

DH
DIAMOND HOTEL
PHILIPPINES

February 17, 2023

MR. DANIEL R. ESPRITU
Assistant Secretary
ASEAN-Philippines National Secretariat
Department of Foreign Affairs (DFA)
8th Floor, DFA Building
2330 Roxas Boulevard, Pasay City
Metro Manila, Philippines 1300

THRU: MS. MAYLA PEREZ

EVENT CONTRACT
34TH ASEAN Matters Technical Board (AMTB) Meeting
03 March 2023

Dear Mr. Espiritu,

Thank you for choosing Diamond Hotel Philippines to provide banquet accommodation to your guests attending the 34TH ASEAN Matters Technical Board (AMTB) Meeting on 03 MARCH, 2023. 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
03 MAR 2023	8:00am	5:00pm	Meeting	North Center Ballroom	Special Set up	120	Waived in lieu of meeting package
03 MAR 2023	8:00am	5:00pm	Secretariat	Opal Room (2 nd Floor)	Special Set up	-	Complimentary
03 MAR 2023	8:00am	5:00pm	Breakout	Onyx – Jade Room (2 nd Floor)	Special Set up	-	P 20,000.00 net
03 MAR 2023	8:00am	5:00pm	Breakout	Citrine - Emerald Room (2 nd Floor)	Special Set up	-	P 20,000.00 net

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- 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.
- 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.

BANQUET RATES AND INCLUSIONS

WHOLE DAY MEETING PACKAGE 2

AM Snack
 Classic Buffet Lunch with 1 round of iced tea
 PM Snack
 Free-flowing coffee or tea

Php 2,300.00 net per person

** Set Lunch comes with Free-flowing coffee or tea and one round of either soft drink or iced tea
 Above rates are inclusive of applicable government taxes and service charge

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 15,000.00 net per day |
| ◆ Videoke / Magic Sing | Php 10,000.00 net per day |
| ◆ Conference Microphone | Php 2,000.00 net per piece |
| ◆ 10 TV Prompters | Php 60,000.00 net |

Handwritten initials/signature


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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
- ◆ Podium / Rostrum with microphone
- ◆ Whiteboard with marker and eraser
- ◆ Flipchart stand with 10 pieces of flipchart paper
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Framed Tarpaulin backdrop
- ◆ Mint candies replenished daily
- ◆ Pads and pencils, pads replenished daily
- ◆ 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	Description	Amount
March 03, 2023	Whole day meeting package at Php 2,300 net x 120 persons	Php 276,000.00 net
	2 Breakout rooms at Php 20,000.00 net x 2 rooms	Php 40,000.00 net
	20 units of TV Prompters at Php 60,000.00 net	Php 60,000.00 net
	Conference microphones at Php 2,000.00 net x 20 units	Php 40,000.00 net
	Total	Php 416,000.00 net

Handwritten signature



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 proposal will be valid until February 22, 2023. 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.


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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

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:


MR. DANIEL R. ESPRITU
Assistant Secretary