

October 19, 2022

**Atty. Arnold G. Farne**  
Acting Deputy Director  
**ANTI-MONEY LAUNDERING COUNCIL**  
EDPC Bldg., Bangko Sentral ng Pilipinas,  
A. Mabini St., Malate, Manila

**LETTER OF AGREEMENT**  
**Room Accommodation & Meal Arrangements**  
**October 20-21, 2022**

Dear **Atty. Farne**,

Thank you for choosing Park Inn by Radisson Clark as the venue of your **OED GAD and Team Building Activities** on **October 20-21, 2022**. We have attached the agreement outlining the details as discussed to date.

In order for us to continue to hold the confirmed space, please return the signed agreement on or before **October 19, 2022**.

We look forward to working with you and welcoming your valued guests to Park Inn by Radisson Clark.

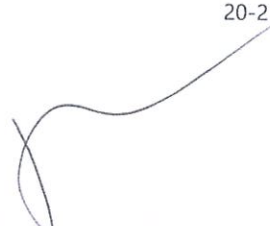
Kind regards,



**Arabella R. Barz**  
Business Development Manager

**Park Inn by Radisson Clark**  
(Next to SM City Clark)  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga, Philippines  
Tel: +63 45 598 7000  
parkinn.com/hotel-clark

**Anti-Money Laundering Council**  
OED GAD and Teambuilding Activities  
20-21 October 2022



LETTER OF AGREEMENT  
ROOM ACCOMMODATION & MEAL ARRANGEMENTS  
BETWEEN

Business Partner  
Contact Person  
Designation  
Address

**ANTI-MONEY LAUNDERING COUNCIL SECRETARIAT**  
**Atty. Arnold G. Farne**  
Acting Deputy Director  
EDPC Bldg., Bangko Sentral ng Pilipinas,  
A. Mabini St., Malate, Manila

Contact No.  
Email

+63 9171246160  
[calag@amlc.gov.ph](mailto:calag@amlc.gov.ph)

AND

The Hotel  
Contact Person  
Title  
Address  
Address  
Telephone  
Email Sales Office  
Email Reservation Department  
Website

**PARK INN BY RADISSON CLARK**  
**Arabella R. Barz**  
Business Development Manager  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga  
0977 805 7175  
[abarz@parkinn.com](mailto:abarz@parkinn.com)  
[pirc.reservations@parkinn.com](mailto:pirc.reservations@parkinn.com)  
[parkinn.com/hotel-clark](http://parkinn.com/hotel-clark)

**Agreement Period**

*This agreement is valid only for the following*

**OED GAD and Team Building Activities**  
**Dates: October 20-21, 2022**

**Park Inn by Radisson Clark**  
*(Next to SM City Clark)*  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga, Philippines  
Tel: +63 45 598 7000  
[parkinn.com/hotel-clark](http://parkinn.com/hotel-clark)

**Anti-Money Laundering Council**  
OED GAD and Teambuilding Activities  
20-21 October 2022



**I. GUEST ROOM REQUIREMENTS AND RATES**

Room Requirements	
Room accommodation for 79 persons	Check in: 20 October 2022 Check out: 21 October 2022

*\*Please advise exact number of room configuration required and advance party/ies to check in, if any, so we may block accordingly. Advance information on this matter will be helpful in order for us to make the necessary blockings.*

**Rate quoted in this agreement is:**

- (a) Confidential between Park Inn by Radisson Clark and **Anti-Money Laundering Council**
- (b) Valid only for the event stated in this agreement.
- (c) Quoted in Philippine Peso and inclusive of 10% Service charge, 12% VAT and .65 local tax.
- (d) Nett, non-commissionable and quoted on a room, per night basis, unless otherwise stated.
- (e) Based on single occupancy, double or twin occupancy using existing bedding available at the hotel or room type and occupancy as stipulated in rates table.
- (f) Rates offered are based on a minimum of 100% actualization of room block stated in this agreement. If the final utilization of rooms drop below this number, the hotel retains the right to review the rates offered.

