



TAAL VISTA HOTEL

February 8, 2021

ATTY. MEL GEORGIE RACELA

Executive Director

THROUGH: MS. VIRGINIA TAMONDONG

Commitments and Policy Group

ANTI-MONEY LAUNDERING COUNCIL SECRETARIAT

5F EDC Building, BSP Complex

Roxas Boulevard, Manila, Philippines

Contact Number: +63 999 9956794/ +63 2 85795177

Email Address: vtamondong@amlc.gov.ph

Dear Atty. Racela,

Thank you for confirming TAAL VISTA HOTEL as the venue for your upcoming event, **Writershop Event on February 9-11, 2021** for approximately **26 delegates**.

We have attached the Conference Agreement outlining the details as discussed to date. Please verify all details as listed and do let us know if we have missed out any detail for your event.

In order for us to hold all the tentative arrangements outlined in the Conference Agreement on a definite basis, please return the signed agreement on or before **February 8, 2021**.

Once confirmed, a dedicated Events Manager will contact you within 72 hours to discuss all the finer details of your event to ensure the smooth implementation of our arrangements. Should you wish to contact our Events Team prior to this call, you may call them through (02) 7917-8225.

Atty. Racela, once again, thank you for choosing **Taal Vista Hotel**. You can be assured of our commitment to ensure a successful event for **Anti-Money Laundering Council Secretariat**. We look forward to welcoming you and all your delegates in **February 2021**.

Sincerely,

Loralhei Louise David
National Sales Manager



TAAL VISTA HOTEL

ROOM & BANQUET RESERVATION CONTRACT

This agreement entered into by and between **SM PRIME HOLDINGS, INC.** a hotel business entity with principal office address at Taal Vista Hotel National Road, Brgy. Kaybagal, Tagaytay City, represented by **LORALHEI LOUISE DAVID**, *National Sales Manager* hereinafter referred to as **HOTEL**.

-and-

ANTI-MONEY LAUNDERING COUNCIL SECRETARIAT

represented by
ATTY. MEL GEORGIE RACELA
Executive Director
5F EDCP Building, BSP Complex
Roxas Boulevard, Manila, Philippines
referred to as **CLIENT**

WITNESSETH:

The CLIENT reserved a minimum guaranteed of
Forty-Eight (48) room nights on February 9-11, 2021

The HOTEL has the capability to provide the room accommodation and meals on the above-mentioned dates at reasonable and agreed cost;

The PARTIES have both agreed to the following conditions relating to this event, stipulated as follows:

1. **Name of the Event:** **WRITESHOP EVENT**
2. **Guest Room Block**

| Date and Day | | Number of Rooms | Total Number of Rooms |
|--------------------------|-----------|-----------------|-----------------------|
| February 9, Tuesday | Check in | 24 | 24 |
| February 10, Wednesday | | 0 | 24 |
| February 11, Thursday | Check out | 24 | 0 |
| Total Room Nights | | | 48 |

a. Check in and Check out Time

The HOTEL's standard check-in time starts at 2:00 p.m. on the day of the arrival. Check-out time is at 12:00 noon.

b. Early Arrivals and Late Check out

Early arrivals may be accommodated subject to the availability of the assigned room at the time of arrival. Should you however wish to ensure that rooms are available at the time of arrival, we recommend that the room is reserved the night before.

Request for late check-out will depend on the availability of the rooms on the day of departure. Extensions may be accommodated however charges may apply.



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3. Guest Room Breakdown & Rates

The above guest room block are tentatively reserved based on the following guest room categories

| Inclusive Dates | Room Category | Occupancy | Number of Rooms | Number of Persons | Group Room Rate |
|--|---|-----------|-----------------|-------------------|-----------------|
| February 9, 2021- February 11, 2021 (Tuesday to Thursday) | Premier Room Lake Wing *Complimentary Room Upgrade | Single | 3 | 3 | Php 5,000.00 |
| | Deluxe Room Lake Wing | Single | 19 | 19 | Php 5,000.00 |
| | Deluxe Room Lake Wing | Double | 2 | 4 | Php 5,000.00 |
| TOTAL | | | 24 | 26 | |

Note:

All above room rates are inclusive of tax, service charge and breakfast.

