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THE MANILA HOTEL

May 10, 2023

**Undersecretary Jessie Hermogenes T. Andres**  
**Department of Justice Mandatory Continuing Legal Education**  
09175159048  
[mjsytat@yahoo.com](mailto:mjsytat@yahoo.com)

**RE: CONTRACT**  
**July 10-14, 2023**

Dear Usec. Andres,

Thank you for choosing Manila Hotel as the venue for **Department of Justice Mandatory Continuing Legal Education** scheduled on **July 10-14, 2023**. We are happy to propose the following arrangements for your approval.

**EVENT SPACE REQUIREMENTS:**

Date/ Day	Time	Activity	Venue/ setup	# of Pax	Total
10-14 July 2023	8:00am- 5:00pm	Whole day meeting	Fiesta Pavilion	400- 700	<b>PHP 5,000,000NETT</b>

**INCLUSIVE OF THE FOLLOWING:**

- (9) hours use of function room for whole day meeting package
- Free flowing of coffee or hot tea
- Buffet Lunch in the function room
- Morning & afternoon snacks
- (1) 9X12 LCD screen and projector
- Upgraded lights & sounds with LED wall for the Gala night – see attached list of equipments
- Pads, pencil and mints
- Stage
- Rostrum / Podium
- Basic Sound System (two wired Microphones, CD Player, Speakers)
- Basic set up of chairs and table
- Flower centerpieces for each table for round table arrangement
- Namecards/Placecards for VIP Tables
- Wi-Fi connection (shared with other guests)

*Function rooms are assigned according to the expected attendance and set up. The Hotel reserves the right to assign alternative event space suitable for your requirements should the expected attendance changes*

**BEVERAGE:**

1. Standard Drinks (Iced tea, chilled juices, soft drinks or local beer) offered at **Php150net/glass**.  
Open bar package is available upon request

**\*Above rates are inclusive of 10% Service charge and applicable government taxes.**

Contract

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HILARIO SANTOS  
c/o KRINA MARIE REYES

## THE MANILA HOTEL

**\*The Hotel requires your final menu option for the event (2) weeks before the event. Our Chef will be happy to assist you in this regard.**

**\*A decrease in the number of guaranteed guests will be allowed no less than five days before the event.**

**\*The Hotel will provide 10% or 50 covers (whichever is lower) buffer based on the guaranteed number of guests in the event of an overflow.**

**\*The Hotel will allow an increase in the guaranteed number of guests at the same rate no less than four days before the event. A surcharge of 15% of the agreed rate will be imposed should the number of guaranteed guests be increased after the cut-off.**

**FUNCTION ROOM:**

1. The maximum capacity of Maynila Ballroom is 250 persons based on the round table setup.
2. Standard ingress is three hours before the event. A request for early ingress is subject to availability and corresponding charges will apply.
3. The Hotel waives any rental fee based on the agreement. Extending the number of hours of the event is subject to availability and corresponding charges will be applied per hour. A fraction of an hour is considered one hour.
4. The Hotel waives any rental fee based on the agreement. Should the event exceed the number of hours in the agreement, P35,000 net/hour will apply. A fraction of an hour is considered one hour.

**BILLING/CONFIRMATION ARRANGEMENTS:**

1. The Hotel requires **Certificate of Availability of Funds** on or before **May 31, 2023**.
2. Final actual bill for send bill arrangement, to be settled within 20 calendar days upon the receipt of the final SOA.

**For any bank payment, please remit to:**

Bank name: PHILTRUST BANK  
Branch: Head Office  
Branch address: United Nations Avenue, Manila  
Account number: 00320-015059-5 (PESO)  
0034-0000-887-4 (DOLLAR)  
Swift code: PHTBPHMM

**Other banks:**

BDO Savings Account #001390148600 (Manila Hotel Corporation)  
or;  
BPI savings Account #008103-1474-85 (Manila Hotel Corporation);

**Cheque Payee to: MANILA HOTEL CORPORATION**

**OPTION DATE:**

1. If we do not receive your confirmation and/or confirmation deposit on or before the agreed date, the Hotel reserves the right to automatically release the space/booking to give way to other interested parties.

