

From: Joy Barrameda

Hotel name: Novotel Manila Araneta City

Address: General Aguinaldo Avenue, Araneta City
Quezon City, 0810

Tel: +632 8 990 7888

Mobile: +63 9985700733

Email: judiel.villar@accor.com

To: Matthew M. David

Company name: ANTI-MONEY LAUNDERING COUNCIL (AMLC)

Address: 5TH FLOOR EDPG BLDG BSP COMPLEX MABINI COR
VITO CRUZ ST MALATE MANILA Philippines

Tel: 708 – 79 09

Mobile:

Email: fcabarios@amlc.gov.ph

Date: July 28, 2022

Reference: Novotel Manila Event Contract for AMLC - 1st and 2nd Writeshop

Dear Mr. David,

Thank you for selecting Novotel Manila Araneta City as the venue for your event on August 1- 3 & August 24 – 26, 2022.

Further to our discussion, we are pleased to confirm the following arrangements per your specific requirements for your confirmation.

Should the arrangements outlined in the succeeding pages meet your approval, please indicate your acceptance by returning a signed copy to us on or before **July 28, 2022**.

We look forward in welcoming you at Novotel Manila Araneta City. It would be our pleasure to assist you to make this important event memorable.


Joy Barrameda
Sales Manager



A. ACCOMMODATION ARRANGEMENTS

Guestroom Block

EVENT 1 – 1st Writeshop

Room Category	Mon, 8/01/22	Tues, 8/02/22	Wed, 8/03/22
Superior Room (Single Sharing)	11	11	Check out
Total	Php 99,000.00		

EVENT 2 – 2nd Writeshop

Room Category	Mon, 8/24/22	Tues, 8/25/22	Wed, 8/26/22
Superior Room (Single Sharing)	29	29	Check out
Total	Php 261,000.00		

Daily Room Rates

For a minimum requirement of 8 rooms, we are pleased to extend the following rate/s:

Novotel Manila Araneta City	
Room Category	Single / Twin Rate
Superior Room	Php 4,500 nett / night

Rates indicated are inclusive of government taxes and service charge.
Rates indicated are inclusive of buffet breakfast at Food Exchange Manila.

Accommodation Terms and Conditions :

- Increase in room requirement is subject to availability in excess of those guaranteed as provided above. Should the room count fall below 8, rates are subject to renegotiation.
- Rates are non – commissionable
- Check in time is 2:00 pm while check out time is 12:00 noon. Request for early check-in or late check –out should be made when placing reservations. Rooms may be extended until 6:00 pm at 50% of the group room rate. After 6:00 pm room will be charged at full group room rate

ATTRITION AND CANCELLATION TERMS

Date	Remarks
July 27,2022	Signed contract must be received otherwise tentative blocking will be released Final rooming list. Any reduction in the total rooms blocked will be charged equivalent to their entire stay.

B. EVENT MEETING SPACE AND VENUE

We have reserved the appropriate meeting and banquet spaces to accommodate a group of your size based on the following schedule:

EVENT 1 – 1st Writeshop

Date	Timing	Event Type	Location	Set up Format	Number of Persons	Price per Person	Total
August 01, 2022	8:00 AM 5:00 PM	Package Meeting	Cezanne	Classroom	11	1,700	18,700
	7:00 PM 11:00 PM	Package Dinner	Cezanne	Classroom	11	1,500	16,500
August 02, 2022	8:00 AM 5:00 PM	Package Meeting	Cezanne	Classroom	11	1,700	18,700
	7:00 PM 11:00 PM	Package Dinner	Cezanne	Classroom	11	1,500	16,500
August 03, 2022	8:00 AM 5:00 PM	Package Meeting	Cezanne	Classroom	11	1,500	16,500
Sub Total (Events)							PHP 86,900.00
Sub Total (Accommodation)							PHP 99,000.00
Total with Service Charge and Tax for EVENT 1							PHP185,900.00

