

28 October 2022

ATTY. MATTHEW M. DAVID

Executive Director

ANTI-MONEY LAUNDERING COUNCIL

A: Room 507, 5F, EDPC Building, Banko Sentral ng Pilipinas Complex, Malate Manila

M: +63 917 320 4535 – Ms. Arlene Pineda

E: secretariat@amlc.gov.ph

Contract No. 8619
RE: Meeting
7 – 11 November 2022 (Batch 1)
22 – 25 November 2022 (Batch 2)

Dear Atty. David,

Thank you for choosing Luxent Hotel as the venue for your upcoming event on **7 – 11 November 2022**. Further to our discussion, we are pleased to submit the following information for your confirmation. The details are as follows:

CONFERENCE ARRANGEMENTS – 7 – 11 November 2022 (Batch 1)

PACKAGE	VENUE	DATE	TIME	Gtd. No. of Persons	RATE	MEAL ARRANGEMENT
Whole Day Meeting Package	Winter and Spring (5 th Floor)	7 November 2022	Event Proper: 8:00AM-5:00PM	37 persons	Php 1,500.00 net per person	AM Snacks Buffet Lunch PM Snacks
Full Board Meeting Package			8:00AM-8:00PM	28 persons	Php 2,000.00 net per person	AM Snacks Buffet Lunch PM Snacks Buffet Dinner
Whole Day Meeting Package	Winter and Spring (5 th Floor)	8 November 2022	Event Proper: 8:00AM-5:00PM	28 persons	Php 1,500.00 net per person	AM Snacks Buffet Lunch PM Snacks
Full Board Meeting Package			8:00AM-8:00PM	28 persons	Php 2,000.00 net per person	AM Snacks Buffet Lunch PM Snacks Buffet Dinner
Whole Day Meeting Package	Winter (5 th Floor)	9 November 2022	Event Proper: 8:00AM-5:00PM	22 persons	Php 1,500.00 net per person	AM Snacks Plated Lunch PM Snacks
Full Board Meeting Package	Conference A & B (5 th Floor)		8:00AM-8:00PM	10 persons	Php 2,000.00 net per person	AM Snacks Plated Lunch PM Snacks Plated Dinner

Full Board Meeting Package	Conference A & B (5 th Floor)	10 November 2022	Event Proper: 8:00AM-8:00PM	10 persons	Php 2,000.00 net per person	AM Snacks Plated Lunch PM Snacks Plated Dinner
Whole Day Meeting Package	Conference A & B (5 th Floor)	11 November 2022	Event Proper: 8:00AM-5:00PM	10 persons	Php 1,500.00 net per person	AM Snacks Plated Lunch PM Snacks

DETAILS OF THE EVENT:

Title of the Event : _____
 Banquet Set – up : _____
 Function Set-up : **CLASSROOM SET UP**
 Table Topper : **BANQUET'S DISCRETION**
 Seat Cover : **BANQUET'S DISCRETION**
 Table Napkin : **BANQUET'S DISCRETION**
 Meal Requirements :

**7 and 8 November
Full Board Meeting Package**

Meal Type	Serving Time	Menu	Venue
AM Snacks	9:30AM	Chef's Discretion	Winter and Spring (5 th Floor)
Buffet Lunch	12:00NN		
PM Snacks	3:00PM		
Buffet Dinner	6:30PM		

Whole Day Meeting Package

Meal Type	Serving Time	Menu	Venue
AM Snacks	9:30AM	Chef's Discretion	Winter and Spring (5 th Floor)
Buffet Lunch	12:00NN		
PM Snacks	3:00PM		

**9 – 11 November
Full Board Meeting Package**

Meal Type	Serving Time	Menu	Venue
AM Snacks	9:30AM	Chef's Discretion	Winter / Conference A & B (5 th Floor)
Plated Lunch	12:00NN		
PM Snacks	3:00PM		
Plated Dinner	6:30PM		

Whole Day Meeting Package

Meal Type	Serving Time	Menu	Venue
AM Snacks	9:30AM	Chef's Discretion	Winter / Conference A & B (5 th Floor)
Plated Lunch	12:00NN		
PM Snacks	3:00PM		

CONFERENCE ARRANGEMENTS – 22 - 25 November 2022 (Batch 2)

