

24 November 2024

HON. ADELIO ANGELITO S. CRUZ
Assistant Secretary
Office of Consular Affairs
DEPARTMENT OF FOREIGN AFFAIRS

EVENT CONTRACT DEPARTMENT OF FOREIGN AFFAIRS – OCA'S YEAR-END ASSESSMENT 09 DECEMBER 2024

Dear Hon. Cruz,

Warm greetings from Diamond Hotel Philippines!

Thank you for choosing Diamond Hotel Philippines to provide guest rooms and banquet accommodation to your guests attending the **OCA's YEAR-END ASSESSMENT** on **09 December 2024.** Further to our discussion, we are very pleased to submit the following information for your confirmation.

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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
09 Dec 2024	1800H	2300H	Dinner	Diamond Ballroom, Upper Lobby	Rounds	400	Available

- 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

OTHER MEAL RATES:

BUFFET MEAL (min. of 50 persons)

Special Buffet Meal 1

Php 3,000.00 net per person

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

Lapel Microphone

LCD Projector(7500 ansi lumens)

Electricity Charge (for equipment to be brought in)

Lights & Sound with Band requirement, LED Wall

7 Piece Band

Photobooth & Photoman (3 hours)

Php 5,000.00 net per day Php 2,150.00 net per day Php 10,000.00 net per day Php 5,000.00 net per day Php 120,000.00 net per day

Php 50,000.00 net Php 30,000.00 net

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
- Telephone unit with outside line for local calls.
- FREE WIFI Connection
- LCD Projector & Screen
- Complimentary De Luxe room with buffet breakfast for 2 persons
- Registration table

^{*} Buffet Dinner comes with Free-flowing coffee or tea and one round of either soft drink or iced tea

^{*}Above rates are inclusive of applicable taxes and service charge



- Elevated Stage/Platform
- 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 150.00 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 P 1,200,000.00 net	
Dec 09, 2024	Special Buffet Dinner at P 3,000 net per person	400		
BANQUETS TOTAL		Php 1,200,000.00 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. CAF WITH OBR NUMBER is strictly required on five days (5) before the event.

OPTION DATE

The rates, concessions and arrangements specified in this proposal will be valid until **Nov 30, 2024**. 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.

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.

POSTPONEMENT / CANCELLATIONS / NO SHOW CHARGES

For Banquets:

For cancellations, the PATRON shall pay 50% of the expected banquet revenue if cancellation is made 61 to 90 days before the function. 100% payment of the expected banquet revenue if cancellation is made 60 days and less.

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.

AMENDMENTS

Any amendment to this Agreement shall only be effective if it has been agreed to and signed by both parties in writing.

NON-ASSIGNMENT

The Organizer shall not assign or transfer any part of this Agreement to any party.

CONFIDENTIALITY

ALL GUESTS shall not disclose or permit to be disclosed the provisions of this Agreement or the substance thereof, information relating to the Daily Room Rate or any other information relating to the Hotel which is confidential. The Organizer shall be responsible for any disclosure by any of the foregoing persons.

OTHER TERMS AND CONDITIONS

Non-Compliance to Payment Scheme

If the required payment/s is/are not received on the scheduled date/s, reservation for the group may be subject to cancellation. However, notice shall be given to the Client. Reinstatement of booking shall be subject to venue availability.

Damage

The Client shall be held responsible for any damage made to the hotel, meeting and meal venues during the function and the corresponding repair charges shall be billed to the Client's account.



Exclusions of Liability

The Hotel will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, government declaration of state of calamity and/or national emergency, pandemic, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the Hotel.

Non-Compete Clause

The client is in agreement that the participants of the manpower recruitment event or job fair will not recruit for the hotel industry or other similar businesses that will compete with Diamond Hotel Philippines. In addition, Diamond Hotel will not allow display of other hotel collaterals, banners, audio visual presentations, and the like inside the hotel's function room and premises.

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

DIAMOND HOTEL PHILIPPINES

CONFORME:

HON. ADELIO ANGELITO S. CRUZ

Assistant Secretary

Office of Consular Affairs

DEPARTMENT OF FOREIGN AFFAIRS