



ADMIRAL HOTEL  
*Manila*

**25 OCT 2023**

DIR Dyan Kristine Miranda-Pastrana  
**Authentication Division**  
**Department of Foreign Affairs (DFA)**

*Dear DIR Pastrana,*

*Thank you for choosing the **Admiral Hotel Manila – MGallery** as the venue of your upcoming event*

*2023 Year End Consultation*  
*On **Saturday– December 2, 2023***

*Based on your requirements, we have outlined in this letter the details for your review and approval.*

*Please check if these arrangements meet your expectation and return the countersigned copy through [ethel.andres@accor.com](mailto:ethel.andres@accor.com). We would appreciate if you can put your initial on each page as a sign of your acceptance.*

*We look forward to receiving your confirmation and to welcoming your guests to our hotel. In the meantime, should you have questions or need additional information, please do not hesitate to contact us again at any time.*

*Yours sincerely,*

*Ethel Larice Andres*  
*Sales & Catering Manager*





ADMIRAL HOTEL  
Manila

**AGREEMENT**

Between  
**Admiral Hotel Manila – MGallery**  
and  
**Department of Foreign Affairs- Consular Affairs (Authentication Division)**

**BANQUETING REQUIREMENTS**

The schedule below indicates our understanding of your requirements and indicates the space that has been allocated to your event. Should you foresee any changes or additions to your program, please contact us immediately to assess availability and associated rental cost.

**PACKAGE**

Allow our expert team to advise and support you in planning the right atmosphere to impress your guests. Simply discuss your needs with us, and we will assist you in planning the successful event you want to achieve.

| DATE  | VENUE                      | NUMBER OF PAX | MEALS                | RATE PER PERSON      | TOTAL                      |
|---|----------------------------|---------------|----------------------|----------------------|----------------------------|
| December 2, 2023<br>( Saturday)<br>4:00PM-<br>10:00PM | Admiral Club<br>Manila bay | 100-120       | <b>Buffet Dinner</b> | Php 4,149.58<br>nett | <b>Php 497,500.00 nett</b> |
| <b>Total</b>  |                            |               |                      |                      | <b>Php 497,500.00 nett</b> |

Rates are inclusive of 12% VAT, 1% municipal tax and 10% service charge.

**Package Inclusion:**

**INCLUSIONS**

- Exclusive use of Admiral Club Manila Bay for 6 hours Stated Above (excess number of hours will be charged based on the existing room rental rate @ Php20,000.00 per hour.
- LED WALL ( 9X12 FT)
- Basic sound system equipment with wireless microphones
- High-speed wireless internet
- Free flow of coffee and tea
- One Round of Iced Tea
- Complimentary Parking
- Centerpieces on tables
- Wide Variety of Sumptuous Buffet Dinner at Admiral Club Manila Bay

*Andres*





ADMIRAL HOTEL  
*Manila*

**FUNCTION SPACE & EXHIBITION SPACE CANCELLATION POLICY**

If the Guest reduces its requirement of the Function Space scheduled in conjunction with the event which has been reserved by the Hotel for the Group, as outlined in Schedule A, the Guest shall pay to the Hotel the following fee: **PHP 50,000.00**

If reduction occurs within one (1) month of the official event date, the Group shall pay an amount equal to one hundred percent (100%) of the revenue, which the Hotel would have received if the Group had used that Function Space it has cancelled thereof.

**MASTER ACCOUNT**

A master account (the "Master Account") will be established for the event. At least thirty (30) days prior, the Guests shall notify the Hotel in writing of:

- a) All charges which are to be billed to the Master Account
- b) Food & Beverage as well as function space related charges to be billed to the Master Account
- c) *The name of person(s) who have the authority to sign charges to the Master Account*
- d) Give explicit billing instructions and the name and address of the individual and/or organisation to whom the Hotel should send the Master invoice

**DEPOSIT**

The deposits outlined in the table below are due as indicated. All deposits are non-refundable. The deposits will be applied to your Master Account for this particular program. If there is an increased in total anticipated revenue, the hotel reserves the right to request for additional deposit based on the latest total estimated revenue.

|                       |   |
|-----------------------|---|
| Send Bill Arrangement | Maximum of Thirty (30) Days to make payment right after the event upon receipt of the Statement of Account (SOA)        |
| Required Document     | CAF (Certificate of Availability of Funds) is requirement upon signing the contract and prior the event will take place |

However, deposits may be applied to fees or charges due to cancellation or attrition as outlined in the Cancellation and Attrition Policies.

Deposit can be made to:  
Anchor Land Hotels and Resorts, Inc.  
BDO Makati Ave. - Ayala Branch  
Account No. 00531 803 6042  
Bank Swift Code: DBS SSGSG

*Andy*





ADMIRAL HOTEL  
Manila

Bank Code: 7171  
Branch Code: 033

Should the Organizer fail to pay the deposit by the due date, this Agreement shall be considered null and void.

