



**Ms. Gilda Salvacion A. Diaz**  
Vice President  
**PhilHealth Regional Office NCR**

*Thru: Ms. Tina Zuniga*  
ReachOut Team  
BENEFITS ADMINISTRATION SECTION  
**PhilHealth Regional Office – NCR North Branch**  
7th Flr., Ten Commandments Bldg.,  
689 Rizal Ave. Ext., Caloocan City

**Event Contract**  
**PhilHealth**  
**Thursday, 21, November 2019 to Friday, 22 November, 2019**

Dear **Ms. Diaz**,

Thank you for choosing Diamond Hotel Philippines to provide banquet accommodation to your guests attending the **PhilHealth on Thursday, 21, November 2019 to Friday, 22 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 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	Amethyst Room	Rounds	74	Confirmed
11/22/2019	8:00 AM	5:00 PM	Meeting	Amethyst Room	Rounds	70	Confirmed

\* 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.

\* 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.

Diamond Hotel Philippines  
Roxas Boulevard cor. Dr. J. Quintos Street,  
Manila 1000, Philippines  
Telephone (632) 528-3000  
Facsimile (632) 526-2255  
<http://www.diamondhotel.com>  
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- \* 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 70 persons

Php 1,500.00 net per person

Morning Snack

Customized Classic Buffet Lunch with 1 round of iced tea

Afternoon Snack

Free-flowing coffee or tea

##### SPECIAL RATE FOR OTHER POSSIBLE REQUIREMENTS in BANQUETS

###### CORKAGE:

PHP 1.00 per ml for standard brands and PHP 2.00 per ml for premium brands should you wish to bring in bottled wines inside the function room

##### EQUIPMENT RENTALS

◆ Lapel Microphone	PhP 1,950.00 net per day
◆ LCD Projector	Waived Rental
◆ 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
- ◆ Podium / Rostrum with microphone
- ◆ Whiteboard with marker and eraser
- ◆ Flipchart stand with 10 pieces of flipchart paper per day
- ◆ Telephone unit with outside line for local calls
- ◆ Registration table
- ◆ Projection screen
- ◆ Mint candies
- ◆ Pads and pencils, pads
- ◆ Standard physical arrangement

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- ◆ Standard floral arrangement (except for classroom setup)
- ◆ 10% Complimentary parking coupons based on guaranteed number and/or maximum of 20 coupons for basement parking
- ◆ Special parking flat rate of PHP 100.00 net per coupon for the rest of the attendees for basement parking

#### 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:

For Send Bill Arrangement: Certificate of Availability of Funds with OBR Number or Obligatory Request Status, Letter of Authorization and Signed Contract has to be provided.

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

For Government: Landbank of the Philippines  
MH Del Pilar St., Malate, Manila  
Philippine Diamond Hotel & Resorts, Inc  
3-402-10-4081

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#### TOTAL ESTIMATED CHARGES

Date	Rate x No. of Persons	Total
November 21, 2019	Php 1,500.00 x 74 PAX	Php 111,000.00 net
November 22, 2019	Php 1,500.00 x 70 PAX	Php 105,000.00 net
	<b>TOTAL</b>	<b>Php 216,000.00 net</b>

#### 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](http://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. Cancellation Charges shall only be applicable if cancellation is due to the fault of the Patron and any of its representatives.

**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.

#### 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.

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*[Handwritten signature]*





- Meal arrangement shall be given an allowance of ten Percent (10%) not more than 30 persons over and above the guaranteed number of persons for buffet meals. 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. In addition 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.
- 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 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.

#### **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, 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.

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#### Entrance and Exit Doors

- All Entrance and Exit Doors of the function rooms should not, at any point, be covered / obstructed by the lay-out, setup, equipment and/or any materials/props of the organizer for safety and security reasons.
- The Hotel has the right to take-out and break down anything that will obstruct the free passages of guests in case of emergency.

#### SECURITY / CCTV

- The Hotel is equipped with Closed Circuit TV monitoring (CCTV) within the premises and well trained security personnel. We encourage all guests to secure their belongings within the vicinity. The Hotel shall in no instance, be held liable for any loss or damage of such items or personal belongings.
- CCTV must not at all times be blocked by any props, materials, equipment of the organizer for safety and security reasons.
- Use of CCTV is limited to Security Purpose and in accordance with the Data Privacy Act of 2012.

#### 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.

Ms. Diaz, 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,

*Patrice A. Andrade*  
Patrice A. Andrade  
Events Manager  
63 2 628 3000

Conforme:

*Gilda Salvacion A. Diaz*  
Ms. Gilda Salvacion A. Diaz  
Vice President  
PhilHealth Regional Office NCR

Noted By:

*Myles Eleazar*  
Myles Eleazar  
Director of Events

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