4. Meal Rates

Full board Meeting Package Php 3,000.00 per person

Inclusions:

- Use of function room for ten (10) hours
- Morning and afternoon snacks
- Set lunch and dinner in a function room

Whole Day Meeting Package Php 1,600.00 per person

Inclusions:

- Use of function room for eight (8) hours
- Morning and afternoon snacks
- Set Lunch in a function room

All above meal rates are inclusive of tax and service charge.

5. Meeting and Meal Arrangements

Based on the schedule provided the following have been tentatively reserved for your event:

| Function Date | Activity | Time | Venue | Set-up | Number of Persons | Function Room Rental Rate |
|------------------------|----------------|----------------------------|------------|---------|-------------------|----------------------------|
| February 9, Tuesday | Meeting Proper | 9:00 a.m to 5:00 p.m. | Ballroom 3 | U-Shape | 26 | Php 3,000.00 per person |
| | AM Snacks | 9:30 a.m. to 10:00 a.m. | Ballroom 3 | U-Shape | 26 | |
| | Set Lunch | 12:00 n.n. to 1:00 p.m. | Ballroom 3 | U-Shape | 26 | |
| | PM Snacks | 3:00 p.m. to 3:30 p.m. | Ballroom 3 | U-Shape | 26 | |
| | Set Dinner | 7:00 n.n. to 9:00 p.m. | Ballroom 3 | U-Shape | 26 | |



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| | | | | | | |
|---------------------------|----------------|-------------------------|------------|---------|----|-------------------------|
| February 10, Wednesday | Meeting Proper | 9:00 a.m. to 5:00 p.m. | Ballroom 3 | U-Shape | 26 | Php 3,000.00 per person |
| | AM Snacks | 9:30 a.m. to 10:00 a.m. | Ballroom 3 | U-Shape | 26 | |
| | Set Lunch | 12:00 n.n. to 1:00 p.m. | Ballroom 3 | U-Shape | 26 | |
| | PM Snacks | 3:00 p.m. to 3:30 p.m. | Ballroom 3 | U-Shape | 26 | |
| | Set Dinner | 7:00 n.n. to 9:00 p.m. | Ballroom 3 | U-Shape | 26 | |
| February 11, Thursday | Meeting Proper | 9:00 a.m. to 5:00 p.m. | Ballroom 3 | U-Shape | 26 | Php 1,600.00 per person |
| | AM Snacks | 9:30 a.m. to 10:00 a.m. | Ballroom 3 | U-Shape | 26 | |
| | Set Lunch | 12:00 n.n. to 1:00 p.m. | Ballroom 3 | U-Shape | 26 | |
| | PM Snacks | 3:00 p.m. to 3:30 p.m. | Ballroom 3 | U-Shape | 26 | |

Note: Should your function exceed the time allocated for any of your above event, the following rental rates will be applied for every hour or any fraction thereof that is exceeded:

Rental Rate: Php 43,000.00/ hour

All the above rental rates include all the applicable taxes.

6. Official Signatories

To ensure that all charges are properly authorized, only the following will be allowed to sign for all charges for Rooms, F&B and all other charges relating to this event:


NAME

SPECIMEN SIGNATURE

MEL GEORGIE B. RACELA



ALVIN L. BERMIDO



MARLOW JERARD PARAGNOC



7. Meeting Concessions

The following amenities will be provided as part of the concession based on all the details outlined in this agreement. Should there be any reduction, these concessions will be adjusted accordingly.

- Complimentary use of P.A. Sound system with two (2) microphones
- Complimentary use of one LCD Projector (1) wide screen
- Complimentary use of one (1) flipchart
- Complimentary use of Podium



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- Papers and pencils
- Candy mints
- Flowing coffee and tea

8. Additional Meeting Requirement:

Please indicate if you will be requiring any of the following meeting equipment:

- Welcome Banner PHP 2,600.00 (est. 6 X 11ft)
- Backdrop PHP 2,880.00 (est. 8 X 12ft)
- LCD projector PHP 8,200.00 per day
- Wireless Microphone PHP 900.00 per day

All above rates are inclusive of all the applicable taxes.

