



MAKATI DIAMOND RESIDENCES

Ms. Aileen S. Mendiola-Rau
Assistant Secretary
Department of Foreign Affairs - Asian and Pacific Affairs
DFA Building
2330 Roxas Boulevard
Metro Manila
Pasay Philippines
Mobile: +63 9455597244
Email: aspac.ao@dfa.gov.ph

Event Contract

**Re: International Conference on the Philippine-Pacific Health Initiative:
Partnership on Sustainable Health Workforce for Health Security | November 26-30, 2024**

Dear Ms Aileen Mendiola-Rau,

We are delighted to learn of your interest in holding the **International Conference on the Philippine-Pacific Health Initiative: Partnership on Sustainable Health Workforce for Health Security at Makati Diamond Residences** on **November 26-30, 2024** for **150-190 persons**. With your specific requirements in mind, we have arranged the following:

ROOM ACCOMMODATION

For a minimum of **Twenty Nine (29) rooms**, we are pleased to extend the following rates:

Room Type	Number of Rooms	Check in Date	Check out Date	Room Rate
41 SQM Studio Rooms (Double Occupancy)	16	November 26, 2024	November 30, 2024	Php 8,800.00 nett per room per night
64SQM 1-Bedroom Suite (Single Occupancy)	13	November 26, 2024	November 30, 2024	Php 10,300.00 nett per room per night

- Room rates are inclusive of government taxes.
- Room rates and blocks stated above shall only be valid until **November 19, 2024**. Additional rooms shall be subject to room and rate availability.
- Additional Php 2,000.00 nett per night for triple sharing for the Studio Rooms and One Bedroom Suites, inclusive of breakfast.
- Standard check-in time is 2:00 PM, and check-out is 12:00 PM.
- Early check-in prior 6:00 AM will incur automatic charge of one (1) night as the room will have to be reserved the night prior to ensure room availability. Early check-in beyond 6:00 AM is subject to additional half day charge and room availability.
- Early check-in and late departure fees for VIPs or Ministerial guests are to be waived; flight details should be given at least one (1) week before the scheduled arrival date.
- Late check-out prior 6:00 PM will incur additional half day charge, and late check-out beyond 6:00 PM is subject to additional whole day charge, both subject to room availability.
- All rooms in the hotel are non-smoking rooms. A Php 10,000.00 penalty will be charged to the guest if evidence of smoking in the room is found. Alternatively, the hotel has a designated smoking area located outside Gallardo entrance.
- For 41 SQM Studio Rooms, bed configuration are subject to availability upon check-in; bed preferences will be prioritized but not guaranteed.
- The final number of rooms is considered confirmed and guaranteed and cannot be cancelled upon signing of the contract.



MAKATI DIAMOND RESIDENCES

AMENITIES/CONCESSION

- Buffet Breakfast for Registered Guests
- Water Filtration System in each guestroom
- Complimentary Wi-Fi access in the room and common areas for two (2) devices
- Complimentary welcome refreshments
- Use of Coffee and Tea Facilities in the room
- Use of Fitness Center and indoor lap pool

TRANSPORTATION

Should you require individual airport car transfers for your guests, we can arrange exclusive transfers for your delegates through the following:

Car (Altis)	(max of 3 persons, one way)	PHP 2,600.00 per way
Car (Camry)	(max of 3 persons, one way)	PHP 2,900.00 per way
Van (Grandia)	(max of 5 persons, one way)	PHP 3,300.00 per way

Above rates are current and subject to change without prior notice.

RESERVATION PROCEDURE / ROOM REDUCTION & NO SHOW

The Organiser shall provide the Hotel through Reservations the rooming list at least one week before the arrival date. The rooming list should include guest name, arrival/departure dates, flight details, room category, single/double occupancy and credit card details for reservation guarantee. Any reservations made after signing of contract will be subject to availability.

Any cancellation of guest rooms based on this contract or no show will result in a cancellation charge equivalent to full duration of stay. Early departure will be charged for the duration as originally reserved.

The Organiser will be responsible for the late cancellation, no show charges and early departure charges for those guests who do not provide credit card details in the rooming list. These charges will be billed to the Master Account.

