



## CONTRACT LETTER

Center for International Trade Exposition and Missions  
(CITEM)

A FILINVEST HOTEL | Driven by Chroma Hospitality

[CRIMSONHOTEL.COM](http://CRIMSONHOTEL.COM)

  
**CRIMSON**  
HOTEL | FILINVEST CITY | MANILA

Date: December 3, 2024

Ms. Leah Pulido Ocampo  
Executive Director  
**Center for International Trade Expositions and Missions**  
Golden Shell Pavilion  
Roxas Boulevard corner Senator Gil J. Puyat Avenue  
Pasay City, Metro Manila 1300 Philippines

**Re: CONTRACT | Center for International Trade Expositions and Missions | / Wed 04 Dec 2024 to Fri 06 Dec 2024**

Dear **Ms. Leah Pulido Ocampo**:

Warmest greetings from Crimson Hotel Filinvest City, Manila!

Thank you for choosing our hotel as your preferred venue for your upcoming Training on Wed 04 Dec 2024 to Fri 06 Dec 2024. With your specific requirements in mind, we are pleased to present to you our finalized arrangements:

**ROOM REQUIREMENTS:**

Room Category	No. of Rooms	Stay Period	Room Nights	Total
Deluxe Room (Single/Twin Sharing)	17	December 4-6, 2024	2 nights/ room	Php 173,400.00 net
<b>TOTAL ROOM CHARGES</b>	<b>17</b>			<b>PHP 173,400.00 net</b>

**Inclusions:**

- Breakfast for registered guest/s
- Complimentary in-room internet and Wi-Fi access
- Use of the fitness centre and swimming pool
- In-room coffee & tea making facility
- Complimentary purified drinking water

**ROOM ACCOMMODATION TERMS AND CONDITIONS**

- The above rates are valid for this stay only
- Negotiated room rates are based on a minimum number of room/room nights guaranteed by **Center for International Trade Expositions and Missions** which is 38 Room Nights.
- Rooming list and booking process will be coursed through the **Center for International Trade Expositions and Missions** secretariat and will be directed to the Hotel Sales Manager in charge.
- Room and bed types are subject to availability
- Rates are non-commissionable
- The above rates are exclusive to your organization and the arrangements contained here are not intended for dissemination to a third party.
- Rates quoted are inclusive of all applicable taxes and service charges and may change without prior notice
- Rates are valid until December 3, 2024 at 3PM. A 15% surcharge shall apply past the validity period.

**EARLY CHECK-IN AND LATE CHECK-OUT CHARGES**

Check-in time is 1500H on the day of arrival. Check-out time is 1100H on the day of departure.

A. If guests opt to avail of the guestroom prior to the standard check-in time, the following rates will be applied:

- Before: 07:00H Additional one (1) night room charge of the contracted rate
- Between: 07:00H to 14:59H Additional charge of 50% from the contracted rate

B. If guests opt to depart after the standard check-out time and prior to 1800H, the following rates will be applied:

- Between 11:01H to 15:00H PHP 2,500nett
- Between 15:01H to 18:00H Additional charge of 50% from the contracted rate
- From 18:01H onwards Additional one (1) night room charge of the contracted rate

- In fully booked situations, the Hotel may be unable to grant early check-in and late check-out after the standard check-in and check-out time.
- Early check-in will be subject to availability
- Late check-out will be granted if there are no arriving guests booked in the same room category

### **AIRPORT TRANSFERS**

- PHP 2,100.00 net - One-way transfer - Sedan - for a maximum of two (2) persons with light / minimal luggage
- PHP 4,100.00 net - One-way transfer - Van - for a maximum of seven (7) persons with light/minimal luggage

\*Airport transfer rates are subject to change without prior notice.

