

MS. PAULINA SUACO-JUAN
 Executive Director
 Center for Intl Trade Expositions & Missions (CITEM)
 Golden Shell Pavilion
 Roxas Blvd corner Sen Gil J Puyat Avenue
 Pasay City

Thru : MS. MARITESS MONTEMAYOR
 Tel: 63 2 831 2201
 Email: eborje@citem.com.ph
 Cellphone:

EVENT CONTRACT
Center for Intl Trade Expositions & Missions (CITEM)
21-22 November, 2019 & 29-30 November, 2019

Dear Ms Suaco-Juan,

Thank you for choosing Diamond Hotel Philippines to provide banquet accommodation to your guests attending the **Center for Intl Trade Expositions & Missions (CITEM)** on **21-22 November, 2019 & 29-30 November, 2019**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

We are pleased to share with you that Diamond Hotel Philippines recently received the prestigious Association of Southeast Asian Nation (ASEAN) MICE Venue Award (for Hotel Setting) for its development, promotion and support of the local MICE industry. This further reinforces our thrust to look after our groups, whether big or small and help the deliver an extraordinary experience during your stay.

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
11/21/2019	8:00 AM	5:00 PM	Meeting	Citrine Emerald Room	U-Shape	30	Available
11/22/2019	8:00 AM	5:00 PM	Meeting	Citrine Emerald Room	U-Shape	30	Available
11/29/2019	8:00 AM	5:00 PM	Meeting	Citrine Emerald Room	U-Shape	30	Available
11/30/2019	8:00 AM	5:00 PM	Meeting	Citrine Emerald Room	U-Shape	30	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.


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PHILIPPINES

- * 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

MEETINGS PACKAGE 1

Minimum of 10 persons	Php 1,650.00 net per person
Morning Snack	
Special Buffet Lunch with 1 round of iced tea	
Afternoon Snack	
Free-flowing coffee or tea	

- * *Set Lunch comes with Free-flowing coffee or tea and one round of iced tea*
- * *Above rates are inclusive of applicable government taxes and service charge*

BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at Php150 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	Php 5,000.00 net per day
◆ Lapel Microphone	Php 2,150.00 net per day
◆ Electricity Charge (for equipment to be brought in)	Php 5,000.00 net per day
◆ Basic Mobile Set-Up	Php 15,000.00 net per day
◆ Videoke / Magic Sing	Php 10,000.00 net per day

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
- ◆ 4 Microphones

- ◆ Podium / Rostrum with microphone


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- ◆ LCD Projector with Screen
- ◆ Whiteboard with marker and eraser
- ◆ Free WIFI connection
- ◆ Flipchart stand with 10 pieces of flipchart paper
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Mint candies replenished daily
- ◆ Pads and pencils, pads replenished daily
- ◆ 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 100.00 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.

TERMS AND CONDITIONS

I. DEPOSIT SCHEME/ACCOUNT SETTLEMENT:

Upon confirmation and contract signing, the HOTEL will require payment equivalent to:

First Payment: Minimum of Php50,000 or 50% (whichever is lower) payment upon confirmation or within 7 working days upon signing of contract.

Full Payment: 30 days prior to the date of the event.

Should the event be less than 7 days prior to the date of event, full payment for the total contract price is required upon the signing of the contract.

1. Deposits are NON-TRANSFERRABLE and NON-REFUNDABLE.
2. Total estimated revenue is rate multiplied by the number of attendees or rooms plus additional charges.
3. Preferred mode of payment is cash or credit card.

You can remit your payment to: Philippine Diamond Hotel & Resort, Inc.

Bank Name and Address : METRO BANK, Adriatico Branch, Ermita, Manila
METRO BANK (Adriatico branch)
3610-003347 (Peso account)
2610-001097 (Dollar account)
Swift code MBTCPHMM

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.



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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.

TOTAL ESTIMATED CHARGES

Date	Rate x No. of Persons	Total
November 21, 2019	Whole Day Meeting at P 1650 net x 30 persons	Php 49,500.00 net
November 22, 2019	Whole Day Meeting at P 1650 net x 30 persons	Php 49,500.00 net
November 29, 2019	Whole Day Meeting at P 1650 net x 30 persons	Php 49,500.00 net
November 30, 2019	Whole Day Meeting at P 1650 net x 30 persons	Php 49,500.00 net
	TOTAL	Php 198,000 net

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

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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 an 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 receive 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.


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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.

Drone Clause for Socials

- The Hotel strictly does not allow the use of Drones or Unmanned Aerial Vehicles (UAV) of any size for photo taking, filming or demonstration within the hotel's premises for security and safety reasons. Should the said equipment be used for display purposes, The Client shall be held liable for any damages that may incur and the corresponding repair charges shall be billed to the Client's account.

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 for Events
63 2 305 8000 ext 1220

CONFORME :



MS. PAULINA SUACO-JUAN
Executive Director
Center for Intl Trade Expositions & Missions (CITEM)

Signed in the presence of


MA. LOURDES D. MEDIRAN
Deputy Executive Director


ROMINA AUREA C. MAGNO
Chief TIDS/OIC, Corporate Planning Division

CAF Form No. 1912231

Date: DEC. 17, 2019

CERTIFICATE of AVAILABILITY of FUNDS

This is to certify that the Center for International Trade Expositions and Missions (CITEM) has available funds in the amount of **One Hundred Ninety Eight Thousand Pesos (Php198,000.00)** payment to **Philippine Diamond Hotel and Resort, Inc.** for the CITEM Year-end Planning on 21, 22, 29 and 30 November 2019.

This certification is being issued for whatever legal purpose it may serve.


MALERNA C. BUYAO
Chief Controllership Division

Reference

Contract No. _____

BUR No. : _____

Signed in the presence of:

Malerna C. Buyao
MALERNA C. BUYAO
Chief, Controllership Division

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PASAY)S.S

BEFORE ME, a Notary Public for and in the City of Pasay, on this ____ day of 20 DEC 2019 personally appeared the following:

Name	Competent Evidence of Identity	Issued at/on
PAULINA SUACO-JUAN MYLES D. ELEAZAR	_____ _____	_____ _____

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of seven (7) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first-written above.

Doc. No. 452
Page No. 92
Book No. 108
Series of 2019

Josephine Abadejo
ATTY. JOSEPHINE ABALABADEJO
NOTARY PUBLIC
109 PASADENA STREET, PASAY CITY, METRO MANILA, PHILIPPINES
NOTARY PUBLIC FOR PASAY CITY
UNTIL DECEMBER 31, 2019
PTR NO. 6397977 / 1-3-2019 / PASAY CITY
IBF NO. 030413 / 1-3-2019 / PASAY CITY
COMMISSION 18-02 / 11-11-2018 / PASAY CITY
ROLL NO. 50906
MCLE COMPLIANCE NO. V-000212-1