GUEST ROOM RESERVATIONS GUARANTEE

If charged to company, all reservations must be guaranteed by Certificate of Availability of Funds.

If charged to personal account, reservations must be guaranteed by a one night room rate advance deposit by cash, bank deposit, or major credit cards. For credit card guarantee, the Hotel requires the card number and expiry date.

NAMELIST

Additional reservations made on the actual date of arrival shall be subject to room and group rate availability.

Only authorized signatories are allowed to make reservations during the event. Kindly indicate the names of these authorized persons (maximum of 3) with their specimen signature in the Letter of Authorization. All authorized signatories must be physically present during the event to countersign any revision in the latest name list with the Front Desk or with myself. We respectfully regret that verbal revisions shall not be honored.



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The authorized signatories of this event are:

	Complete Name	Specimen Signature	Designation
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

FUNCTION SPACE ASSIGNMENT

The Hotel shall reserve the following function space:

Date	Start Time	End Time	Event	Function Room	Setup	AGR	Rate
11/27/24	6:00 AM	11:59 PM	Medical Room	Rada	Tables and chairs	-	Complimentary
11/27/24	8:00 AM	5:00 PM	Plenary/Breakout Room	Legaspi 2 Ballroom	Classroom	190	Please see below
11/27/24	8:00 AM	5:00 PM	Media/Breakout Room	Salcedo-Arnaiz	Tables and chairs	-	Please see below
11/27/24	8:00 AM	5:00 PM	Breakout Room	Leviste	Rounds	-	Please see below
11/27/24	8:00 AM	5:00 PM	Breakout Room	Dela Rosa	Rounds	-	Please see below
11/27/24	8:00 AM	5:00 PM	Minister's Lounge	Gallardo Ballroom	Lounge setup	-	Please see below
11/27/24	8:00 AM	11:00 PM	Secretariat Room	Perea	Boardroom	-	Complimentary
11/27/24	8:00 AM	5:00 PM	Holding Room VIPs	Valero	Lounge setup	-	Complimentary
11/27/24	8:00 AM	5:00 PM	Holding Room SFA	Paseo	Lounge setup	-	Complimentary
11/27/24	11:00 AM	1:00 PM	Lunch venue	Legaspi 1 Ballroom	Rounds	-	Please see below
11/28/24	8:00 AM	11:00 PM	Secretariat Room	Valero	Boardroom	6	Complimentary
11/27/24	6:00 AM	11:59 PM	Medical Room	Rada	Tables and chairs	-	Complimentary
11/29/24	8:00 AM	5:00 PM	Plenary/Breakout Room	Legaspi 2 Ballroom	Classroom	190	Please see below
11/29/24	8:00 AM	5:00 PM	Media/Breakout Room	Salcedo-Arnaiz	Tables and chairs	-	Please see below
11/29/24	8:00 AM	5:00 PM	Breakout Room	Leviste	Rounds	-	Please see below
11/29/24	8:00 AM	5:00 PM	Breakout Room	Dela Rosa	Rounds	-	Please see below
11/29/24	8:00 AM	5:00 PM	Minister's Lounge	Gallardo Ballroom	Lounge setup	-	Please see below
11/29/24	8:00 AM	11:00 PM	Secretariat Room	Perea	Boardroom	-	Complimentary
11/29/24	8:00 AM	5:00 PM	Holding Room VIPs	Valero	Lounge setup	-	Complimentary
11/29/24	8:00 AM	5:00 PM	Holding Room SFA/PBBM	Paseo	Lounge setup	-	Complimentary
11/29/24	11:00 AM	1:00 PM	Lunch venue	Legaspi 1 Ballroom	Rounds	-	Please see below
11/29/2024	7:00 PM	11:00 PM	Cocktails	Legaspi Ballroom	Standing cocktails	190	Please see below

*There shall be a minimum of 30 persons guaranteed for Buffet Menu Arrangement

* Standard ingress egress is 2 hours before/after the event. For early ingress or late egress, applicable charges may apply.
Subject to availability



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** Smoking inside the hotel is strictly prohibited.*

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.