### **BANQUET REQUIREMENTS**

Date	Start Time	End Time	Function	Room	Setup	Agr	Package Rate
December 4, 2024 Wednesday	09:00 AM	06:00 PM	Whole Day + Dinner	Calder	Cabaret Set up	33	*inclusive of One item AM and PM snacks, Lunch Buffet with one round of iced tea, and Dinner Buffet with one round of iced tea
December 5, 2024 Thursday	09:00 AM	06:00 PM	Whole Day + Dinner	Calder	Cabaret Set up	33	*inclusive of One item AM and PM snacks, Lunch Buffet with one round of iced tea, and Dinner Buffet with one round of iced tea
December 6, 2024 Friday	09:00 AM	01:30 PM	Half Day	Pollock	Cabaret Set up	33	*inclusive of One item AM snacks, and Lunch Buffet with one round of iced tea
<b>TOTAL BANQUET CHARGES</b>							<b>Php 272,825.00 net</b>
<b>OVERALL ROOMS AND BANQUET CHARGES</b>							<b>PHP 446,225.00 net</b>

#### **Banquet Inclusions:**

- Use of the conference space for the contracted time
- Flowing Coffee/Tea
- Meeting Essentials (upon request)
- Use of the built-in projector and screen
- Use of two (2) microphones and a built-in basic audio system
- Complimentary Wi-Fi connectivity

### **BANQUET TERMS & CONDITIONS**

- Rates quoted are inclusive of all applicable taxes and service charges and may change without prior notice
- The above rates are exclusive to your organization and the arrangements contained here are not intended for dissemination to a third party.
- Please be advised that the **function space is currently available**. However, confirmation is on a **"First to Confirm Basis"** once the signed contract is received.
- **Banquet rates are valid until December 3, 2024 at 3PM. A 15% surcharge shall apply past the validity period.**

### **MENU**

- Please refer to a separate menu file and provide chosen menu not later than seven (7) days prior event date or the menu will be at **Chef's discretion**.

### **EXTRA COVERS**

- Any additional guests five (5) working days to the day before the event will be subject to a 10% surcharge based on the per-person rate and must be confirmed with an addendum to the contract.
- On the day of the event, the hotel will prepare a 10% buffer from the guaranteed number of persons in case of overflow, and per person rate plus a 15% surcharge shall apply.
- Should your event increase more than the 10% buffer, this is subject to the hotel's approval. A 20% surcharge on the rate per excess attendee shall apply and will form part of the event's incidental charges.

### **FUNCTION ROOM RENTAL RATE**

Calder AB/Pollock: PhP 6,000.00 net/hour in excess of the contracted time

**PARKING FEES AT THE 3 RD or 4 th LEVEL:**

- Complimentary for all registered event attendees.
- In excess, parking fees shall apply.

**MISCELLANEOUS CHARGES**

The following equipment is available upon request:

LCD Projector	PHP 6,000.00 net for up to 8 hours
Lapel microphones	PHP 1,000.00 net
TV Monitor	PHP 3,000.00 net
Wired Microphones	PHP 300.00 net (in excess of 2 complimentary units)
CD player or Tape deck	PHP 800.00 net
Electrical fee for other equipment	Starts at PHP 250.00 net/unit for the first 10 hours (for laptops) and other electrical units such as Speakers, Lights, Amplifiers, and the like. LED wall, Mobile Lights & Sounds, etc. is subject to evaluation by the hotel technical team and different rates per unit shall apply. Rates will depend on electrical load evaluation to determine electrical requirements per equipment.

**CANCELLATION AND POSTPONEMENT**

Please refer to the corresponding charges that will apply in favour of the HOTEL for any function room cancellation or postponement made after contract signing:

Written Notification Made By Organizer	Postponement or Cancellation Charge
Upon contract signing to the day of the event	Charge 100% of the total rooms and banquet charges

**BILLING AND PAYMENT ARRANGEMENT**

The total contract price is **Four Hundred Forty-Nine Thousand Pesos only (PHP 446,225.00 net)** for the room and banquet charges.

The Organizer shall make the following payment to the Hotel according to the schedule set below:

Payment Schedule	Event Group Function
Upon signing the contract	<b>Center for International Trade Expositions and Missions</b> is to provide a Letter of Authorization (LOA) or Purchase Order (PO) covering P446,225.00 net worth of room and banquet charges for sending bill arrangements. Standard credit terms for Filinvest Group to apply.
Day of event	Incidental charges approved by the authorized signatory or event organizer

**ACCOUNT DETAILS:**

<b>ACCOUNT NAME:</b>	ENTRATA HOTEL SERVICES, INC
<b>BANK NAME:</b>	EASTWEST BANK – ENTRATA BRANCH
<b>ACCOUNT NO (PHP)</b>	200019418129
<b>BRANCH BANK ADDRESS:</b>	Entrata Urban Complex, Spectrum Midway Extension, Alabang, Muntinlupa, 1781 Metro Manila

**Note:** All checks should be payable to ENTRATA HOTEL SERVICES, INC and must be provided to the Hotel not later than five (5) working days prior event or group arrival.

