

6 December 2022

MR. JOSE VICTOR CHAN-GONZAGA
Assistant Secretary
Office of American Affairs
DEPARTMENT OF FOREIGN AFFAIRS

THRU : MS. WILMA BAUTISTA
Email: wilmina.bautista@dfa.gov.ph

EVENT CONTRACT
YEAR-END PLANNING SESSION
Dec 15, 2022

Dear **Mr. Chan-Gonzaga**,

Thank you for choosing Diamond Hotel Philippines to provide banquet accommodation to your guests attending the **YEAR-END PLANNING SESSION** on **Dec 15, 2022**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

We are pleased to share with you that Diamond Hotel Philippines recently received the prestigious Association of Southeast Asian Nation (ASEAN) MICE Venue Award (for Hotel Setting) for its development, promotion and support of the local MICE industry. This further reinforces our thrust to look after our groups, whether big or small and help the deliver an extraordinary experience during your stay.

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	Room Rental
Dec 15, 2022	4:00PM	8:00PM	Meeting	Onyx-Jade Room	Blocked	20	Php 20,000 net

- We have blocked a portion of the venue for your event. It is likely that the other venue may still be used for another event. Should you need exclusivity, the Hotel can offer the neighboring venue with Corresponding charges.
- 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.
- Should the booking is made from 8am to 5pm, the hotel has the right to offer the space to other groups for a dinner event.
- Should the booking is made from 7pm to 11pm, the hotel has the right to offer the space to other groups for a morning event until 5pm only to provide your booking 2 hours standard ingress schedule.




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- Food will be served at the same meeting venue. Should you require a separate meal venue, a minimal room rentals fee shall apply.
- 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.
- 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.
- Please advise us on or before your cut-off date. Unconfirmed reservation on that date would mean automatic cancellation of the said reservation.

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.
- ❖ 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, No Entry" policy must be applied. Guests may remove face mask only when eating and/or drinking.
- ❖ Attendees will be provided with an individually packaged hygiene packs with mask and bottle of alcohol to be replenished daily. Hand sanitizer dispensers will also be provided.
- ❖ Cleaning and sanitizing/disinfecting are done regularly prior and right after the event
- ❖ 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 AND INCLUSIONS

OTHER MEAL RATES :

HALF DAY MEETING PACKAGE

PM Snack with Coffee / Tea

Php 5,000.00 net per person

Buffet Dinner Buffet Menu with Two-Hour Open Bar for Standard Concoctions

** Buffet Dinner comes with Free-flowing coffee or tea and unlimited drinks for 2 hours*

**Above rates are inclusive of applicable government taxes and service charge*




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BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at Php 200 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

EQUIPMENT RENTALS

- | | |
|---|---------------------------|
| ◆ DVD Player with TV monitor | Php 5,000.00 net per day |
| ◆ Lapel Microphone | Php 2,150.00 net per day |
| ◆ LCD Projector (7500 ansi lumens) | Php 10,000.00 net per day |
| ◆ Electricity Charge (for equipment to be brought in) | Php 5,000.00 net per day |
| ◆ Basic Mobile Set-Up | Php 20,000.00 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
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Pads/Pens/Mints
- ◆ Flip Charts with Pens
- ◆ Whiteboard with Markers
- ◆ 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	No. of Person	TOTAL
Dec. 17, 2022	Half Day Meeting Package at P 5,000 net	20	P 100,000 net
	Room Rental Fee	1	20,000 net
GRAND TOTAL			Php 120,000 net





TERMS AND CONDITIONS

For accounts with credit line:

Banquet payments will be charged to **DEPARTMENT OF FOREIGN AFFAIRS** 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)
610-3-610-003347 (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

OPTION DATE

The rates, concessions and arrangements specified in this contract will be valid until **28 November 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. Upon confirmation, an event order will be issued detailing your arrangements upon final discussion.

POSTPONEMENT / CANCELLATIONS / NO SHOW CHARGES

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

A handwritten signature in blue ink, appearing to be a stylized 'd' or 'f' with a flourish.


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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 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.

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 D. ELEAZAR
Director of Events

CONFORME:


ASEC. JOSE VICTOR CHAN-GONZAGA
Assistant Secretary 
Office of American Affairs
DEPARTMENT OF FOREIGN AFFAIRS