9. Other Requirements:

- Drivers Quarter PHP 600.00 per day
- Crew Meal PHP 550.00 per meal per person

All above rates are inclusive of service charge and the applicable taxes.

10. Computation of Total Estimated Charges:

a. Guestroom Charges

| Room Category | Room Rate | Number of Rooms | Number of Nights | Total |
|--|--------------|-----------------|------------------|----------------|
| February 9-11, 2021 (Tuesday to Thursday) | | | | |
| Premier Room Lake Wing *Complimentary Upgrade | Php 5,000.00 | 3 | 2 | Php 30,000.00 |
| Deluxe Room Lake Wing | Php 5,000.00 | 19 | 2 | Php 190,000.00 |
| Deluxe Room Lake Wing | Php 5,000.00 | 2 | 2 | Php 20,000.00 |

b. Meal Charges

| Meal | Meal Rate | Number of Persons | Number of Days | Total |
|--------------------------------------|--------------|-------------------|----------------|---------------|
| February 9, 2021 (Tuesday) | | | | |
| Full board Meeting Package | Php 3,000.00 | 26 | 1 | Php 78,000.00 |
| February 10, 2021 (Wednesday) | | | | |
| Full board Meeting Package | Php 3,000.00 | 26 | 1 | Php 78,000.00 |
| February 11, 2021 (Thursday) | | | | |
| Whole Day Meeting Package | Php 1,600.00 | 26 | 1 | Php 41,600.00 |

c. Total Estimated Charges

| Item | Total |
|--------------------------------|-----------------------|
| Guestroom Charges | Php 240,000.00 |
| Meal Charges | Php 197,600.00 |
| Other Charges | - |
| TOTAL ESTIMATED CHARGES | Php 437,600.00 |



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Note:

- All above rates used in computing for the total estimated charges are inclusive of service charge and applicable taxes.
- All above estimated charges are based on the details outlined in this contract. Should there be any changes, charges will be adjusted accordingly.

11. Use of Function Rooms:

- The HOTEL strictly prohibits tacking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue. In case of damages, the CLIENT agrees to be charged accordingly.
- Bringing in of food and drinks into the HOTEL shall not be allowed. The HOTEL likewise shall not allow leftover foods to be packed or to be brought inside the guest rooms.
- Extra Covers: Ten (10%) percent extra covers from the minimum guaranteed number may be accommodated by the HOTEL on the day of the event based on the agreed menu. These extra covers will be charged accordingly. Should your actual number of attendees however exceed the 10% allowance, the HOTEL will prepare the necessary food choices based on the items available at our kitchen at our Chef's discretion in order to accommodate your additional guests. Charges may however be higher than the agreed meal rates.
- The HOTEL reserves the right to issue further terms and conditions or disapprove any requests that may compromise the safety and security of its guests and / or the preservation of the Hotel and its facilities. Such terms and conditions and / or disapproval when so issued shall have the same force and effect as if originally made a part of this Agreement and shall not be construed as a nullification of this contract.
- A separate Banquet Event Order (BEO) will be issued outlining all the agreed details of our event. This will be discussed by our dedicated Events Manager who will be managing your event after this contract is signed. Once all details are agreed, you will likewise be requested to sign this document for our proper implementation and documentation.

12. Events Services Team

We take pride in having a team of experienced Events Services Team who will ensure that your group's details are carried out according to your instructions.

After this agreement is signed, a specific Events Manager will be assigned and dedicated to manage your event. She will be your main contact person who will ensure the smooth implementation of all the details of your event. She is based on property and will see through your event. Please expect a call from your Events Manager after I have endorsed our signed agreement.