The above special rental and food & beverage charges are accorded with the understanding that a **minimum of One Hundred Ninety (190) 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 PACKAGE:

DAY 1

Whole Day Meeting Package (2-Item Plated AM Snack, Buffet Lunch, 2-Item Plated PM Snack)	:	Php 4,100.00 nett per person
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3-item Plated AM Snack (Media)	:	Php 1,500.00 nett per person
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HOLDING / BREAK-OUT ROOMS:

Leviste-Dela Rosa Rental	:	Php 35,000.00 nett
Salcedo-Arnaiz Rental	:	Php 35,000.00 nett
Gallardo Rental	:	Php 50,000.00 nett
Paseo, Valero, Rada and Perea	:	Complimentary

DAY 2:

Lunch meal, 2-item Plated PM Snack	:	Php 3,500.00 nett per person
Snack Box	:	Php 1,000.00 nett per person

DAY 3:

Whole Day Meeting Package (2-Item Plated AM Snack, Buffet Lunch, 2-Item Plated PM Snack)	:	Php 4,100.00 nett per person
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3-item Plated PM Snacks (Media)	:	Php 1,500.00 nett per person
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HOLDING / BREAK-OUT ROOMS:

Leviste-Dela Rosa Rental	:	Php 35,000.00 nett
Salcedo-Arnaiz Rental	:	Php 35,000.00 nett
Gallardo Rental	:	Php 50,000.00 nett
Paseo, Valero, Rada and Perea	:	Complimentary

Grazing cocktails	:	Php 1,500.00 nett per person
Standard Open Bar for 2 hours	:	Php 1,250.00 nett per person

STANDARD ASSORTED
SOFTDRINKS - Coke, coke light, sprite, royal tru orange

CHILLED JUICES
- Mango, orange, pineapple

DIAMOND ICED TEA

LOCAL BOTTLED WATER

LOCAL BEERS
- San Miguel Pilsen/light, Super dry



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WINE OF THE MONTH - STANDARD BRANDS

GIN	BOMBAY SAPPHIRE
LIQUEUR	BAILEYS IRISH CREAM
RUM	BACARDI GOLD
SCOTCH	J&B RARE
TEQUILA	J. CUERVO GOLD
VODKA	STOLICHNAYA
BRANDY	FUNDADOR
MIXER	SODA, TONI

Beverage:

1. Additional Round of drink orders such as iced tea, chilled juices and soft drinks at Php 180.00 nett per order

Inclusions:

- Use of function room as indicated above
- Front stage that could comfortably fit 1 podium and 1 table and seats for 4 panelists, OR 1 podium and 4 lounge chairs with coffee table/s; e) Flower/plant arrangements for the stage and round tables
- Registration table and 5 chairs at the designated area i) One (1) Secretariat working space (table/chairs) inside the function room – for documentation and technical team (left and right side of stage)
- 1 Unit of LCD projector and 1 Unit of Widescreen
- 1 flipchart with markers, pads and pencils
- Use of basic public address system with three (3) microphones
- Flower arrangements per function room
- Flower arrangements for the buffet station/bar and cocktail tables
- One round of Iced Tea for Lunch and Cocktails
- Flowing Coffee and Tea
- Provide extension cords for each break out rooms and plenary room
- 25 pcs of Complimentary parking coupons for November 27 and 29
- In excess of the complimentary slots, special flat rate of PHP 200.00 nett/slot shall apply.
- Complimentary wi-fi for all guests

OTHER REQUIREMENTS / ADDITIONAL:

Excess use of Function Room	:	Php 50,000.00 nett per hour
9x12ft LED Wall Rental	:	Php 25,000.00 nett per unit per day
55" LED TV Monitor Rental	:	Php 10,000.00 nett per unit per day
Handheld or Wireless Microphone	:	Php 1,500.00 nett per unit per day
Electricity Charge (for equipment to be brought in)	:	Php 5,000.00 nett per equipment per day
Projector and Widescreen	:	Php 8,500.00 nett per unit per day
Lapel Microphone	:	Php 1,500.00 nett per unit per day
Laptop Rental	:	Php 5,000.00 nett per day per day
Karaoke unit Rental	:	Php 10,000.00 nett per day
Laser Pointer	:	Php 1,200.00 nett per unit
Corkage Fee for Standard Wine	:	Php 1.00 nett per ml
Corkage Fee for Premium Wine	:	Php 2.50 nett per ml
Corkage Fee for Lechon	:	Php 5,000.00 nett per piece

The package rate is inclusive of VAT.