**TERMS AND CONDITIONS:**

By signing and returning this contract on or before **May 31, 2023**, this agreement will constitute a binding contract between **THE MANILA HOTEL** and **Department of Justice Mandatory**



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**Continuing Legal Education .** The individuals whose signatures are affixed below, are hereby authorized to bind his or her party to this agreement. In the event that a duly signed copy of this agreement is not received by the Hotel on the specified date above, all function spaces referred herein will be released automatically without further notice, and neither party will have any obligation under this agreement.

**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, set up, 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 passage of guests in case of emergency.

**MEALS FROM OUTSIDE THE HOTEL**

To maintain the highest quality standard of hygiene and sanitation of the Hotel, as well as for the safety and well-being of all guests, event attendees, contractors and suppliers of the event organizers, it is prohibited to bring in any food and beverage and all other consumable items, apart from those provided by the Hotel.

As support to the event organizers, a minimal fee of **P350net/pax** for crew meal shall be made available for the contractors and crew of organizers.

**PARKING:**

Flat Rates are available at Php150 net for the whole duration.

**SECURITY:**

The Hotel is equipped with Closed Circuit TV monitoring (CCTV) within the premises and well trained security personnel. Full inspection for all guests will be strictly implemented from vehicle to our security scanner upon lobby entrance. 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.

**FORCE MAJEURE:**

Manila Hotel is not liable or responsible for any failure to perform, or delay in performance of any of the Hotel's obligation under this Agreement that is caused by events beyond Hotel's reasonable control ("Force Majeure Event") in particular (without limitation) such as:

- (a) Unavailability of public or private telecommunication networks
- (b) Acts, decrees, legislation, regulations of restrictions of any government or
- (c) Strikes, lock-outs or other industrial action, civil commotion, riot, invasion, terrorist attacks or threats of terrorists, war (whether declared or not) or any natural disaster.

Manila Hotel's performance under this Agreement is deemed to be suspended for the period that Force Majeure Event continues, and the Hotel will have an extension of time for performance for the duration of that period.

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**CANCELLATION CLAUSE:**

Confirmation deposit is non refundable in favor of the Hotel.

If the function is cancelled within one (1) month before the scheduled date, all other deposits will automatically be forfeited in favor of the Hotel.

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.

**POSTPONEMENT CLAUSE:**

If notice of postponement is made less than five (5) months prior to the function, the same result to forfeiture of the amount deposit to the Hotel.

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.

We hope that our contract merits your approval. Should you have further queries, pleased do not hesitate to call the undersigned at 527-0011 local 1275.

We look forward to being of service to you and your distinguished guests and making your function a success.

FOR AND ON BEHALF OF  
THE MANILA HOTEL

CONFORME:  
Department of Justice MCLE

  
**KRIZIA MARIE REYES**  
Senior Events Manager

 19 JUN 2023  
Undersecretary Jesse Hermogenes T. Andres

THE MANILA HOTEL

**AUDIO:**

- 1 Unit X32 Behringer 32 Channel Digital Mixer
- 1 Unit Laptop for Background Music
- 1 Lots of Connectors, RCA, PL, XLR, and Accessories
- 1 Unit Main Line Cable for System 220 volts
- 1 Unit Behringer Digital Snake Box 32 Channel
- 4 Units Q1 Line Array Passive Speakers
- 4 Units ADNux "12 Active Speakers
- 2 Units Neusch Active 18' Sub Woofer
- 2 Units Kevler Power Ampli
- 10 Units Cable Ramp

**LIGHTING AND EFFECTS:**

- 8 Units Amber & White Led Par Lights
- 24 Units 3x54w RGBW Led Par Lights
- 10 Units Beam 350 Moving Head Lights
- 1 Unit Haze Machine
- 4 Units Stormy Lights
- 1 Unit Avolites Tiger Touch Pro 2 Light Controller
- 1 Unit Power Pack 16 Channel 5000w
- 3 Units Tripod 16ft Lights Stand
- 1 Unit Main Line Cable for System 220 volts
- 1 Lots of Cables and Wire Extensions Heavy Duty

**MICROPHONES :**

- 2 Units Wired Microphones
- 4Units Wireless Microphone
- 1 Lots of Wired Cables
- 1 Lots of Microphone Stand

**LEDWALL & VIDEO:**

- 2 Sets P4Ledwall11x22ft
- Roland v4ex Video Mixer
- 2 Units Video Led Processor
- 1 Lots Cables and Wires (HDMI, VGA, Etc.)
- 2 Scts Riser 4ft.
- 6 Units Platform
- Laptop & Accessories