Should the guest fail to pay any of the charges due, or otherwise default with respect to any provision of the Agreement, the Hotel may apply all or part of the deposit to the sums due to the Hotel, without prejudice to the right of the Hotel to claim for any additional sums due which are not covered by the deposit.

**CANCELLATION & ATTRITION**

The parties agree if the Event is cancelled, Hotel has exposed to considerable damage and financial loss. The parties agree that Hotel's actual damages would be difficult to determine accurately. Accordingly, the parties agree that such damages will be in the amount calculated in the table below, that the formula in this table represents a reasonable estimate of Hotel's loss and the amounts will be the liquidated damage amount owed to hotel if group cancels for any reason other than as expressly permitted pursuant to this Agreement.

| Days Prior to Event Date | Cancellation Fee  |
|--------------------------|---|
| 30 weeks prior event     | 100% cancellation fee of the total anticipated banquet and F&B revenue will apply |

Food & Beverage Prices are based on the contracted number of guests. If numbers drop by more than 10% the prices may be revised. All Deposits are non-refundable.

**CATERING NUMBERS**

Final details relating to menus, room setup and audio-visual equipment must be supplied by the client to the hotel 7 days prior to the commencement of the event. We understand that there are sometimes further adjustments required after this date but these adjustments may be subject to feasibility and additional charges may apply.

A guaranteed guest count for all functions is required by 10:00 am Seven (7) working days prior to your event.

If the event manager is not advised of a guaranteed count within this timeframe, the contracted number of guests will become guaranteed guest count.

*Q*

*Andy*





## ADMIRAL HOTEL Manila

Should the number of guests on the day exceed the guaranteed number the actual number will be invoiced for, please note that exceeding the guaranteed number may affect the quality of service delivery and food quantity for your event.

### CONTRACTOR CONDITIONS

Should a contractor be engaged by you to construct staging, sound or lighting facilities, the contractor must submit the Contractor Conditions Form, which is stipulating rules & regulations in detail. The contractor must provide verification that the equipment loading utilized is within the specifications of hang points and load limits.

Any materials (textiles, scenery, decorations etc) brought into the venue must be fire proof or sprayed with an approved fire retardant; and a certificate stating the same must be provided to the hotel by the manufacturer or a licensed company **10 days** prior to commencing of any work.

Where appropriate, and as dictated by stage loading, relevant certification of load safety must be produced before the stage is utilized.

All work done by outside contractors must be approved by Admiral Hotel Manila – MGallery prior to the commencement of the event. A competent and professionally qualified person in the relevant field of work must conduct the work. If the level of work is not aligned to the required standard, Admiral Hotel Manila – MGallery reserves the right to temporarily suspend the event until the relevant building regulations and safety policies and procedures have been met. All staff must be in proper attire. No shorts, sandos, sleeveless, slipper, and sandals (open shoes).

### MUSIC AND ENTERTAINMENT

It is the responsibility of the client to inform and supply all relevant documentation to the hotel at least **10 days** prior to the event. The client is also responsible for all costs associated with this.

### SIGNAGE

The Hotel reserves the right to approve all signage. Signage is not permitted on guest floors, elevators, in the Hotel Lobby, Office/Residence Lobby and entrance area or affixed to the building exterior. Printed signs outside function rooms should be free standing or easel.

No material is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in the Admiral Hotel Manila - MGallery the Hotel's public areas must be kept to a minimum and is at the discretion of Hotel Management.

### FORCE MAJEURE





ADMIRAL HOTEL  
*Manila*

If the Contract becomes illegal or impossible to perform by either party due to acts of God, war, terrorist act, disaster, strikes, civil disorder, government regulation (including government regulations due to state of public health emergency), or other comparable unforeseeable emergency, this Contract may be terminated for any one or more of such reasons by written notice from one party to the other.

You shall also have the option to make any deposit made serve as down payment and can be consumed anytime within six (6) months or in the case of force majeure situation due to government regulations by virtue of a state of public health emergency, within one (1) year from the lifting of the restrictions imposed by the government. Failure to consume the deposit within such time period shall mean forfeiture of the said amount.

**MISCELLANEOUS PROVISIONS**

This Contract is made and will be performed in Manila City, and shall be governed by and construed in accordance with Manila City law, excluding its conflict of law rules. By executing this Contract, you consent to the exercise of personal jurisdiction over it by, and venue in, the courts of Metro Manila. Any legal action in connection with this

Contract shall be brought and maintained only in the courts of Metro Manila, and only in Manila City. In the event of litigation arising from or associated with this Contract, we agree that the prevailing party shall recover its attorney's fees and any costs incurred. Should collection action become necessary, in the sole discretion of the hotel, all costs associated with that collection action, including attorney's fees, will be posted to the event's master account.

