

February 24, 2022

HON. NATHANIEL G. IMPERIAL
Assistant Secretary
ASPAC - DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Blvd., Pasay
1300 Metro Manila

Thru : MS. MARY VAL ADIONG
Email : maryval.adiong@dfa.gov.ph

EVENTS CONTRACT
DEPARTMENT OF FOREIGN AFFAIRS
PH-AUSTRALIA BILATERAL MEETING
FEBRUARY 28, 2022

Dear Hon. Imperial,

Warm greetings from Diamond Hotel Philippines!

Thank you for choosing Diamond Hotel Philippines to provide and banquet accommodation to your guests attending the **DEPARTMENT OF FOREIGN AFFAIRS - PH-AUSTRALIA BILATERAL MEETING** on **February 28, 2022**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

For your information, Diamond Hotel Philippines has been authorized to operate as a Multiple-Use Hotel and granted the Safety Seal with certifications from the Department of Tourism and Bureau of Quarantine. We are now ready to accept accommodation requirements of non-quarantine and quarantine guests under IATF guidelines.

Further to our discussion, we are very pleased to submit the following information for your confirmation.

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 Fee
02/28/22	8:00am	12:00pm	Bilateral	Gemini-Libra Room, 27 th Floor	Blocked	16	Waived in lieu of meeting package
02/28/22	11:00am	1:00pm	Signing/ Turn-Over	Aquarius-Gemini Room, 27 th Floor	Special Set up	16	P 15,000 net
02/28/22	12:00nn	1:00pm	Lunch Venue	Sagittarius-Capricorn, 27 th Floor	Special Set up	17	Waived
02/28/22	7:00am	3:00pm	Secretariat	Bar 27 Room, 27 th Floor	Existing	16	Waived
02/28/22	7:00am	12:00pm	Holding Room	Aries-Pisces, 27 th Floor	Lounge Area	16	Waived

Diamond Hotel Philippines
Roxas Boulevard cor. Dr. J. Quintos Street,
Manila 1000, Philippines
◆ Telephone (632) 528-3000, (632) 305-3000 ◆
Fax (632) 526-2255

- ❖ 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.
- ❖ 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.


ADDITIONAL GUIDELINES CONCERNING COVID – 19

- ❖ Verification of temperature must be done prior to entry. Temperature must not exceed 37.5°C to allow entry.
- ❖ Fully vaccinated guests aged 18 years above are allowed to enter and attend the event and should present their vaccination card upon entry to the hotel premises. No vaccination card, No Entry. In the absence of the vaccination card, a negative RT-PCR test result taken within 48 hours must be presented.
- ❖ Minors & aged below 18 year old are also allowed to enter and attend the event regardless if vaccinated or unvaccinated.
- ❖ All hotel guests are requested to remain indoors throughout the duration of the function.
- ❖ Guests must wear face mask and face shield when entering and while inside the facility. "No Mask, No Entry" policy must be applied. Guests may remove face mask and face shield only when eating and/or drinking.
- ❖ Attendees will be provided with an individually packaged hygiene packs with mask and bottle of alcohol to be replenished daily. Hand sanitizer dispensers will also be provided.
- ❖ Mingling with other hotel guests is strongly discouraged. Strict physical distancing measures shall be observed with fellow guests as well as hotel staff.
- ❖ All meals will be served plated or Managed/Assisted buffet
- ❖ Group activities or presentations that involve close contact shall not be allowed.
- ❖ Limit movements of participants. Switching of seats shall not be allowed.
- ❖ Banquet staff handling the event will be practicing strict social distancing and hygiene measures, wearing masks and gloves at all times, especially during service.
- ❖ Cleaning and sanitizing/disinfecting are done regularly prior and right after the event
- ❖ Hygiene packs for guests (Disposable paper towels or antibacterial wipes AND Hand sanitizer
- ❖ Tables must be arranged such that the distance from the back of the chair to the back of another chair shall be more than one (1) meter apart. Guests must face each other from a distance of at least one (1) meter.
- ❖ Housekeeping service will be made available at certain times within the day. In addition, disposal of garbage will be through empty garbage bags provided in the room.
- ❖ Disinfect all surfaces of the equipment before and after every use i.e microphones etc
- ❖ Seating Capacity Signage must be posted at the entrance of the function room.
- ❖ Signage on different health and safety protocol must be displayed in conspicuous areas of the venue.
- ❖ Guests must be asked to step on the disinfectant foot mat provided at the entry points of the hotel & function rooms.
- ❖ Provide hand sanitizer/disinfectant (70% alcohol or approved hand sanitizer) at the reception area near the entrance. Remind guests to properly disinfect hands prior to entry and before leaving the function room. Signage must be available in conspicuous areas for guest reminders.
- ❖ All lifestyle facilities such as the Health Club and Spa, exercise room, massage services, LifeSpan
- ❖ Any delivery from outside the hotel (fast food and grocery food items) is prohibited.
- ❖ The government only allows 60% of the capacity for MICE and social gatherings as to date.