**The room rates quoted are inclusive of:**

- Complimentary buffet breakfast at Hues restaurant
- Complimentary use of WIFI internet access in all areas of the hotel
- Complimentary two (2) bottles of mineral water, replenished daily
- Complimentary use of swimming pool and fitness gym
- In-room flat iron and ironing board
- In-room coffee and tea making facilities
- In-room safety deposit box
- Parking space

**Benefits:**

- The hotel is approximately 10 minutes away from the airport
- The hotel is conveniently located next to SM City Clark

**Features:**

- 254 guestrooms including Junior Suites & Suites
- A fully equipped fitness centre, outdoor swimming pool and a lobby bar

**II. ACCOMMODATION REQUIREMENTS**

**IMPORTANT NOTES:**

A. **Anti-Money Laundering Council** must provide the Hotel on **October 19, 2022** an updated rooming list, inclusive of the following information:

- a. Name of participant (For twin sharing, names of occupants must be indicated.)
- b. Check-in and check-out dates
- c. Room category
- d. Flight details (Please indicate if airport transfer is required. Corresponding charges will apply.)

**Park Inn by Radisson Clark**

(Next to SM City Clark)  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga, Philippines  
Tel: +63 45 598 7000  
parkinn.com/hotel-clark

**Anti-Money Laundering Council**  
OED GAD and Teambuilding Activities  
20-21 October 2022

**III. CHECK-IN/CHECK-OUT**

Check-in: 1500H (subject to room availability for early arrivals)  
Check-out: 1200H (subject to room availability for late departures)

- (a) To guarantee an early check-in, the following charges will apply:
  - a. Between 1200H and 1400H – complimentary, subject to availability
  - b. Earlier than 1200H – requires the room to be reserved from the previous night at a full night's charge as per above.
- (b) To guarantee a late check-out, the following charges will apply:
  - a. Between 1200H and 1400H – 25% of room rate
  - b. Between 1600H and 1800H – 50% of room rate
  - c. After 1800H – 100% of the room rate

**IV. PORTERAGE/ROOM DROP**

Porterage and room drop are complimentary. Any additional service that requires outsourcing will be charged accordingly with corresponding service charges.

**V. FOOD AND BEVERAGE REQUIREMENTS**

**A. Meal Packages**

Date	Banquet Requirements	Venue	Set-up	Minimum guaranteed number of persons
October 20, 2022	Whole Day Meeting with AM Snacks, Buffet Lunch and Buffet Dinner (0800H-2000H)	Park Inn Meeting Room	Classroom	79
October 21, 2022	Half Day Meeting with Buffet Lunch (0800H-1330H)	Park Inn Meeting Room	Classroom	79

**Inclusions:**

- Use of the function room based on the above schedule
- Free flowing of freshly brewed coffee or tea
- **October 20-21 meals (based on above arrangements)**
- One (1) round of iced tea for lunch & dinner
- Wi-Fi internet access
- Basic A/V equipment
- Conference stationeries and pencil
- Whiteboard with markers

**B. Food and Beverage Terms and Conditions:**

1. All meeting room, food and beverage, and related services are inclusive of applicable taxes and service charge in effect on the date of the event. Function rooms are assigned according to the expected attendance and set-up. The Hotel reserves the option to assign alternative meeting space suitable for the Group's requirement should the expected attendance change, subject to availability and with prior agreement with the Organizer.
2. Deposits are non-refundable. For cancellations or postponements, deposits will be either forfeited or may be used within a limited period of time as approved by the Hotel depending on the Cancellations and Release Back Policies.

**Park Inn by Radisson Clark**  
(Next to SM City Clark)  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga, Philippines  
Tel: +63 45 598 7000  
parkinn.com/hotel-clark

**Anti-Money Laundering Council**  
OED GAD and Teambuilding Activities  
20-21 October 2022

3. For confirmation given less than 3 weeks or 21 days, menu selection will be subject to change depending on the availability of item on the day of the event.
4. Please confirm increase in the minimum guaranteed number of persons at least One (1) week prior to the function date.
5. The Hotel strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue. In case of damages, the client agreed to be charged accordingly.
6. One (1) week before the function, the CLIENT shall advise the hotel, the reception program and the list and contact number of suppliers, subcontractor they have enlisted related to this event.
7. The consent of the HOTEL to the CLIENT'S bringing in or out of food and beverage items shall not in any way affect or serve to relieve or mitigate the CLIENT'S aforesaid responsibility and liability for the same. The CLIENT shall be solely liable for any personal damages or injuries, including death, that may be suffered by the CLIENTS guests and other persons attending the Function by reason of having partaken of the Food and Beverage items brought in or out by the CLIENT, whether or not due to the unsatisfactory quality or spoil state thereof including responsibility to and for such persons delivering the same. In this regard, the CLIENT undertakes to indemnify and hold the HOTEL free and harmless against any and all claims, suits and actions for damages that may be brought against the hotel by the CLIENT'S guests and other persons attending the Function or delivering the said items.