13. Attrition Clause and Payment Schedule:

The HOTEL will allow reasonable attrition of the all the guestroom block reserved based on the following cut-off dates:

| DATE | Allowable Attrition with no charges | Payment |
|--|--|--|
| Upon signing of this contract February 8, 2021 | The signed contract will be required on or before this date in order to consider all your tentative reservations to be definite and confirmed. | Full payment of 100% of the total guestroom and meal arrangements is required amounting to Php 437,600.00 plus group incidental charges should be |



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| | | |
|--|--|--|
| | The HOTEL reserves the right to release your reservations on this date unless an extension of the cut-off date is agreed with the HOTEL. | settled through 30 Days Special Send Bill Arrangement. CAF, PO/ LOA is required from the CLIENT on or before February 8, 2021. |
|--|--|--|

14. Cancellation Clause

a. Partial Cancellations

| DATE | CANCELLATION CHARGE (GUESTROOMS) | CANCELLATION CHARGE (F&B) |
|--|---|---|
| Upon signing of this contract February 8, 2021 | Any guestroom cancelled after this date will be charged a cancellation fee equivalent to 100% of the total guestroom charges. | Any reduction in the number of persons for any organized meals or activities will be charged a cancellation fee equivalent to 100% of the total meal charges. |

b. Total Cancellation / Postponement

The HOTEL has reserved all the guestrooms and/or function space required for this group on a definite and guaranteed basis upon receipt of the signed contract for this event. As such, the HOTEL has declined any other requests from other clients in order to ensure that all the space required for your group is made available. In the event therefore of a total cancellation or postponement of this group on the dates specified in this contract for reasons other than "acts of God", the CLIENT will pay the HOTEL a total cancellation fee equivalent to the total value of this contract.

15. Billing Arrangements

Payments may be made through any Banco de Oro branches. For bank payments, following are our bank details

Reference No.: COR 000 000 1806
 TIN Number: 003 058 789 100
 Account Number 015-0000-9073
 Account Name SM Prime Holdings, Inc. – Taal Vista Hotel
 Bank Address SM Corporate Offices Branch, Bay Blvd, SM Center Business Park, Bay City Pasay City

- The total amount payable to the Hotel may increase due to incidental and other authorize charges that may be incurred by the group during the actual event at the HOTEL. These charges will be included in the group master folio and must be paid in full within 30 days upon the receipt of the Statement of Account (SOA) from the hotel through a special send bill arrangement.
- Any other incidental charges incurred by the participants on a personal account basis must be settled in full upon check-out unless prior arrangements have been made to charge these to the group master folio.
- Any payment made by the CLIENT to the HOTEL is non-refundable.
- Copy of the "Certificate of Registration" bearing the CLIENT'S TIN shall be submitted by the CLIENT to the HOTEL prior to the arrival date.

National Sales Office: Meeting Rooms 11 – 13 2nd Floor SMX Convention Center, Seashell Lane,
 Mall of Asia Complex, Pasay City, 1300 Philippines
 Telephone No.: 403-1000 Fax No.: 799-8526
 Website: www.taalvistahotel.com



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- The HOTEL only accepts cash and company checks dated and received at least seven (7) days prior to group arrival as a form of settlement. Company checks should be to be made payable to **SM PRIME HOLDINGS, INC. – TAAL VISTA HOTEL**
- A “Certificate of Creditable Tax” for taxes withheld shall be submitted by the CLIENT to the HOTEL prior to group’s check-out. Otherwise, the HOTEL will require full payment of the total amount payable by the CLIENT.
- The CLIENT shall withhold expanded withholding tax (EWT) of 2% of the bill exclusive or net of VAT pursuant to BIR Revenue Memorandum Cir. No. 72-2004 since the CLIENT falls under the category of tax payers obliged to withhold from its supplier. However, a photocopy of the letter from BIR considering that the CLIENT belongs to the top 10,000 corporations of the Philippines must be submitted to support this arrangement.

16. Force Majeure Clause

Both parties shall not be liable for failure to comply with this agreement due to force majeure including, but not limited to: labor disputes, natural disaster or other causes beyond the control of both parties.

Any disturbance or discontinuance of this agreement due to causes beyond the control of the HOTEL shall not confer the right to the CLIENT to cause any actions against the HOTEL, nor shall the terms and conditions of this agreement be deemed effective and/or continued.

17. Data Privacy Clause

The parties agree to be bound by the provisions of Republic Act No. 10173 (Data Privacy Act of 2012), its implementing rules and regulations and the issuances of the National Privacy Commission.