EVENT 2 – 2nd Writeshop

Date	Timing	Event Type	Location	Set up Format	Number of Persons	Price per Person	Total
August 24, 2022	8:00 AM 5:00 PM	Package Meeting	Gauguin	Classroom	29	1,700	49,300
	7:00 PM 11:00 PM	Package Dinner	Gauguin	Classroom	29	1,500	43,500
August 25, 2022	8:00 AM 5:00 PM	Package Meeting	Gauguin	Classroom	29	1,700	49,300
	7:00 PM 11:00 PM	Package Dinner	Gauguin	Classroom	29	1,500	43,500
August 26, 2022	8:00 AM 5:00 PM	Package Meeting	Gauguin	Classroom	29	1,500	43,500
Sub Total (Events)							PHP 229,100.00
Sub Total (Accommodation)							PHP 261,000.00
Total with Service Charge and Tax for EVENT 2							PHP 490,100.00

Event Venue Commitment:

The Hotel is currently holding event space based on the above Program of Events dated above. This is considered to be a firm commitment by the Group and any increase or decrease to the commitment may result in a modification of room rental/consumables by the Hotel. All event space is assigned by the Hotel according to the guaranteed number of persons to attend the event. The Hotel reserves the option to assign alternative meeting space should the expected attendance change, subject to availability and prior arrangement from the Organizer

Conference Day Packages

Conference Day Packages

- Whole Day Meeting** : **Php 1,700.00 nett per person per day**
AM Snacks, Upgraded Buffet Lunch at Food Exchange and PM Snacks
- Dinner** : **Php 1,500.00 nett per person per day**
Buffet Dinner

Complimentary Inclusions:

- Free Flowing Freshly Brewed coffee and tea
- Conference pads & pencils
- Mints for all participants
- WIFI internet access in the meeting room
- Complimentary use of standard conference equipment
(Basic PA System, 2 microphones, LCD Projector with screen, podium, flipchart)
- Parking passes based on ten percent (10%) of guaranteed guests, not applicable to valet

Event Inclusions, Commercial Terms and Conditions:

Prices: All nett prices include government taxes and service charge.

Room Hire Charges are based on your current accommodation, catering and event requirements. Any shortfall in Food and Beverage spend will be charged as room rental.

Commission: Rates are non-commissionable.

24 hour Hold: Unless a 24-hour hold is made on the event space, the Hotel reserves the rights to dismantle the meeting set-up, and allocate space to other clients during non-use hours.

Definition of Guaranteed number and event attrition and cancellation terms: The Hotel reserves the right to apply a surcharge or re-quote on said business if number of attendees or function space increases or decreases from the signed contract.

Conditions for adding to the guaranteed numbers:

The Hotel does not guarantee catering for increases of more than 10% of the guaranteed number of guests, although every effort will be made to meet the event requirements. Last minute increases or additional food orders may be based on chef's recommended menu.

Further, should the actual number of persons exceed the guaranteed attendance menu price per succeeding person will be subject to 15% increase.

Menu Selection: Menu selection should be finalized within 7 days prior to event. Chef's discretion on food items will be applied should choices not received within the specified period. A 72-hour notice at the latest, prior to the date of function is required for adjustments on the menu and/or guaranteed number for pre-arranged meals

Beverage Arrangements

The following corkage will apply for wine and alcoholic beverages bought outside the hotel

- Php1,500 per Standard bottle of 750ml Hard Drinks
- Php2,000 per Standard bottle of 1 liter Hard Drinks
- Php2,500 per Premium bottle of 750ml Hard Drinks
- Php3,500 per premium bottle of 1 liter Hard Drinks
- Php750 per Standard bottle of 750ml wine

Set Up and Layout Requirements

Organizer will be required to accomplish a work permit for power/electrical/fabrication requirements, gate pass and an outside contractor's agreement at least 5 working days prior to the ingress date.

Audio Visual Requirements :

Ideal for all types of functions, Novotel Manila Araneta City can accommodate intimate gatherings, grand events, conventions and exhibitions. Convention facilities offer the latest audio visual equipment and meeting technology including wireless connectivity. A **corkage fee of Php 20,000.00** will be applied for AV equipment to be brought in by the client.