PACKAGE	VENUE	DATE	TIME	Gtd. No. of Persons	RATE	MEAL ARRANGEMENT
Whole Day Meeting Package	Summer (5th Floor)	22 November 2022	Event Proper: 8:00AM-5:00PM	5 persons	Php 1,500.00 net per person	AM Snacks Buffet Lunch PM Snacks
Full Board Meeting Package			8:00AM-8:00PM	33 persons	Php 2,000.00 net per person	AM Snacks Buffet Lunch PM Snacks Buffet Dinner
Whole Day Meeting Package	Summer (5th Floor)	23 November 2022	Event Proper: 8:00AM-5:00PM	5 persons	Php 1,500.00 net per person	AM Snacks Buffet Lunch PM Snacks
Full Board Meeting Package			8:00AM-8:00PM	33 persons	Php 2,000.00 net per person	AM Snacks Buffet Lunch PM Snacks Buffet Dinner
Full Board Meeting Package	Summer (5th Floor)	24 November 2022	8:00AM-8:00PM	32 persons	Php 2,000.00 net per person	AM Snacks Buffet Lunch PM Snacks Buffet Dinner
Whole Day Package	Summer (5th Floor)	25 November 2022	Event Proper: 8:00AM-8:00PM	39 persons	Php 1,500.00 net per person	AM Snacks Buffet Lunch PM Snacks

DETAILS OF THE EVENT:

Title of the Event : _____
 Banquet Set – up : _____
 Function Set-up : **CLASSROOM SET UP**
 Table Topper : **BANQUET'S DISCRETION**
 Seat Cover : **BANQUET'S DISCRETION**
 Table Napkin : **BANQUET'S DISCRETION**

Meal Requirements :

**22 - 24 November
Full Board Meeting Package**

Meal Type	Serving Time	Menu	Venue
AM Snacks	9:30AM	Chef's Discretion	Spring (5 th Floor)
Buffet Lunch	12:00NN		
PM Snacks	3:00PM		
Buffet Dinner	6:30PM		

**22 – 25 November
Whole Day Meeting Package**

Meal Type	Serving Time	Menu	Venue
AM Snacks	9:30AM	Chef's Discretion	Spring (5 th Floor)
Buffet Lunch	12:00NN		
PM Snacks	3:00PM		

We would like to ensure that your guests will have an enjoyable meal and meeting experience. In line with this, we would like to request that you please advise us of any special meal instructions/dietary restrictions that your participants may need (i.e. vegetarian, no pork, and allergies).

Inclusions and amenities:

- Use of function room for the number of hours reflected above
- 1 set of Multimedia projectors and White Screen
- Whiteboard with Markers, flipcharts
- Mints and Candies
- Basic Sound System
- Rostrum/ Podium
- Registration Table
- Pads and pencils
- Free Flowing Coffee and Tea
- Complimentary Car Pass for 10% of the total guaranteed number of participants
- Complimentary Wi-Fi Access
- LAN connection

ACCOMMODATION ARRANGEMENTS 7 – 11 November 2022

Date	Room Type	AD-HOC Rate	Number of Rooms
7 – 9 November 2022	Premier King/Queen (Single Occupancy)	Php 3,600.00 nett per room per night	18 ✓
7 – 11 November 2022	Premier King/Queen (Single Occupancy)	Php 3,600.00 nett per room per night	9 ✓

ACCOMMODATION ARRANGEMENTS 22 – 25 November 2022

Date	Room Type	AD-HOC Rate	Number of Rooms
22 - 25 November 2022	Premier King/Queen (Single Occupancy)	Php 3,600.00 nett per room per night	32 ✓
24 – 25 November 2022	Premier King/Queen (Single Occupancy)	Php 3,600.00 nett per room per night	7 ✓

Inclusions:

- Overnight accommodation in a well-fitted room
- Complimentary Buffet Breakfast at Garden Café
- In-room Dining Service
- LCD Flat Screen and Cable
- In-room safety deposit box
- Complimentary Daily Replenishment of Coffee and Tea
- Complimentary Daily Replenishment of Bottled Water
- Use of Wi-Fi Internet Connectivity
- Complimentary Car Pass for one (1) car per room
- 10% Discount on Business Services at the Front Desk
- **Condition:**
- The rates above shall only be applicable on the inclusive dates of the event, any prior or extension bookings are subject to rate and room availability.
- Standard check-in time is at **1500H**. The standard check-out time is **1200H**. Early check-in and late check-out shall be charged accordingly.
- The Hotel requires PHP 2,000.00 incidental deposit upon check-in; fully refundable upon check-out should there be no additional charges incurred.
- **NO SHOW/CANCELLATION** on the agreed arrival date, the Hotel shall charge the total estimated room charges for the whole duration of the booking.