TERMS AND CONDITIONS

All food and beverage items shall be exclusively purchased from the MAKATI DIAMOND RESIDENCES. PATRON is not permitted to bring in food and beverage items in the hotel unless there is a signed agreement to the contrary.



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In case of any food & beverage item/s allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that patron or invitees of the PATRON may suffer attributable to such food & beverage item/s.

The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.

Hotel agrees to set ten (10%) percent over the guaranteed attendance for banquets and to indicate on each food and beverage invoice the number served as well as the number guaranteed. Guaranteed attendance is not subject to reduction. The Hotel shall charge to the Master Account, the total function charges in accordance with the guaranteed attendance or actual attendance, whichever is higher.

Should the actual number of persons exceed the maximum guaranteed attendance, menu to be served to the persons in excess shall fall under Chef's discretion and should the actual number of persons exceed the maximum guaranteed attendance on the day of the event, menu price per succeeding person will be subject to 10% increase.

CANCELLATION POLICY

For rooms:

It is understood that upon signing of this contract, confirmed rooms reserved are guaranteed. Any room reductions, cancellations, or no-show pertaining to the above function not arising from fortuitous events will be charged equivalent to the total number of guaranteed room nights per day to **Department of Foreign Affairs - Asian and Pacific Council**. The Organizer agrees to pay the Hotel a cancellation fee of one hundred percent (100%) of the daily room rate of all the guest rooms held under the room block.

For banquets:

One-hundred percent (100%) charge will be applied based on the expected revenue should you cancel after signing of confirmation letter or contract.

MAXIMUM FUNCTION ROOM CAPACITY

The maximum capacity of the allocated catering space is **190 persons**. In the interest of safety and in compliance with local regulations, we respectfully regret our inability to permit entry in excess of this number.

EXHIBIT AND OTHER SET-UP

The Company is requested to submit a **lay-out of exhibit, stage and other kinds of set-up including lighting and technical specifications**. All lay-outs are subject to approval of the Hotel. ***All contractors and suppliers must secure a restricted pass from the Hotel at least seven (7) days before the event.*** You are kindly requested to ensure that all set-ups shall not compromise the safety and security of the Hotel and the guests. We respectfully regret that the Hotel shall not be responsible for any adverse consequences arising from non-compliance.

INGRESS

The **ORGANIZERS, EXHIBITORS AND SUPPLIERS** shall use the Hotel's service entrance for any entry and exit of equipment, materials and crew at a time mutually agreed.

You are kindly requested to ensure that any set-up for props and backdrops installed is in compliance with safety and fire regulations prescribed by local authorities. We respectfully regret that we will not be held responsible for any adverse consequences arising from non-compliance.

FIRE AND SAFETY REGULATIONS

In order to ensure the safety of our guests, the Hotel requests the Company and any outside contractors hired by the Company to adhere to the Hotel regulations, that the obstruction of any fire escapes inside the ballrooms/function rooms by seating, stages, equipment and set up etc., are not permitted under any circumstances.



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In addition, the Company must inform the Hotel any use of flammable materials in the ballrooms/function rooms together with the quantity well in advance and such flammable materials could be used only with the permission granted by the Hotel's Management.

DECORATION

Please be advised that signage and promotional materials are not allowed in the Main Lobby. Promotional materials may only be placed at foyer of the function rooms that will be used.

To enable the hotel to maintain our standard of presentation, we reserve the right to refuse any banners, backdrop or signage that are brought in without prior consent by the Hotel

You are kindly requested to ensure that any set-up for props and backdrops installed by your appointed contractors is in compliance with the safety and fire regulations prescribed by local authorities. We respectfully regret that we will not be held responsible for any adverse consequence arising from non-compliance.

SOUND EFFECTS

The Hotel must be notified at least 14 working days prior to the actual event date for use of any professional sound and audio equipment. The Hotel reserves the right to refuse or prohibit the use of the sound equipment anticipated to cause noise disturbance to other functions during rehearsal or on the actual day of the event.