Other Services:

- Pool: Located at the 6th level, free use for in-house guests

Parking Rates:

	First 3 hours	Succeeding hour
Car	Php 80.00	Php 60.00

*Lost Parking Card is at Php 300.00 nett plus parking fee

REWARDS PROGRAM : Accor Live Limitless Meeting Planner



Rewards the People who bring People together. It is our most valuable tool for rewarding Meetings and Events clients who hold meetings with us all over the world. Enrollment is free, visit www.accorhotels.com to register. **SIGN UP BEFORE YOUR EVENT, SO YOU CAN BE CREDITED FOR THE POINTS.**

Key Benefits :

- Free to join, members earn 1 Meeting Planner Point for every €2 spent
- Points earned at over 2,000 participating hotels across 90 countries
- Unique privileges and benefits by status when staying in-house
- Redemption rewards including airline frequent flyer points and hotel vouchers
- Points never expire if member stays or holds an event every 12 months
- No maximum earn and no minimum burn required
- Off-set event costs by paying with hotel vouchers (up to 15% of total bill, but not exceeding €1,500)

C. BILLING ARRANGEMENTS

Master Account - On Send Bill Arrangement

Company shall settle the following :

- a. All room charges based on the contract
- b. All banquet charges based on the final function arrangement

Settlement of Incidental Charges:

- c. All incidental room and/ or banquet charges incurred during the event
- d. Other incidental charges signed by the authorized signatories. Please submit names and designation of all authorized signatories prior to stay or event dates. For last minute charges not covered by the signed contract and/or supporting documents such as: Purchase Order or Certificate of Availability of Funds for government agencies, company will be required to submit documents to support the said charges. Otherwise, signatory/ies will required to sign the hotel Authorization to Charge form.

The hotel will require a Letter of Authorization by July 28, 2022 stating the following:

- a. The list of charges to be billed by the company
- b. Authorized signatory/ies to sign and approve charges that are to be billed to the master account

D. DEPOSIT/PAYMENT SCHEDULE

Payment Due	Payment Amount
30 days upon receipt of SOA	Full payment of the total room and banquet charges amounting to Php676,000.00 after the final attrition schedule. *See below breakdown per room and event dates:

For Bank Deposit / Check payment, please address it to:

Account Name : Araneta Hotels, Inc
 Address : 101 Aguinaldo Ave. cor. Mc. Arthur Ave.,
 Araneta Center Socorro 3, Quezon City

TIN : 006 -875- 885-001

Bank Name : Bank of the Philippine Island

Account Number : 004 351 – 0040 – 91 (Peso)
 : 004 354 – 0185 – 14 (Dollar)

Bank Address : Gateway Mall Cubao, Quezon City
 Swift Code : BOIPHMM

E. CANCELLATION

Refer to Page 3 of the Accor Meeting & Event Terms and Conditions for the Cancellation or Attrition

- Any cancellation means forfeiture of the confirmation deposit
- Cancellations or postponement made after the confirmation of the booking will merit a surcharge equivalent to the rates below

Date of Cancellation	Cancellation Charge
From Confirmation date to	
90 days prior to check-in/function date	50% of the guaranteed revenue
60 days prior to check-in/function date	70% of the guaranteed revenue
45 days prior to check-in/function date	80% of the guaranteed revenue
15 days prior to check-in/function date	100% of the guaranteed revenue

Option Date / Event Confirmation

The arrangement outlined in this Agreement will be held on a first option tentative basis until **July 27, 2022**. If the organizer does not sign and return this Agreement by this date, the Hotel reserves the right to cancel all arrangements without notice or obligation to the Group.

Summary of Charges:

Event 1: August 1-3, 1st Writeshop	
Room Accommodation Requirements	Php99,000.00
Food & Beverage Requirements	Php86,900.00
Estimated Total Charges	Php185,900.00
Event 2: August 24-26, 2nd Writeshop	
Room Accommodation Requirements	Php229,100.00
Food & Beverage Requirements	Php261,000.00
Estimated Total Charges	Php490,100.00
Estimated Total Charges	Php676,000.00

I have read and understood the Accommodation and F&B Terms and Conditions including the Accor Meeting & Events Terms & Conditions and guarantee payment of the relevant charges for the above named event.

Once signed and completed, please return via email at Jocelyn.barrameda@accor.com on or before **July 28, 2022**

Thank you for confirming your event at Novotel Manila Araneta City.