Room Cut-Off/Washdown:

- The Hotel will hold the Client with **27/38 rooms = 72/100 room nights** as reservations for your group. Progressive advice on the number of rooms to secure on or before **3 November 2022**. Otherwise, the Hotel shall consider the **27/38 rooms = 72/100 room nights** as guaranteed booking. Any cancellation made after the cut-off date will be charged.

MEETINGS ARRANGEMENTS & MINIMUM GUARANTEE

1. The HOTEL will require the total number of persons to avail of the meals at least seven (7) days prior to service time. All meals should be guaranteed by the engager based on the minimum requirement for each function room. The guaranteed number of attendees indicated in this contract is not subject to reduction.
2. The HOTEL prepares an allowance of ten percent (10%) of the minimum guarantee. In excess, the HOTEL shall impose a 10% surcharge on the increase in the minimum guarantee for advice given on the same day of the event.
3. The HOTEL reserves the right to provide meals with Menus at Chef's discretion in the event that:
 - 3.1 The guaranteed number of persons increased by more than 10%.
 - 3.2 The confirmation for the event was given three (3) days prior to the schedule of the function.
4. The HOTEL reserves the right to make the appropriate changes to function room venues should there be amendments and/or the availability in more suitable venues. New banquet meeting and meal arrangement schedules not covered in this agreement will be subject to availability when the reservation is made.
5. The HOTEL reserves the right to change the function room assignment to a space more suitable as needed with prior notice.
6. All food and beverage arrangements must be supplied exclusively by the HOTEL. The CLIENT cannot bring other food and beverage items into the hotel. In the event that the HOTEL allows the CLIENT to bring food and drink items, the CLIENT shall be held liable for the condition, quality, and sufficiency of the items and corresponding handling and corkage fees apply on all items. This contract shall serve as a waiver releasing the HOTEL from any liabilities or accountabilities for all food and beverage items brought in the hotel premises.
7. Prevailing Corkage fees shall apply for approved special cases. We highly recommend that special equipment that will be used in the function must be coordinated with the Hotel's engineering department.
8. The use of function rooms beyond the agreed schedule will be subject to extension charges determined by the HOTEL.

TERMS AND CONDITIONS:

A. BILLING ARRANGEMENTS

DATE	ROOMS/BANQUETS	ESTIMATED EXPENSES	TOTAL
7 – 9 November 2022	Premier King/Queen (Ad-hoc rate)	Php 3,600.00 nett per room x 18 rooms x 2 nights	PHP 129,600.00
7 – 11 November 2022	Premier King/Queen (Ad-hoc rate)	Php 3,600.00 nett per room x 9 rooms x 4 nights	PHP 129,600.00
7 November 2022	Whole Day Meeting Package	Php 1,500.00 nett per person x 37 persons	PHP 55,500.00
	Full Board Meeting Package	Php 2,000.00 nett per person x 28 persons	PHP 56,000.00
8 November 2022	Whole Day Meeting Package	Php 1,500.00 nett per person x 28 persons	PHP 42,000.00
	Full Board Meeting Package	Php 2,000.00 nett per person x 28 persons	PHP 56,000.00
9 November 2022	Whole Day Meeting Package	Php 1,500.00 nett per person x 22 persons	PHP 33,000.00
	Full Board Meeting Package	Php 2,000.00 nett per person x 10 persons	PHP 20,000.00
10 November 2022	Full Board Meeting Package	Php 2,000.00 nett per person x 10 persons	PHP 20,000.00
11 November 2022	Whole Day Meeting Package	Php 1,500.00 nett per person x 10 persons	PHP 15,000.00
22 – 25 November 2022	Premier King/Queen (Ad-hoc rate)	Php 3,600.00 nett per room x 32 rooms x 3 nights	PHP 345,600.00
24 – 25 November 2022	Premier King/Queen (Ad-hoc rate)	Php 3,600.00 nett per room x 7 rooms x 1 night	PHP 25,200.00
22 November 2022	Whole Day Meeting Package	Php 1,500.00 nett per person x 5 persons	PHP 7,500.00
	Full Board Meeting Package	Php 2,000.00 nett per person x 33 persons	PHP 66,000.00
23 November 2022	Whole Day Meeting Package	Php 1,500.00 nett per person x 5 persons	PHP 7,500.00
	Full Board Meeting Package	Php 2,000.00 nett per person x 32 persons	PHP 66,000.00
24 November 2022	Full Board Meeting Package	Php 2,000.00 nett per person x 40 persons	PHP 80,000.00
25 November 2022	Whole Day Meeting Package	Php 1,500.00 nett per person x 40 persons	PHP 60,000.00
TOTAL:			PHP 1,214,500.00

A. Payment Terms

- All organized meals and meeting packages, including authorized expenses incurred during the event, will be charged to **ANTI-MONEY LAUNDERING COUNCIL**
- Payment Scheme:

Amount
Php 1,214,500.00 (non-refundable/full payment)

Date
Send Bill Arrangement. Payment shall be settled 15 days upon receipt of the Statement of Account (SOA)





3. The 10% contingency (PHP PHP121,450.00) shall be based on the percentage of actual usage thereof. The unutilized portion of the 10% contingency shall not be part of the billing statement.

