

January 6, 2025

Executive Director Leah Pulido Ocampo
 Head of Procuring Entity
Center for International Trade Expositions and Missions
 Golden Shell Pavilion, Roxas Boulevard cor.
 Sen Gil Puyat Avenue, 1300 Pasay City

Thru: **Ms. Debbie Dela Peña**
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EVENT CONTRACT
Appreciation of the Old and New CITEM Board Members by Virtue of EO75
10 January 2025 / Friday
50 persons

Dear Exec. Dir. Ocampo,

Thank you for considering Diamond Hotel Philippines to provide the banquet requirements to your guests attending the **Appreciation of the Old and New CITEM Board Members by Virtue of EO75 Event** on **10 January 2025**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

Diamond Hotel Philippines recently made several upgrades to enhance the experience of guests. A notable upgrade is the installation of new carpets on all Deluxe Room floors which added elegance and a more comfortable atmosphere. The walls and granite have undergone refurbishment, resulting in a renewed appearance. These improvements have revitalized the guestrooms which demonstrate the hotel's commitment in providing luxurious and memorable experiences to guests.

In view of this, please find below the following arrangements made to make your event successful and memorable.

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	Status
10 Jan 2025 Friday	5:00 PM	6:00 PM	Registration	Amethyst (2 nd Floor)	Registration	---	Confirmed
	6:00 PM	10:00 PM	Dinner		Rounds	50	

- Standard ingress/egress is (2) hours before/after the event. Applicable minimum ingress/egress fees shall apply for events that require early set-up time and is strictly subject to availability.
- Clients may use the venue during the specific time stated in the contract. The hotel has the right to offer function space to other groups for a dinner function.
- Pre-ordered food will be served at the same meeting venue. Should you require a separate meal venue, a minimal room rental fee shall apply.
- Smoking in the function room is strictly prohibited.
- Should there be a significant increase or decrease in your attendance, the hotel reserves the right to reassign the appropriate function space.
- A 15% surcharge will be automatically incorporated on top of agreed rates for events that increase in guaranteed number one day prior to the event.

BANQUET RATES & INCLUSIONS

SPECIAL RATES

DINNER BUFFET MEAL (minimum of 50 persons)

International Buffet Meal with 1 round of iced tea

Php 3,200.00 net per person

**Above rates are inclusive of applicable taxes and service charge*

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
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Standard physical arrangement
- ◆ 10% Complimentary parking coupons based on guaranteed number of guests
- ◆ Special parking flat rate of PHP 100.00 net per coupon for the rest of the attendees

SUMMARY OF CHARGES

BANQUET CHARGES				
Date / Day	Particulars	Guarantee	Rate	Total
10-Jan-25 Friday	Wholeday Meeting	50	Php 3,200.00	PHP 160,000.00
BANQUET TOTAL				PHP 160,000.00

TERMS AND CONDITIONS

I. DEPOSIT SCHEME/ACCOUNT SETTLEMENT:

1. Banquet payments will be charged to **Center for International Trade Expositions and Missions** thru Send Bill Arrangement.
2. Purchase Order, Certificate of Availability of Funds & Letter of Authorization is required on or before **07 January 2025** to facilitate the Send Bill Arrangement.

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.

TERMS AND CONDITIONS

Guaranteed Number of Persons

- The HOTEL shall charge the PATRON for the guaranteed number guests OR actual number of persons whichever is higher.
- No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.
- Meal arrangement shall be given an allowance of ten Percent (10%) not more than 30 persons over and above the guaranteed number of persons. If the actual cover exceeds the 10% allowance - set up and food, replenishment shall be subject to the availability of stock and operating supplies. Diamond Hotel Philippines will do its best to accommodate and deliver service on time for any last minute (if notice is received less than 24-hours prior to affected meal period) increase in the guaranteed minimum. Diamond Hotel Philippines will recommend to the Client substitution of item if in case fortuitous event occurs.
- Food, beverage and incidental bills which are left unsigned by the PATRON after the function shall be forwarded for billing.

Food and Beverage

- All food and beverage items shall be exclusively purchased from the DIAMOND HOTEL PHILIPPINES. PATRON is not permitted to bring in food and beverage items in the hotel unless there is a signed agreement to the contrary.
- Selling of any food, beverage and any other items is strictly prohibited in the hotel.
- 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.

Cancellation

- 100% cancellation charges are to be applied based on the total package expense indicated in the conforme/contract

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, change of statutes of the Philippine Government, 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,



MAIRENE ECUBE
Senior Events Manager
Diamond Hotel Philippines

Conforme:



EXEC. DIR. ROMLEAH PULIDO OCAMPO
Head of Procuring Entity
Center for International Trade Expositions and Missions