



ADMIRAL HOTEL  
*Manila*

September 19, 2024

**Asec. Maria Teresa T. Almojuela**

Assistant Secretary

**Office of United Nations and International Organizations (UNIO)**

**Department of Foreign Affairs**

10<sup>TH</sup> Flr. Department of Foreign Affairs,

2330 Roxas Blvd, Pasay City

Email: unio.div4@dfa.gov.ph

**Dear Asec. Almojuela ,**

Thank you for choosing Admiral Hotel Manila – MGallery for group accommodation on  
**October 27-31, 2024.**

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

Please check if these arrangements meet your expectation and return the countersigned copy through kimberly.jimenez@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.

**ROOM BLOCK**

Room Category	October 27-31 2024				
	Oct. 27	Oct. 28	Oct. 29	Oct. 30	Oct. 31
RUN OF THE HOUSE (Single/Double Occupancy)	90	90	90	90	Check-Out
<b>TOTAL</b>	<b>360 Room nights</b> <b>360 Paying Room Nights</b>				

**INCLUSIONS**

- Buffet breakfast at the Admiral Club
- High-speed broadband Internet and Wi-Fi access
- Use of the recreation facilities: gym and infinity pool
- Free parking for one car per room (first come first serve basis)



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### CONDITIONS

- Standard Check-in time is 2PM, Standard Check-out time is 12NN
- The minimum number of rooms required to book in order to avail of the special group rate is **20**. Admiral Hotel Manila – MGallery reserves the right to change the special rates indicated above to public rate in case your company does not meet the minimum number of rooms.
- Bed type preference is subject to availability upon check-in.
- Children aged 12 years and below are free to stay with their parents utilizing existing bedding. They are also entitled to a complimentary breakfast at Admiral Club with the accompaniment of their parents and following the maximum capacity guidelines of the property

### GUEST ROOM AMENITIES

- 55" Samsung Hospitality TV
- Bose sound bar
- Cable TV with international cable listing
- Nespresso machine and capsule box
- TWG tea and kettle
- 300-thread count linens
- Electronic laptop size in-room safe
- International direct dial telephone
- Voice mail
- Flat iron and ironing board
- Coat stand and brush
- Mini-refrigerator
- Ecopure water

### TOTAL CHARGES (ROOMS)

Room Category	Rate per room per night with Shuttle Service for 3 Days (Oct.27-30, 2024)	Maximum Occupancy	Total No. of paying Room Nights	Amount
RUN OF THE HOUSE (Single/Double Occupancy)	Php 6,000.00 nett	2 adults	360	Php 2,160,000.00 nett
<b>Total</b>				<b>Php 2,160,000.00 nett</b>

### PAYMENT

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.



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<b>Payment shall be made (30) days upon receipt of Statement of Account (SOA).</b>	100% of the of the total anticipated rooms revenue including all the incidental charges must be settled by the PBSP thru CASH, ONLINE TRANSFER OR CREDIT CARD PAYMENT equivalent to <b>Php 2,160,000.00nett.</b>  <b>Certificate of availability of funds (CAF) must be strictly provided by confirming party prior to group arrival. CAF must indicate the charges approved for send-bill and the contact person in-charge for payment.</b>
<b>TOTAL</b>	<b>Php 2,160,000.00 nett</b>

The payment outlined in the table above are due as indicated. All payments are non-refundable. If there is an increased in total anticipated revenue, the hotel reserves the right to request for additional charges based on the latest total estimated revenue.

Payment can be made to:

Anchor Land Hotels and Resorts, Inc.  
BDO Makati Ave. - Ayala Branch  
Account No. 00531 803 6042  
Bank Swift Code: BNORPHMM  
Bank Code: not applicable  
Branch Code: 0531

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



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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 days prior to Arrival Date	100% cancellation fee of the total anticipated room revenue will apply

### FORCE MAJEURE

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.



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### RELEASE DATE

To confirm arrangements for this group, please sign and return two copies of this agreement on or before **September 20, 2024**. 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 0917 810 0253. 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 group accommodation requirements, to make your event truly successful and memorable. We look forward to welcoming you and your guests and nurturing our business partnership.

### 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.

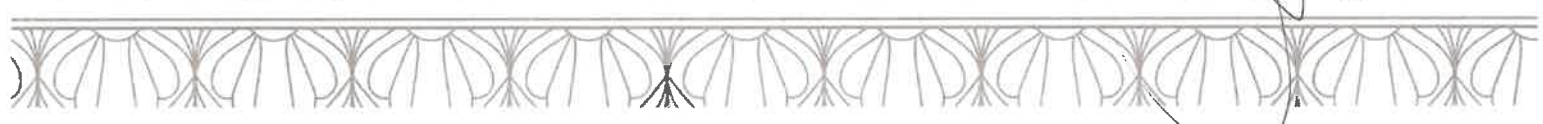
### ASSIGNMENT OF CONTRACT

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 group, please sign and return both copies of this Contract prior to **September 20, 2024**. After this date, if we have not received a signed Contract, we reserve the right to release the space being held for you.





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Admiral Hotel Manila – MGallery

Department of Foreign Affairs -  
United Nations and International  
Organization

By:   
Name: **Kimberly Jimenez**  
Title: Senior Sales Executive

By:   
Name: **Asec. Maria Teresa T. Almojuela**  
Title: Assistant Secretary

And By:   
Name: **Marie Buenaobra**  
Title: EAM S&M/Rooms

Date: **Sept. 19, 2024**

Date: \_\_\_\_\_