18. COVID-19 UPDATE:

We have been closely monitoring the evolving situation brought about by COVID-19 and the health and safety guidelines set by the World Health Organization (WHO) and the Philippine government. We would like to assure you that the health and safety of our guests and our colleagues have always been of paramount importance to us. Given the current situation we are all in, we fully understand your heightened concern on hygiene as this is likewise foremost in all our initiatives. In response to this unprecedented situation, measures are underway at our Hotel to ensure your safety and comfort on your next visit.

Health and Safety Guidelines

Guided by the health care expertise of WHO and the Philippine Department of Health, our new health and safety program, *SustainablySafe* provides clear procedures that guide our employees to take care of the guests and each other. On top of the best practices we have continuously performed, additional proactive and precautionary actions crucial to the safety and security of each guest and staff have been implemented. These points, along with prospective innovations and applications in operations, encompass and comprise the goals of the *SustainablySafe* initiative, the ultimate goal of which is to provide guests with the utmost safety and quality of experience.

As we welcome you back to our hotel, we have taken a series of precautionary measures including:

- All guests are required to wear face masks prior to entry into the hotel or car service. If the guest does not have one, it will be provided for him / her;
- Cars are disinfected before and after each use;



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- Disinfectant floor mats are located at the entrance of the hotel to sanitize footwear;
- Guests are subjected to temperature reading and hand sanitation at the entrance;
- Reception desk are disinfected before attending to each guest;
- Guests are to fill-in a health and travel history form upon check-in;
- Room keys and credit cards are sanitized prior to handing them to the guests.
- All guestrooms will include a basic safety kit consisting of facial mask, hand sanitizers and wipes;
- All public areas will have hand sanitizing stations at strategic locations for guests to use;
- Guestrooms are thoroughly disinfected and sanitized before each guest occupancy using clinical grade disinfectant and UV sterilizing equipment;
- Regular disinfection and deep cleaning of high traffic areas (like lobbies, facilities, function rooms, toilets and food outlets) and frequently touched areas (like handles and handrails, elevator panes, remote controls, light switches, and toilet fixtures);
- Laundry is cleaned by DOH-accredited providers, where linen is processed at 83°C to kill microbial life that causes disease or the fermentation of bacteria;
- Conducting 24-hour continuous fresh air intake in all guest rooms and corridors to ensure the best possible air ventilation to deter contamination and transmission;
- Guestroom flatware and glassware are sanitized through dishwashing machines as opposed to the typical practice using sinks to avoid contact and ensure complete cleanliness;
- Social distancing will be strictly enforced in all restaurants and public areas;
- Firm execution of social distancing amongst staff, who will also assist, enable, and ensure that guests are able to practice social distancing in all areas of the property;
- Staff wears masks, gloves, face shields, and other PPEs at all times when on-duty;

These activities and efforts have so far just been the beginning. We will incessantly pursue the highest standards of excellence and adhere to the stringent protocols that meet international standards and implement them whenever possible.

19. Option Date

The details outlined in this contract is held on a tentative basis until **February 8, 2021**. Should you find everything to be in order, please sign this agreement and return the signed copy to us on or before the option date mentioned for us to consider all your reservations to be definite and confirmed. Kindly be advised that if we do not receive the signed agreement on or before this date, the HOTEL reserves the right to cancel all arrangements without notice or obligation to the CLIENT. Reinstatement of space will be subject to availability and to the extent that the space is available.

Atty. Racela, once again thank you for choosing to book this most important event at Taal Vista Hotel. We look forward to the opportunity of being a part of the success of your event.

IN AGREEMENT, both the parties thereby sign this document at **Manila** on this **8th day of February 2021**.

ON BEHALF OF THE HOTEL
By:

LORALHE LOUISE DAVID
National Sales Manager
SM PRIME HOLDINGS, INC.

ON BEHALF OF THE CLIENT
By:

ATTY. MEL GEORGIE RACELA
Executive Director
**ANTI-MONEY LAUNDERING COUNCIL
SECRETARIAT**



TAAL VISTA HOTEL

By:

JESSICA MARIE MILLENA
Senior National Sales Manager
SM PRIME HOLDINGS, INC.