

THE MANILA HOTEL

Feb. 24, 2023

MR. MARDOMEL CELO D. MELICOR
 Assistant Secretary , OMEAA
DEPARTMENT OF FOREIGN AFFAIRS
 Email Address: glorietta.pinero@dfa.gov.ph

RE: CONTRACT
February 27, 2023

Dear **Mr. Melicor**,

Thank you for choosing Manila Hotel as the venue for **DEPARTMENT OF FOREIGN AFFAIRS** scheduled on **Feb. 27, 2023**. We are happy to propose the following arrangements for your approval.

EVENT SPACE REQUIREMENTS:

Date/ Day	Time	Activity	Venue/ setup	# of Pax	Rate	Total
27 Feb. 2023	11:00am- 3:00pm	Cocktails & Lunch Set	Sampaguita Hall A	22	Php 4,000 net/pax	PHP 88,000nett
		Bento Meal	Sampaguita Hall B	17	Php 350nett/pax	PHP 5,950nett
	8:00am- onwards	Holding room	Sampaguita Hall C	-	FREE OF CHARGE	

TOTAL : PHP 93,950.00nett

NOTE: Any decrease in the number of guests will result to the increase of the menu rate per head to meet the minimum revenue requirement of the function room.

INCLUSIVE OF THE FOLLOWING:

- (4) hours use of function room
- Dried fruit with nuts and 1 round of standard drinks during cocktails
- Set Lunch in the function room with 1 round of standard drinks
- Free flowing of coffee or hot tea
- Rostrum / Podium
- Basic Sound System (two wired Microphones, CD Player, Speakers)
- Basic set up of chairs and table
- Flower centerpieces for each table for round table arrangement
- Cocktail tables
- Wi-Fi connection (10-15 mbps shared with other hotel guests)
- Holding area for the staff and VIPs
- Bento meal for the staff

THE MANILA HOTEL

Function rooms are assigned according to the expected attendance and set up. The Hotel reserves the right to assign alternative event space suitable for your requirements should the expected attendance changes

The Hotel may tailor make menus if you need specific dietary requirements or have special requests; price adjustment might be applied.

BEVERAGE:

1. Standard Drinks (Iced tea, chilled juices, soft drinks or local beer) offered at **Php150net/glass**.
Open bar package is available upon request

***Above rates are inclusive of 10% Service charge and applicable government taxes.**

***The Hotel requires your final menu option for the event (2) weeks before the event. Our Chef will be happy to assist you in this regard.**

***A decrease in the number of guaranteed guests will be allowed no less than five days before the event.**

***The Hotel will provide 10% or 50 covers (whichever is lower) buffer based on the guaranteed number of guests in the event of an overflow.**

***The Hotel will allow an increase in the guaranteed number of guests at the same rate no less than four days before the event. A surcharge of 15% of the agreed rate will be imposed should the number of guaranteed guests be increased after the cut-off.**

FUNCTION ROOM:

1. The maximum capacity of Sampaguita Hall is 50 persons based on the round table setup.
2. Standard ingress is three hours before the event. A request for early ingree is subject to availability and corresponding charges will apply.
3. The Hotel waives any rental fee based on the agreement. Extending the number of hours of the event is subject to availability and corresponding charges will be applied per hour. A fraction of an hour is considered one hour.
4. The Hotel waives any rental fee based on the agreement. Should the event exceed the number of hours in the agreement, P15,000 net/hour will apply . A fraction of an hour is considered one hour.

BILLING/CONFIRMATION ARRANGEMENTS:

1. The Hotel requires **LOA and CAF on or before February 25, 2023**
2. Final actual bill for send bill arrangement, to be settled within 20 calendar days upon the receipt of the final SOA.

For any bank payment, please remit to:

Bank name: PHILTRUST BANK
 Branch: Head Office
 Branch address: United Nations Avenue, Manila
 Account number: 00320-015059-5 (PESO)
 0034-0000-887-4 (DOLLAR)
 Swift code: PHTBPHMM

Other banks:

BDO Savings Account #001390148600 (Manila Hotel Corporation)
 or;
 BPI savings Account #008103-1474-85 (Manila Hotel Corporation);

THE MANILA HOTEL

Cheque Payee to: MANILA HOTEL CORPORATION

OPTION DATE:

1. If we do not receive your confirmation and/or confirmation deposit on or before the agreed date, the Hotel reserves the right to automatically release the space/booking to give way to other interested parties.

TERMS AND CONDITIONS:

By signing and returning this contract on or before **Feb. 25, 2023**, this agreement will constitute a binding contract between **THE MANILA HOTEL** and **DEPARTMENT OF FOREIGN AFFAIRS**. The individuals whose signatures are affixed below, are hereby authorized to bind his or her party to this agreement. In the event that a duly signed copy of this agreement is not received by the Hotel on the specified date above, all function spaces referred herein will be released automatically without further notice, and neither party will have any obligation under this agreement.

ENTRANCE AND EXIT DOORS:

All Entrance and Exit Doors of the function rooms should not, at any point, be covered/obstructed by the lay-out, set up, equipment and/or any materials/props of the organizer for safety and security reasons.

The Hotel has the right to take-out and break down anything that will obstruct the free passage of guests in case of emergency.

MEALS FROM OUTSIDE THE HOTEL

To maintain the highest quality standard of hygiene and sanitation of the Hotel, as well as for the safety and well-being of all guests, event attendees, contractors and suppliers of the event organizers, it is prohibited to bring in any food and beverage and all other consumable items, apart from those provided by the Hotel.

As support to the event organizers, a minimal fee of **P350net/pax** for crew meal shall be made available for the contractors and crew of organizers.

PARKING:

Flat Rates are available at Php150 net for the whole duration.

SECURITY:

The Hotel is equipped with Closed Circuit TV monitoring (CCTV) within the premises and well trained security personnel. Full inspection for all guests will be strictly implemented from vehicle to our security scanner upon lobby entrance. We encourage all guests to secure their belongings within the vicinity. The Hotel, shall in no instance, be held liable for any loss or damage of such items or personal belongings.

THE MANILA HOTEL

FORCE MAJEURE:

Manila Hotel is not liable or responsible for any failure to perform, or delay in performance of any of the Hotel's obligation under this Agreement that is caused by events beyond Hotel's reasonable control ("Force Majeure Event") in particular (without limitation) such as:

- (a) Unavailability of public or private telecommunication networks
- (b) Acts, decrees, legislation, regulations of restrictions of any government or
- (c) Strikes, lock-outs or other industrial action, civil commotion, riot, invasion, terrorist attacks or threats of terrorists, war (whether declared or not) or any natural disaster.

Manila Hotel's performance under this Agreement is deemed to be suspended for the period that Force Majeure Event continues, and the Hotel will have an extension of time for performance for the duration of that period.

CANCELLATION CLAUSE:

Confirmation deposit is non refundable in favor of the Hotel.

If the function is cancelled within one (1) month before the scheduled date, all other deposits will automatically be forfeited in favor of the Hotel.

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.

POSTPONEMENT CLAUSE:

If notice of postponement is made less than five (5) months prior to the function, the same result to forfeiture of the amount deposit to the Hotel.

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.


We hope that our contract merits your approval. Should you have further queries, pleased do not hesitate to call the undersigned at 527-0011 local 1275.

We look forward to being of service to you and your distinguished guests and making your function a success.

FOR AND ON BEHALF OF
THE MANILA HOTEL

CONFORME:
DEPARTMENT OF FOREIGN AFFAIRS


KRIZIA MARIE REYES
Senior Events Manager


MR. MARDOMEL CELO D. MELICOR
Assistant Secretary , OMEAA