You may not assign this Contract or any of your rights under this Contract without our prior written consent. You further agree that any change in your corporate or business ownership structure, whether by merger, amalgamation, and take-over or otherwise, shall not serve to cancel, modify or in any way reduce your obligations under this Contract and this Contract shall remain in full force and effect with respect to you and any successor entity.

**RELEASE DATE**

To confirm arrangements for this function, please sign and return two copies of this agreement on or before **November 20, 2023** after this date, if we are not in receipt of a signed agreement, we reserve the right to release the space being held for you. Should you have any questions, please call me at **09157760861**. We are committed to making your event at Admiral Hotel Manila – MGallery an unforgettable event.

Once again, thank you for your trust in Admiral Hotel Manila – MGallery. We do hope the above contract has thoroughly covered your banquet wedding requirements, to make your event truly

*Andrew*





## ADMIRAL HOTEL Manila

successful and memorable. We look forward to welcoming you and your guests and nurturing our business partnership.

### ALLSAFE

The ALLSAFE global cleanliness & prevention standards have been developed with and vetted by Bureau Veritas, a world leader in testing, inspections and certification.

All the Group's hotels must apply these standards and will be audited either by Accor operational experts or by third-party auditors such as Bureau Veritas to receive this label.

### ALL MEETING PLANNER

ALL – Accor Live Limitless Meeting Planner rewards event organisers for every meeting and event you book at over 3,000 hotels across the world, from luxury to budget-friendly. JOIN FREE NOW and be rewarded.

### DATA PRIVACY

You hereby give full consent to Admiral Hotel Manila - MGallery (the "Hotel") to collect, record, organize, store, update, use, consolidate, block, erase or otherwise process information, whether personal, sensitive or privileged, pertaining to yourself and the transactions subject hereof which will be used for the implementation of this agreement. In this connection, you acknowledge that you have read, understood and/or have been duly informed of the terms and conditions pertaining to the data privacy practices of the Company as reflected in the Company's Data Privacy Policy at Admiral Hotel Manila - MGallery and you hereby express your full conformity thereto.

### ASSIGNMENT OF CONTRACT

This Contract is the entire agreement between us, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between us, and may only be supplemented or changed in writing, signed by our representatives. None of our representatives have been or are authorized to make any representation that varies from the express terms of this Contract, though this Contract may be amended or supplemented in writing.

You may not assign this Contract or any of your rights under this Contract without our prior written consent.

### OPTION DATE

To confirm arrangements for this event, please sign and return both copies of this Contract prior to **November 20 2023**. After this date, if we have not received a signed Contract, we reserve the right to release the space being held for you.









ADMIRAL HOTEL  
Manila

This Agreement is subject to the following additional Terms and Conditions:

BETWEEN:

Admiral Hotel Manila – MGallery

AND

Department of Foreign Affairs- Consular Affairs ( Authentication Division)

**STORAGE & MATERIALS HANDLING**

We are not responsible for storage or materials handling. Please ensure that prior arrangements for storage or materials handling have been made before any shipment of materials to the Hotel.

**ALLERGY CLAUSE**

In the event that any of the guests in your group has food allergies, you shall inform us of the names of such persons and the nature of their allergies, in order that we can take the necessary precautions when preparing their food. We undertake to provide, on request, full information on the ingredients of any items served to your group. Should you not provide the names of the guests and the nature of their food allergies, you shall indemnify and hold us forever harmless from, and against, any and all liability or claim of liability for any personal injury that does not occur as a direct result of our negligence or the negligence of any of our representatives. In the event of such negligence by us, or any of our representatives, we shall be responsible for all expenses reasonably incurred in the defence of such liability or claim of liability.

**PROHIBITION OF SMOKING**

Under the Smoking (Prohibition in Certain Places) Act, smoking is prohibited in air-conditioned restaurants, function rooms, gymnasiums and fitness centers. Please keep your delegates and outside contractors informed accordingly.

**ADVERTISING**

The Group shall not use the name, trademark, logo or other proprietary designation of Admiral Hotel Manila – MGallery in any advertising or promotional materials without the prior written approval of the Hotel. The Hotel shall accept the same restrictions with respect to the use of the Group's name, trademark, logo and other proprietary designation.

**MAINTENANCE OF THE HOTEL**

The Group acknowledges the contents of the Terms and Regulations for Contractors set appended to this agreement. The Group agrees that where it acts as a contractor, to abide by the Terms and Regulations for Contractors as if it were the Contractor named therein. Without prejudice to the further obligations set forth in this agreement, the Group agrees to comply with any other rules and regulations issued from time to time by the Hotel, including the additional Terms and Regulations set forth appended in this agreement.

**AUDIO/VISUAL AIDS**

Microphones, sound equipment, videotape units, and a full range of other audio-visual equipment are available on order. In the event additional equipment is required, our in-house audio-visual professionals will be happy to respond to your requirements.

**\*End of Terms and Conditions\***