Signed for and on behalf of the above named company and client by:

Name: Matthew M. David **Date:** July 28, 2022
Position: Officer-in-Charge
Company: ANTI-MONEY LAUNDERING COUNCIL (AMLC)

Signature:

Kind Regards,


Joy Barrameda
Sales Manager
Novotel Manila Araneta City

Signed for and on behalf of the hotel:


Sam Tse
Director of Commercial Sales
Novotel Manila Araneta City

Darwin Labayandoy / Maria Garcia
Resident Manager / General Manager
Novotel Manila Araneta City



ACCOR Meeting & Events Terms & Conditions

1 / PARTIES

This contract is made between Araneta Hotels Inc. trading as Novotel Manila Araneta City located at Gen Aguinaldo Avenue Araneta City 0810 Quezon City Philippines, hereinafter referred to as the "Hotel", represented by Darwin Labayandoy, Resident Manager / Maria Garcia, General Manager and the Client, Matthew M. David located at 5TH FLOOR EDCP BLDG BSP COMPLEX MABINI COR VITO CRUZ ST MALATE MANILA Philippines represented by Matthew M. David ,

In the event that this document is signed in the name of a company the signatories recognized they have full authority to sign the contract.

2/ SUBJECT

The Hotel undertakes to provide the Client with services described in the attached proposal, and the Client undertakes to pay for these services, in accordance with the conditions set out below. These Terms & Conditions and the attached proposal constitute the entire agreement of the parties and shall supersede all prior discussions, negotiations and agreements in relation to the subject hereof.

3/ CONFIRMATION

Upon confirmation of the booking by the Client, the Terms & Conditions and the proposal must be signed and returned to the Hotel by 2022-05-17

A non-refundable deposit of minimum 30% of the global amount of the booking is required at that time, as per section 4 below. The Hotel reserves the right to cancel the booking and allocate the venue to another client if the deposit has not been paid.

3.1 All confirmations for accommodation must be in writing.

3.2 A preliminary rooming list is required by 17th May 2022, nine (9) days prior to arrival.

3.3 A final rooming list must be provided no later than 20th May 2022, six (6) days prior to the group's arrival. The rooming list must contain the names of persons in the group who will be staying at the Hotel, the date of arrival and departure for each person, the estimated time of arrival of each person.

3.4 All rooms not utilized on the rooming list will be released from the block and will be subject to a fee in accordance with clause 9. If more rooms are required, they will be subject to availability and "Best Unrestricted Rate".

3.5 Direct accommodation bookings must be guaranteed by a credit card. The Hotel can provide a booking form for completion by your delegates.

3.6 The Hotel will require a credit card imprint from each guest upon check in to cover any additional charges, i.e. mini bar, in-house video, telephone, etc. that are the responsibility of the guest. If the guest requests to pay by cash, the Hotel will require a Php 3,000 per day cash deposit on check in, the balance of which will be refunded on check out.

4/ DEPOSIT

For groups: Global amount including accommodation paid totally by the Client

4.1 To maintain your booking, full payment of the Estimated Function and Accommodation Charge, whichever is the greater, is required on 20th May 2022, six (6) Business Days from the date the contract is signed and confirmed.

4.2 The Hotel reserves the right to request full prepayment when either the accommodation or function falls over periods of high demand.

4.3 Security deposits are non-transferable and non-refundable under any circumstances

For individuals: Global amount is paid by each participant individually to the Hotel

Bookings are guaranteed by the payment of the first night or first day delegate rate by credit card when the booking is made. Final payment (100% of the global amount) has to be paid by the Client upon check out.

5/ PAYMENT

BILLING PROCEDURES: (please mark with an X where applicable)

	Group Master Account	Individual / Participant Account
Room &Tax	<input type="checkbox"/>	<input type="checkbox"/>
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>
Minibar	<input type="checkbox"/>	<input type="checkbox"/>
Room service	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>
Laundry&Vallet Service	<input type="checkbox"/>	<input type="checkbox"/>
Porterage	<input type="checkbox"/>	<input type="checkbox"/>
Other expenses	<input type="checkbox"/>	<input type="checkbox"/>

All expenses occurred during the event will be settled by cash or credit card arrangement upon group departure. Any additional charges incurred will also be the reasonability of the Client. Bills of exchange and foreign cheques are not accepted as means of payment.

