : **PhP 420.00 net per snack per person**  
(served with one round of softdrink or iced tea or chilled juice)

**Inclusions:**

- Use of function room as indicated above
- Use of the ceiling-mounted 10K ANSI Lumens Projector and 9 x 12 feet projection screen
- Use of basic public address system with three (3) microphones
- Free-flowing Coffee and Tea
- 10% Complimentary parking coupons of the total guaranteed guests
- In excess of the complimentary slots, special flat rate of PHP 100.00 nett/slot shall apply.
- Complimentary wi-fi access for regular browsing (10 mbps)

**OTHER REQUIREMENTS:**

**Excess hour use of Function Room**

- **Legaspi Ballroom** : **PhP 34,000.00 net per hour**

**Additional internet bandwidth (20 mbps):** **PhP 16,000.00 net per day**

**Digital Conference Microphone (10 units):** **PhP 30,000.00 net per set per day**  
(1 control unit, 10 conference microphones, 1 DIS Repeater with extensions, cables and connectors)

**LED Monitors (4 units of 55 inches per unit):** **PhP 39,000.00 net per set per day**  
(with floor stand, 2-HDMI video extender, 1-HDMI switcher, extensions, cables and connectors)

**SINGLE-CAMERA AUDIO-VIDEO LIVE STREAMING**

(HD-Video Camera with Tripod, HDMI Video Switcher, HDMI Video Extender, LED Program Monitor, 2-VTR Lights with Floor Stand, Audio Mixer and Laptop Computer)

- **One-Camera set-up** : **PhP 19,500.00 net per set per day**

**EXTENSION OF USE OF FUNCTION ROOM**

An hourly surcharge shall be applied should the event extend more than the contracted time of use of the function room. Any extension of usage of function room shall also be subject to availability should there be any functions right after your event.

  
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**BILLING**

**MEAL CHARGES:**

AM Snack for 35 persons at the Legaspi Ballroom	:	PhP 14,700.00
3-Course Set Lunch for 40 persons at the Legaspi Ballroom	:	PhP 84,000.00
3-Course Set Lunch for 10 persons at the Valero Room	:	PhP 21,000.00
PM Snack for 35 persons at the Legaspi Ballroom	:	PhP 14,700.00

**TECHNICAL REQUIREMENTS CHARGES:**

Additional 20 mbps internet bandwidth at PhP 800.00/bandwidth:	PhP 16,000.00
10 units digital conference microphone	: PhP 30,000.00
4 units of 55" LCD TV monitors	: PhP 39,000.00
Single-camera audio-video live streaming	: PhP 19,500.00

<b>TOTAL BANQUET CHARGES</b>	:	<b>PhP 238,900.00</b>
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A 30-day term for a send bill arrangement is approved by our Credit Department with the agreement that a signed copy of the contract, Certificate of Availability of Funds and Letter of Authorization with specimen signatures of authorized signatory are submitted upon confirmation of the event.

We will hold the blocking of the function room until **April 8, 2022**. A more detailed contract will be sent once a signed copy of the proposal is received by the hotel. In the event that another company inquires for the same function space blocked, you will have forty-eight (48) hours to make a decision to confirm, otherwise we will release the function space.

If we can be of any further assistance, please do not hesitate to contact us. We look forward to the opportunity of serving you and your valued guests.

Very truly yours,



**NOMERICA HUERA**  
Sales Coordinator



**L.A. SAYSON-POPA**  
Director of Sales & Marketing  
Makati Diamond Residences

CONFORME:



**MR. JAIME VICTOR B. LEDDA**  
Assistant Secretary  
Office of the European Affairs  
Department of Foreign Affairs

13 APR 2022   
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