**VI. BREAKDOWN OF CHARGES**

**Room Charges**

Room Requirements	Stay dates	Total Estimated Charges
Room accommodations for 79 persons	Check in: 20 October 2022 Check out : 21 October 2022	Php 319,900.00

**Venue/Function Rooms and Organized Meal Charges**

Date	Total Estimated Charges
October 20, 2022	Php 319,900
October 21, 2022	

**Estimated Total Room, Venue & Organized Meal Charges**

**PHP 621,000.00**

*For check payment, payee should be PREMIER CENTRAL, INC.*

**VII. DEPOSIT/PRE-PAYMENT SCHEDULE**

Upon acceptance of this agreement, Park Inn by Radisson Clark will require Anti-Money Laundering Council to arrange payment of the following:

Schedule	Amount	Due Date
Full Payment of Total Contracted Charges	PHP 621,000.00 net	On send bill arrangement to be settled Thirty (30) days after receipt of the billing statement
Group Incidental Charges		On company account upon check-out; duly noted and acknowledged by the official signatory

**Park Inn by Radisson Clark**  
(Next to SM City Clark)  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga, Philippines  
Tel: +63 45 598 7000  
parkinn.com/hotel-clark

**Anti-Money Laundering Council**  
OED GAD and Teambuilding Activities  
20-21 October 2022

Personal Incidental Charges		On personal account of the guests to be settled upon check out
-----------------------------	--	--

**A. CUT-OFF DATES**

This agreement is being held on a tentative basis and will only be considered as a definite booking after the receipt of the signed contract.

However, should another organization approach us with a commitment to book the proposed dates on a definite basis, you will be advised and given a 48-hour right of refusal.

You have the option to confirm your booking or to release the space and the room block in writing any time prior to the expiry of the 48 hours.

**B. CANCELLATION POLICIES**

Upon acceptance of this agreement, should any cancellation occur, the hotel is entitled to cancellation fees as follows:

**Cancellation Charges Applicable**

PERIOD	CANCELLATION CHARGES
7 days and below	100% of the total contracted room and meal charges specified in this agreement

**C. BILLING PROCEDURES**

**Master Account**

All guestrooms, room rental, organized functions and other meeting and F&B charges authorized by the Authorized Representative shall be charged to the Master Account unless otherwise instructed.

**Individual Account**

All incidental charges incurred by guests such as telephone calls, laundry and mini bar shall be billed to the individual's personal account. Settlement of the individual accounts shall be upon checkout either by cash or credit card. Credit card imprint or cash deposit is required upon check-in.

**D. PAYMENT TERMS**

**Taxes and Levies**

Unless otherwise specified in this agreement, all charges are inclusive of prevailing taxes and levies applicable at the time the bill is presented, but the bill will reflect the total amount payable (i.e. charges plus applicable taxes and levies).

**Bank Account Information**

All payments are to be made to the following account, unless otherwise notified by the hotel:

NAME OF BANK : BANCO DE ORO – One Ecom Center  
 ACCOUNT NAME : Premier Central Inc.  
 ACCOUNT NO. : 006280422649  
 SWIFT CODE : BNORPHMM

**Park Inn by Radisson Clark**

(Next to SM City Clark)  
 M.A. Roxas Highway, Brgy. Dau  
 2010 Mabalacat City, Pampanga, Philippines  
 Tel: +63 45 598 7000  
 parkinn.com/hotel-clark

**Anti-Money Laundering Council**

OED GAD and Teambuilding Activities  
 20-21 October 2022

At the end of the event the hotel will present a bill, which will include, but not be limited to, any other charges not specified in this agreement but authorized by the Authorized Representative during the event. Business Partner agrees to make full settlement of the bill upon its presentation.

**Currency**

If payment is made in any currency other than that used by the hotel, Business Partner is responsible for any fluctuation in the currency exchange. The hotel shall be paid the full amount in the currency as charged.

**No Set-Off or Deduction**

Business Partner shall not set-off or deduct any amount from the payments due and payable to the hotel.

**E. FORCE MAJEURE**

Park Inn by Radisson Clark shall not be held liable for failure to execute arrangements specified herein directly or indirectly occurred by or through or in consequence of war, strikes, riots and Acts of God or conditions beyond the control of Park Inn by Radisson Clark.

**F. INDEMNITY**

Business Partner assumes sole responsibility for, and will indemnify and hold harmless, the hotel, the hotel operator, and their respective employees and agents from and against, all claims, liabilities or damage, arising from or in connection with the Business Partner's event and any person present at or involved in such event.