AUTHORIZED SIGNATORY

Name	Designation	Specimen Signature

4. Please arrange fund transfer to the following accounts in favor of bank details:
 Account Name: **BGISIS DEVELOPMENT CORPORATION**
 Bank: **BANCO DE ORO**
 Bank Address: **Timog Rotonda Branch, Quezon City**
 Php Current Account #: **162 013 0023**

B. POSTPONEMENT AND CANCELLATION

- C.1. Should the CLIENT postpone the schedule of the room and banquet reservation to another date or time, the CLIENT must notify the Sales and Marketing Department in writing at least one week prior the event. The postponement will be subject to room availability on the alternative date. Should the CLIENT opt to cancel, par. C.3 shall apply.
 C.2. Should the CLIENT notify the HOTEL of the postponement less than a week to the check-in/event proper and there are no rooms or function rooms available on the alternative date, the CLIENT has the option to proceed with the original schedule or cancel the event. Should the CLIENT opt to cancel, par. C.4 shall apply.
 C.3. Re-scheduling shall only be allowed ONCE. An event not rescheduled within one (1) month from the date of the event *shall be considered cancelled and all monies paid shall be deemed forfeited.*
 C.4. Luxent Hotel has reserved your guest rooms, organized meals, and function rooms. In the event these services and facilities are not to be used, the Hotel will experience significant monetary loss which will be difficult to calculate due to uncertainty and the cost of obtaining replacement business. Therefore, it is agreed that for no shows or any cancellations, the following shall apply:

% of the total contracted amount
 50% of the contracted amount
 100% of the contracted amount

Notice prior the event
 Two month before the event
 One month before the event

C. DAMAGE

- D.1. The CLIENT is obliged to adhere to the General Rules and Regulations Guidelines of the hotel. Any damages incurred to the HOTEL property will be properly assessed and will be charged accordingly to the CLIENT.
 D.2. The ENGAGER shall be required to duly accomplish and submit the following documents at least one (1) week prior to the event which will form part of this contract: (1) Outside Contractors/Suppliers Agreement, and (2) Contractors/Suppliers Information Sheet. Should there be any damage to the property of our hotel during your event/function caused either by your staff/contractors/suppliers/guests, we will charge your company for any repair or replacement costs.

D. FORCE MAJEURE

It is hereby agreed that the hotel shall not be liable for its failure to comply with this agreement or any stipulation thereof, in case of force majeure, labor disputes, fortuitous events, or other causes beyond its control. Performance of this agreement is contingent upon the availability of the Hotel to complete the same and is subject to labor disputes or strikes; accidents; government requisitions; restrictions on travel, transportation, food, beverages, or supplies; and other causes beyond the Hotel's control that may prevent or interfere with its performance. In no event shall the Hotel be liable for the loss of profit, or for other similar or dissimilar collateral or consequential damages, whether a breach of contract, warranty, or otherwise.



E. DATA PRIVACY & PROTECTION

By submitting the above Personal Data, you verify that you have explicitly given your consent to process your Personal Data in accordance with LUXENT HOTEL's Privacy Policy to deliver superior quality of service. For full description on how we process and keep safe your personal data please see our Privacy Policy at: <https://luxenthotel.com/privacy-policy>.

F. OTHER CONDITIONS

Both parties agree that this contract, including the indicated attachment/s, constitutes ALL arrangements agreed upon and that there are NO other terms or conditions, verbal or otherwise that exist. Only the services contained in this contract shall be provided by our Operations Group during the event.

We trust that you find everything in order. Kindly indicate your conformity below and send to us the duly signed contract on or before **28 October 2022**. Non-receipt of a signed copy of this contract by the said date would mean automatic cancellation of your reservation.

THE PARTIES, through their duly authorized representatives, have hereto affixed their signature in Quezon City this _____ (date).

Conforme:
LUXENT HOTEL


MARIELLE CABALTERA
Sales Manager

Conforme:
ANTI-MONEY LAUNDERING COUNCIL


ATTY. MATTHEW M. DAVID
AMLC, Executive Director

Noted by:

SHARON DEANNE GUERRERO
Sales and Marketing Manager