ADVERTISING

The Company shall not use the name, trademark, logo or other proprietary designation of the Hotel, 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.

DAMAGE

Liability Contract must be signed and agreed upon prior the commencing of any work to be carried out within the Hotel's premises. The Hotel has every right to refuse entry to any contractors engaged by the Company, should the Liability Contract not be signed and returned to the Hotel in time for the work to be carried out. Should there be any damage to the Hotel property during the contracted period, which are directly caused by the contractors engaged by the Company, the agreed party shall assume the entire responsibility and liability for losses, damage, claims, demands and expenses arising during the contracted work period.

WAIVER FOR LOSS

Please do not leave your valuables unattended. You shall be solely responsible for all event materials, equipment and your guests' personal belongings, such as wardrobes, gifts, prizes, exhibits, props, displays and other related materials. The Hotel shall, in no instance, be held liable for any damage to or loss of such items, whether in the Hotel's public areas or inside the function rooms, unless you or your guest/s arranges with the Hotel for additional security who shall personally attend to these items. Special security arrangements shall be for your account and subject to a separate contract.

HOTEL LIABILITY

The liability of the Hotel arising out of any act carried out pursuant to this agreement whether in contract, tort or otherwise, shall not in any case exceed the original fee to the Company for the services pursuant to this agreement. Subject to the foregoing, the Hotel shall in no event be under any liability for any loss or damage (including direct and indirect or consequential losses, loss of contracts, loss of profits, economic or financial losses or anticipated savings) howsoever arising which may be suffered by **Department of Foreign Affairs - Asian and Pacific Council**.



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SECURITY

The Hotel will provide normal security to ensure orderly running of the event. The Company should at its own cost arrange security to ensure safety of the items displayed/exhibited. The safekeeping of the items to be placed for display/exhibition at all times including prior to and after the event will be the responsibility of the Company. Should armed security guards be involved, the Company has to obtain appropriate license from the local authority at its own cost. Should the above arrangement be required, the Hotel must be informed in advance for necessary coordination and assistance.

To ensure the safety of our guests within the hotel, we have strong security personnel assigned in key posts on a 24-hour basis. This team patrols the perimeter of the property at all times. The Hotel has also invested in the latest in close circuit camera technology to enhance and back-up the surveillance capability our highly trained security force.

GOVERNMENT TAX & GST

All rates are inclusive of VAT.

RATE CONFIDENTIALITY

All rates are not to be posted through any website and should not be disclosed, directly or indirectly, unless explicit written approval is given by the Hotel.

PAYMENT PROCEDURES

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, Letter of Authorization or Purchase Order with specimen signatures of authorized signatory are submitted upon confirmation of the event.



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ESTIMATED COMPUTATION

Date	Package	Number of Persons Guaranteed	Rate	Total
November 26-30, 2024	41SQM Studio Room (Double Occupancy)	16 rooms x 4 nights	Php 8,800.00 nett per room per night	PHP 563,200NET
November 26-30, 2024	64SQM 1-Bedroom Suite (Single Occupancy)	13 rooms x 4 nights	Php 10,300.00 nett per room per night	PHP 535,600NET
November 27, 2024	Whole Day Meeting Package	190 pax	Php 4,100 net per person	PHP 779,000NET
	3-item Plated AM Snack	30 pax	Php 1,500.00 nett per person	PHP 45,000NET
	Leviste-Dela Rosa Room Rental	-	Php 35,000net	PHP 35,000NET
	Salcedo-Arnaiz Room Rental	-	Php 35,000net	PHP 35,000NET
	Gallardo Room Rental	-	Php 50,000net	PHP 50,000NET
November 28, 2024	Lunch meal + 2 Plated PM Snack	6 pax	Php 3,500net	PHP 21,000NET
	Snack Box	100 pax	Php 1,000net	PHP 100,000NET
November 29, 2024	Whole Day Meeting Package	190 pax	Php 4,100 net per person	PHP 779,000NET
	3-item Plated PM Snack	30 pax	Php 1,500.00 nett per person	PHP 45,000NET
	Leviste-Dela Rosa Room Rental	-	Php 35,000net	PHP 35,000NET
	Salcedo-Arnaiz Room Rental	-	Php 35,000net	PHP 35,000NET
	Gallardo Room Rental	-	Php 50,000net	PHP 50,000NET
	Grazing cocktail	190 pax	Php 1,500 net per person	PHP 285,000NET
	Standard Open Bar for 2 hours	190 pax	Php 1,250net per person	PHP 237,500NET
TOTAL ROOMS AND BANQUET PACKAGE				PHP 3,630,300NET