**G. OTHERS**

**Hotel Policies**

Business Partner shall (and ensure that all persons present at or involved in Business Partner's event) at all times adhere to the policies and procedures of the hotel implemented from time to time.

**Authorized Representative/s**

Business Partner acknowledges and agrees that the hotel is entitled to act in reliance on the authority and instructions of the Authorized Representative in relation to the event and the accommodation, unless otherwise notified in writing by Business Partner.

**H. GOVERNING LAWS**

In compliance with the Philippine Executive Order 26, entitled providing for the Establishment of Smoke-Free Environments in Public and Enclosed Places, issued by Philippine President Rodrigo Duterte, which took effect July 23, 2017. Park Inn Clark is now 100% percent smoke free within the building and all guest rooms. You'll be reminded at the time of booking and upon arrival that smoking is not permitted inside the building. Your confirmation letter will also include a reference to the policy. There is a PHP 5,000 room recovery fee for guests who do not comply in order to cover the extensive cost of restoring guest rooms with a smoke-free condition.

**Park Inn by Radisson Clark**

*(Next to SM City Clark)*

M.A. Roxas Highway, Brgy. Dau

2010 Mabalacat City, Pampanga, Philippines

Tel: +63 45 598 7000

parkinn.com/hotel-clark

**Anti-Money Laundering Council**

OED GAD and Teambuilding Activities

20-21 October 2022

It is our pleasure to have smoking guests who politely respect the rules of this policy. Therefore, we have a provided a shaded area away from the building reserved for smoking. Smoking is not permitted within 10 meters from entrance, exit, or any place where people pass or congregate, according to the executive order stated above.

This agreement is governed by the laws of the Philippines

**I. DATA PRIVACY PROTECTION**

By signing this Agreement, you consent to the collection, use, processing and transfer of personal data as described in this paragraph. You understand that Park Inn by Radisson Clark and its subsidiaries hold certain personal information about you, including your address, date of meeting or event, email address, first name / last name, profession and employment, Radisson Rewards membership number, telephone number. You further understand that Park Inn by Radisson Clark and/or its subsidiaries will transfer Data amongst themselves as necessary for the purpose of implementation, administration and management. You understand and further authorize Park Inn by Radisson Clark and/or any of its subsidiaries to retain your Personal Data for as long as is required to fulfill the activities set out in this Privacy

Policy, for as long as otherwise communicated to you or for as long as is permitted by applicable law. For example, we may retain your Personal Data if it is reasonably necessary to comply with any legal obligations, meet any regulatory requirements, resolve any disputes or litigation, or as otherwise needed to enforce this Privacy Policy and prevent fraud and abuse. You also understand that you may, at any time, review Data, require any necessary amendments to Data or withdraw the consents herein in writing by contacting Park Inn by Radisson Clark.

For more information please go to <https://www.radissonhotels.com/en-us/privacy>

**Accepted on behalf of:**

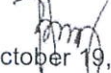
Company Name: **ANTI-MONEY LAUNDERING COUNCIL SECRETARIAT**

Printed Name: **ATTY. ARNOLD G. FARNE FRANE**  
Position: Acting Deputy Director

Authorized Signature:   
Date: **10/19/02**

**Offered on behalf of PARK INN BY RADISSON CLARK:**

Printed Name: **ARABELLA R. BARZ**  
Position: Business Development Manager

Authorized Signature:   
Date: **October 19, 2022**

**Noted by:**

Printed Name: **MR. MICHAEL FRANCIS B. NABONG**  
Position: Director of Sales and Marketing

Authorized Signature:   
Date: **10/19/22**

**Park Inn by Radisson Clark**  
(Next to SM City Clark)  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga, Philippines  
Tel: +63 45 598 7000  
[parkinn.com/hotel-clark](http://parkinn.com/hotel-clark)

**Anti-Money Laundering Council**  
OED GAD and Teambuilding Activities  
20-21 October 2022







Approved by:  
Printed Name:  
Position:

MS. MARISKA MARTHA N. OLALO  
General Manager

Authorized Signature:

10.19.22

Date

**Park Inn by Radisson Clark**  
*(Next to SM City Clark)*  
M.A. Roxas Highway, Brgy. Dau  
2010 Mabalacat City, Pampanga, Philippines  
Tel: +63 45 598 7000  
parkinn.com/hotel-clark

**Anti-Money Laundering Council**  
OED GAD and Teambuilding Activities  
20-21 October 2022