Deposits made are non-refundable, non-transferable and will be applied to the Master Account.

Payments may be in the form of cash or credit card.

The Group will accept responsibility for [guest room, tax, food and beverage functions] and all authorized service charges for all of its attendees. All other charges will be the responsibility of the attendee.

**REVISION / AMENDMENT**

Additional requirements and meals requested by the CLIENT may be allowed by the HOTEL provided that written notification shall be advised at least **seven (7) days** prior to the event date and is subject to availability

Reduction on the guaranteed number of banquet covers on the food and beverage arrangements will be charged based on the HOTEL's cancellation policy. The cut-off to make any reduction on banquet covers

**MINIMUM GUARANTEED ATTENDANCE**

Please review and confirm the expected and guaranteed number of attendance **seven (7) days** prior to the event date. The final guaranteed number cannot be less than the contracted guarantee number or minimum revenue. Any discrepancies between the expected and guaranteed number should be within 5% and the total guaranteed attendance should not be lower than the minimum charge required by the Hotel. Charges

is **seven days (7)** prior to the event date. (subject to discussion with the client)

#### **FUNCTION SPACE ASSIGNMENT**

Function Rooms are assigned according to the expected attendance and set-up. The Hotel reserves the right to assign alternative meeting space suitable for the events' requirements should the expected attendance change, subject to availability and prior agreement from the organizer.

#### **NON-DISPARAGEMENT**

The client agrees to take no action which is intended, or would reasonably be expected, to harm *Entrata Hotel Services, Inc (Crimson Hotel Filinvest City, Manila)* or its reputation or which would reasonably be expected to lead to unwanted or unfavourable publicity to *Entrata Hotel Services, Inc (Crimson Hotel Filinvest City, Manila)*.

#### **NON-COMPLIANCE**

The Hotel reserves the right to release all reservations and arrangements made by the Organizers for the event without prior notice if the Hotel does not receive the full deposit and all such other documents from the Organizers by the deadline date stipulated by the Hotel. Reinstatement of reservations and arrangements may only be made upon receipt of payment and are subject to the availability of guest rooms and/or function spaces. Any increases in price or incurred Hotel costs are the account of the Organizers.

#### **FIRE AND SAFETY REGULATIONS**

In order to ensure the safety of our guests, the Hotel requires the Organizer and any/all its contractors/ workmen/ decorators/ suppliers/ exhibitors/ etc. engaged or hired by the Organizer to adhere to all Hotel policies, rules & regulations, including but not limited to those governing Hotel fire and safety issues.

The Organizer shall be responsible for ensuring that all fire escapes inside the venue are not obstructed by seating arrangements, stages, equipment and other set up for the Event.

#### **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 another.

Should there be any government regulation that would restrict the contracted event from happening in relation to the Covid-19 pandemic, the event may be allowed for a postponement with a new date to be set in the form of an amendment to this contract within 3 months from the original event date, subject to availability. However, for event cancellation, charges will apply accordingly.

#### **INDEMNITY**

The Organizer shall waive against and indemnify, defend and hold the Hotel and all of their affiliates, subsidiaries and associated companies, and their respective directors, officers, shareholders, and employees ("Indemnified Parties") harmless from and against any and all losses, damages, claims, demands, actions, penalties, suits, costs, fees and liabilities arising out of, caused by or resulting from, in whole or in part, the Event (including any injury or damage to any persons or property on or about the Hotel), or any default of or breach by the Organizer under this Agreement caused by or resulting from actual or threatened claims or causes of action resulting from the negligence or misconduct of a such party or its respective officers, directors, employees, agents contractor, members or participants, provided such individual are acting within the scope of their employment.

#### **DATA PRIVACY**

will be made according to the guaranteed number or actual attendance whichever is greater.