BANK DETAILS

PESO ACCOUNT

Bank Name	Banco De Oro (BDO)
Branch	Legazpi Street corner Paseo de Roxas
Account Name	SMPI MAKATI FLAGSHIP REALTY CORP.
Account No.	0064 001 492 94
SWIFT Code	BNORPHMM

PESO ACCOUNT

Bank Name	Bank of the Philippine Island
Branch	0166- Paseo Legaspi Branch
Account Name	SMPI MAKATI FLAGSHIP REALTY CORP.
Account No.	001663-0380-24



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PESO ACCOUNT

Bank Name	Union Bank of the Phils.
Branch	Greenbelt Branch
Account Name	SMPI MAKATI FLAGSHIP REALTY CORP.
Account No.	000560034003
SWIFT Code	UBPHPHMM

DOLLAR ACCOUNT

Bank Name	BDO Unibank
Account Number:	106400137040
Account Name	SMPI MAKATI FLAGSHIP REALTY CORP.

NOTE: Payment should be transferred in the designated Pesos/Dollar Account to avoid additional charges c/o the client

MASTER ACCOUNT

A Master Account will be established for the Organizer. At least Ten (10) days prior to the start of the Group, the Organizer shall notify the Hotel in writing of:

- a) The list of charges that are to be billed to the Master Account
- b) Authorized signatory to sign and approve charges that are to be billed to the Master Account.

FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the abilities of the parties, making it inadvisable, illegal, or impossible to perform to the terms of the contract, hold the meeting, or provide the facility. This Agreement may be terminated or revised for any of the above reasons without liability by written notice from one party to the other.

EXCLUSION OF LIABILITY

The Hotel or the Company will not be held responsible for the failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of status of the Philippine Government, strikes, riots and acts of God or conditions beyond the control of the Hotel or the Company. In the event of non-performance due to the above reasons, the Hotel shall refund all deposits received for the function not performed.

INDEMNITY

Each party hereby indemnifies and holds the other and third party planner harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the negligence or misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants, provided such individuals are acting within the scope of their employment.

DISPUTES

The parties agree that any dispute in any way arising out of or relating to this contract may be resolved by a court of the Republic of the Philippines.

OPTION DATE

The arrangement outlined in this Agreement will be held on a first option tentative basis until **November 21, 2024**. If the Group does not sign and return this Agreement by this date, the Hotel reserves the right to cancel all arrangements without notice or obligation to the Group.



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NON-COMPLIANCE

If the deposit and / or guaranteed document are not received by the date indicated, regrettably the reservation for the Group may be subject to cancellation with prior notice. Reinstatement of the reservation can only be made upon receipt of payment and subject to the availability of guest rooms and function space.

ACCEPTANCE

Should the arrangements outlined in this Agreement meet with your approval, please indicate your acceptance by initialising all pages and returning the agreement to the Hotel. Once signed, this document shall then constitute the full and complete binding agreement and the arrangements shall be considered confirmed and definite.

Thank you for selecting Makati Diamond Residences. We are committed to ensure that your meeting is a great success. Please do not hesitate to contact us if we can be of any assistance at any time.

Yours sincerely,



Czara Flores
Account Manager - Events
Makati Diamond Residences



Luckee Ramones
Senior Sales Manager - Rooms
Makati Diamond Residences

Noted by:



Mhel Kelvin Tan
Associate Director of Events
Makati Diamond Residences



Franco Buban
Associate Director of Sales
Makati Diamond Residences

Conforme:



Ms. Aileen S. Mendiola-Rau
Assistant Secretary
Department of Foreign Affairs - Asian and Pacific Affairs