5.1 Final payment to the Hotel for both conference and catering and accommodation may be settled:

- a) By cash fourteen (14) days prior to the event
- b) Credit Card – All major credit cards are accepted. Note a photocopy of the credit card (front and back) is required.
- c) On credit terms (after approval has been given by the hotel) within 15 days of receipt of the Hotel's invoice

5.2 Credit applications must be received at least twenty-eight (28) days prior to the date of the event. The Hotel has the right to use its discretion to approve or reject any application for credit submitted. If credit is approved, the Hotel will provide tax invoice on completion. Payment is required within 14 days from then by cash, bank check or wire transfer. If credit is denied, another method of payment is to be provided prior to the function. Refer 5.1 (a) (b) (c)

5.3 When using credit cards for security deposits or other payments, a Hotel Credit Card Authorisation form must be completed. In the event that a client nominates to settle an account in full by credit card, the Hotel reserves the right to execute pre-authorization on the nominated credit card for the value of the Estimated Function Charge forty-eight (48) hours prior to commencement of the event.

5.4 Advantage Plus privileges do not apply to the conference, catering and accommodation bookings.

5.5 Frequent Flyer points are not awarded for conference, banquet and accommodation bookings.

6/ COMPLIMENTARY ROOMS

The Client will receive one (1) complimentary guestroom for every 40 revenue-producing guestrooms on a non-cumulative basis with a maximum of 2 complimentary rooms.

The Client will receive one (1) complimentary up-grade to the next room category for every 40 revenue-producing guestrooms on a cumulative basis with a maximum of 2 up-graded rooms

7/ FUNCTION DETAILS AND INSTRUCTIONS

7.1 All function details and instructions are not confirmed until such time as the Hotel receives them in writing.

7.2 Hotel reserves the right to apply a surcharge or re-quote on said business if number of attendees or function space increases or decreases from the signed proposal or contract.

7.3 The Hotel must receive in writing at least two (2) weeks before the function, particulars of the event including, but not limited to: venue requirements, beverages, menus, entertainment, technical requirements, room set ups, starting and finishing times, set up and break down times.

7.4 The Guaranteed Number of Guests attending a function is required by 10.00am three (3) clear Business Days prior to the event for catering and billing purposes. Should a Guaranteed Number of Guests not be received, the attendance indicated on the Banquet Event \ Order will be taken as final.

7.5 The Hotel does not guarantee catering for increases of more than 10% of the Guaranteed Number of Guests, although every effort will be made to meet the catering requirements.

7.6 If the number of guests attending the function differs by more than 15% from the number of persons notified to the Hotel pursuant to paragraph 7.3, the Hotel may review the price charged for catering and may relocate your event to an alternative function room within the Hotel.

7.7 You must ensure that nothing is nailed, screwed or adhered in any way to any wall, door or other part of the building unless prior permission is granted by the Hotel. The Hotel can provide a Do's and Don'ts listing for display stands, exhibition materials, set up/break down, etc.

7.8 The Hotel reserves the right to book additional functions in adjoining rooms with notification to existing clients. All foyer areas are open planned and no client has sole use of the pre-function areas.

7.9 Entertainment can be arranged by the Hotel for your function, however the Hotel cannot be held responsible for the performance of the subcontractor.

7.10 All Audio Visual requirements are available for hire through Hotel's onsite provider

7.11 No signage or promotional pieces may be erected without written prior approval by the hotel management

8/ PACK UP AND BREAK DOWN

A period of half an hour before and after the agreed event time is allocated for the purpose of setting up and breaking down of any event. If more than half an hour is required, then room hire will be applicable on an hourly, half day or full day basis.

9/ CANCELLATION

For individuals

Up to 15 days before the event, the penalty fees shall be equal to the deposit amount paid (1 night or 1 day delegate rate). Between 14 days and the event date, the penalty fees shall be equal to 100% of the individual total amount booked. In case of no shows: deposits are not refunded.

For groups

Up to 60 days before the event, the penalty fees shall be equal to the deposit amount paid or due to be paid at the cancellation date.

9.1 Cancellation of bookings must be made in writing.

9.2 Cancellation of functions will attract fees calculated as follows:

- (a) Cancellation outside of sixty-one (61) days of the function – the paid security deposit will be forfeited only.
- (b) Cancellation within sixty (60) days – 50% of the Estimated Function Charge.
- (c) Cancellation within thirty (30) days – 100% of the Estimated Function Charge.