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- ❖ Any new guidelines from the government must be followed depending on the release of their updated guidelines and memorandum
 - ❖ For any concerns you may contact your events manager or the banquet staff in charge for assistance.

BANQUET RATES & INCLUSIONS

HALF DAY MEETING PACKAGE 2 (4 Course Set)

Php3,250.00 net per person

Minimum of 10 persons
Morning Snack OR Afternoon Snack
Four Course Set Lunch
Free-flowing coffee or tea

** With free flowing of Coffee or Tea, chilled juices and one round of Soft Drinks during lunch.*

OTHER MEAL ARRANGEMENT

1 Item Snack	Php 250.00 net per person
Plated/Set Lunch	Php750.00 net per person

** With free flowing of Coffee or Tea, one round of Soft Drinks during lunch.*

BEVERAGE:

1. For standard drink orders such as iced tea, chilled juices and soft drinks at Php180 net/glass
2. Open bar package available upon request

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 (waived)
◆ Conference Microphone	Php2,500.00 net per piece

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
- ◆ Free WIFI Connection
- ◆ Flipcharts with pens
- ◆ Pads / Pens / Mints
- ◆ LCD Projector with Screen
- ◆ Whiteboard with Markers
- ◆ Dedicated Technician for the whole duration of stay
- ◆ Podium / Rostrum with microphone
- ◆ 2 – 4 Extra Wired / wireless microphones
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Standard physical arrangement (New Normal)
- ◆ Waived corkage fee for 12 bottles of wines
- ◆ Complimentary parking slots for 15 delegates
- ◆ Standard floral arrangement

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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
Feb 28, 2022	Lunch Meeting at P3,250 net per person	17	P 55,250 net
	Aquarius Room Rental Fee at P15,000	16	P 15,000 net
	Conference Microphone at P 2,500 net per piece	6	P 15,000 net
	1 Item Snack -Ensaymadaat P 250 net per person	16	P 4,000 net
	Set Lunch Meal at P 750 net per person	16	P 12,000 net
	Open Bar drinks at Php 2,000 net	1	P 2,000 net
	TOTAL BANQUET CHARGES		P103,250 net

TERMS AND CONDITIONS

For accounts with credit line:

Banquet payments will be charged to DFA thru Send Bill Arrangement. Purchase Order & Letter of Authorization is required upon signing of the contract to facilitate the Send Bill Arrangement.

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

OPTION DATE

The rates, concessions and arrangements specified in this proposal will be valid until **February 24, 2022**. 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:

Should a client wish to cancel an event with contract signed and paid after the imposition of government restriction on community quarantine, the Hotel will honor cancellation requests with provision to reschedule or convert the total amount as consumable valid within one year from the lifting of government imposed community quarantine. No refund policy applies with contracts signed and paid within the quarantine period

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.

Hon. Imperial, 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

CONFORME :



HON. NATHANIEL G. IMPERIAL
Assistant Secretary
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