#### **ADVERTISING**

The Organizer shall not use the name, trademark, logo or other intellectual property proprietary to Crimson Hotel Filinvest City, Manila or any of their subsidiaries, affiliates or associated companies in any manner whatsoever without the prior written approval of the Hotel.

#### **SECURITY**

The Hotel will provide normal security to ensure the orderly running of the event. The Company should at its own cost arrange security to ensure the 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 an 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.

#### **INSURANCE**

During your event, please do not leave your valuables unattended. You shall be solely responsible for all event materials, equipment and your guests' personal belongings, such as, but not limited to, wardrobe, gifts, prizes, giveaways, exhibits, props, displays, and other such items. Special security arrangements shall be for your account and subject to a separate contract. The Company will be obliged to have independent insurance coverage in respect of any equipment/ display items/valuables, etc. brought in by the company to the venue of the event and the Hotel shall not in any circumstances, be liable for any loss or damage suffered by the Company in respect of such equipment / display items/valuables during the course of the event (including the transportation of the same to and from the venue).

#### **HOTEL LIABILITY**

The liability of the Hotel arising out of any activity 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 the Company.

#### **DAMAGE**

A written agreement between Organizer/Contractor on terms and conditions that have been approved by the Hotel must be signed prior to the commencing of any work to be carried out within the Hotel's premises. The Hotel reserves the right to refuse entry to any contractors/workmen/ decorators engaged by the Organizer, should the Hotel not receive a duly executed copy of such Hotel approved agreement from the Organizer on or before 12/04/2024.

The Organizer shall be liable for any damage to Hotel or Hotel guest property directly or indirectly caused by the Organizer and/or by its contractors/workmen/decorators and for any and all losses, damages, claims, demands, costs and expenses arising therefrom.

#### **GOVERNMENT LAW AND DISPUTES**

This Agreement shall be governed by and shall be construed, interpreted and applied in accordance with the laws of the Republic of the Philippines. Any dispute, controversy, or claim arising out of or in connection with this contract, including any question regarding its existence, validity, or termination, shall be finally resolved by arbitration under the rules of the Supreme Court currently in force, which rules are deemed to be incorporated by reference into this clause. The tribunal shall consist of a [sole/three arbitrator(s)



We at ENTRATA HOTEL SERVICES, INC. (doing business as Crimson Hotel Filinvest City, Manila) value your trust and confidence and wish to inform you how we process the personal information you share with us in accordance with the requirement of Republic Act No. 10173 or the Data Privacy Act of 2012, its Implementing Rules and Regulations and other issuances of the National Privacy Commission ("NPC").

In view of your transaction with ENTRATA HOTEL SERVICES, INC. (doing business as Crimson Hotel Filinvest City, Manila), we have collected basic information including your name, residence, contact details, as well as those of your spouses and/or dependents, and sensitive personal information, such as your age, civil status, government registration details, financial information, credit history and tax returns, among others ("Personal Information").

For the complete details of our data privacy policy, please visit <https://crimsonhotel.com/manila/privacy-policy>.

**AUTHORIZED SIGNATORY**

Only authorized signatories are allowed to make additional reservations during the event. Kindly inform the names of these authorized officers with their respective specimen signatures (if sending a bill, state in the Letter of Authorization.) We respectfully regret that verbal revisions shall not be honoured.

The authorized signatories for this event are:

	Complete Name	Designation	Signature
1.			
2.			
3.			

By signing this Contract you hereby agree to the terms, conditions and privacy policy of ENTRATA HOTEL SERVICES, INC. (doing business as Crimson Hotel Filinvest City, Manila).

Thank you once again for choosing Crimson Hotel Filinvest City, Manila for this important event and we are committed to ensuring a most successful event.

AUTHORIZED SIGNATORY  
ON BEHALF OF THE HOTEL  
Crimson Hotel Filinvest City, Manila

AUTHORIZED SIGNATORY  
ON BEHALF OF THE ORGANIZER  
Center for International Trade Expositions and Missions

Katherine Isabel Ringor  
Room Sales Manager  
Date: December 3, 2024

Ms. Leah Pulido Ocampo  
Executive Director  
Date:

Rose Bataan  
Senior Event Sales Manager  
Date: December 3, 2024