9.3 Cancellation of part functions, inclusive of breakout rooms, will attract a cancellation fee equal to full room hire for each day of cancellation.

9.4 Cancellation or Attrition of Accommodation Rooms will attract fees calculated as follows:

(a) If you cancel your accommodation booking:

When the cancellation request is received by the Hotel	Cancellation fees
Up to 60 Days before the event date	No Fees
Between 59 to 30 days before the event date	50% of the contracted accommodation charge for all room nights cancelled
Between 29 days and 14 days before the event	75% of the contracted accommodation charge for all room nights cancelled
Between 14 days and the event date	100% of the contracted accommodation charge for all room nights cancelled

(b) If you reduce your accommodation room nights (Attrition):

When the room block reduction request is received by the Hotel	% of the accommodation value being cancelled	Attrition fees
Up to 90 Days before the event date	Up to 30%	No Fees
	More than 30%	Hotel reserves the right to renegotiate contracted rates
Between 89 to 60 days before the event date	Up to 20%	No fees
	More than 20%	50% of the amount cancelled beyond 20%
Between 59 days and 4 days before the event	Up to 10%	No fees
	More than 10%	75% of the amount cancelled beyond 10%
Between 3 days and the event date	Any cancellation, release of rooms or "no Shows" will be charged 100%	

9.6 Any services or goods organized, booked or ordered by the Hotel at the Client's request and subsequently cancelled, the Client will be liable for the payment in full of all costs and disbursements incurred by the Hotel. Such goods or services may include, but will not be limited to; transport, entertainment, audiovisual equipment, decorations and printing costs.

10/ CHANGES

In case of no availability from the Hotel, the latter may partially or fully relocate participants in nearest nearby hotel, of an equivalent category, without any price supplement.

11/ INSURANCE

The Hotel is covered by an insurance policy covering its activity. The hotels and managed hotels are directly insured by the companies owning these hotels.

The Client shall be liable for any property damage and/or personal injury caused by itself or by the participants in the Hotel. Moreover, the participants must observe the procedures implemented in the Hotel and, in particular, regulations relating to fire safety, procedures relating to depositing objects in the safe, etc. and may not claim compensation for the loss sustained in event of non-compliance with said procedures.

12/ FORCE MAJEURE

If either the Client or the Hotel is affected by a force majeure event (event beyond the Parties' control such as act of war, natural disaster, fire, flooding ...), it shall forthwith the other party of the nature and extent thereof. Neither party shall be deemed to be in breach of this contract, or otherwise be liable to the other, by reason of any delay in performance, or non-performance, of any of its obligations hereunder to the extent that such delay or non-performance is due to any force majeure event, notified to the other party; and the time for performance of such obligation shall be extended accordingly.

Unless otherwise agreed between the parties, if the force majeure event persists for more than thirty (30) days, either party may terminate this contract upon a thirty (30) days notice in writing.

13/ LIMITATION OF LIABILITY

Neither Party shall be liable to the other by reason of any representation or any implied warranty, condition or other term or in tort (including negligence) or any duty at law, or under the express terms of this Agreement for any indirect or consequential loss or damage, or for any monetary or economic loss or for any loss of profit, loss of uses, loss of contracts, loss of business, depletion of goodwill, costs, expenses or claims for consequential compensation whatsoever which arise out of or in connection with this Agreement. Nothing in this Agreement excludes or limits either Party for death or personal injury caused by that Party's negligence or fraudulent misrepresentation.

In no case shall the Hotel's liability exceed the global amount actually paid to the Hotel by the Client.

14/ APPLICABLE LAW

This agreement is governed by and is to be constructed in accordance with the laws of Philippines. The parties irrevocably agree that the commercial court in which jurisdiction the Hotel is located will have exclusive jurisdiction to settle any dispute which may arise out of or in connection with this contract.

Any modification of this contract is valid only in writing if signed by the legal representatives of both parties.

In witness whereof, each party hereto has caused this contract to be executed in duplicate, by its duly authorized representative.



Sam Tse
Director of Commercial Sales

Matthew M. David
Officer-in-charge

Date: July 28, 2022

Date: July 28, 2022

Darwin Labyandoy / Maria Garcia
Resident Manager / General Manager

Date: July 28, 2022