



Friday, December 2, 2022

Atty. Matthew M. David
Executive Director
Anti-Money Laundering Council

CONTRACT OF AGREEMENT
Briefing for the examiners and analysts
December 5 to 7, 2022

Dear Atty. David;

Thank you for choosing Quest Hotel Tagaytay.

This document sets out the terms and conditions of the agreement between the **Quest Hotel Tagaytay** and **Anti-Money Laundering Council** for accommodation requirements for **December 5 to 7, 2022**

I. ACCOMMODATION

DATE	RATE PER ROOM/NIGHT	TYPE OF ROOM / OCCUPANCY	NO. OF ROOMS	TOTAL
December 5-7, 2022 (2 nights)	Php 3,300 net	Standard Twin room (Twin sharing)	31	Php 204,600
			TOTAL:	PHP 204,600

Inclusions:

- Guest room accommodation
- Complimentary Wi-Fi in guest rooms and guest areas
- Coffee and tea making facilities
- Complimentary drinking water

MEETING AT FORA TRADE HALL

Event Date	Meals	Minimum Guarantee	Set Up	Rate	Total
December 5, 2022	AM snacks, Managed buffet Lunch, PM snacks, Managed buffet Dinner	62 persons	Round table set-up	Php 2,100	Php 130,200
December 6, 2022	Breakfast, AM snacks, Managed buffet Lunch,	62 persons	Round table set-up	Php 2,100	Php 130,200

QUESTHOTELSANDRESORTS.COM/TAGAYTAY

Fora Rotunda Tagaytay, Emilio Aguinaldo Highway
Silang Crossing East, Tagaytay, 4120 Cavite

Should company utilize outside contractors or subcontractors in the hotel premises during the stay, including, but not limited to, a destination management company, audio/visual services, decorators, or others, you must notify the hotel of your intention to use such providers at least thirty days in advance of your event. All outside contractors must sign a hold harmless, indemnification and insurance agreement in the form currently in use at Hotel for similar outside contractors and provide proof of insurance in amounts acceptable to Hotel (amounts and types of insurance may be changed or increased in Hotel's sole discretion based on the type of services the outside contractor will be providing) before they will be allowed to provide services on Hotel premises.

When equipment such as audio-visual equipment, p/a systems, computers, laptops and projectors, etc are bought in, **Anti-Money Laundering Council** is requested to register those items with the Hotel Security Department to verify their existence. It is recommended to arrange additional security services to ensure the protection. It is the hotel's sole discretion to allow or disallow outside provider inside the hotel premises.

IV. SAFETY, SECURITY AND FORCE MAJEURE

While the hotel shall take all necessary precautions, the hotel shall not be held responsible for any loss or damage to belongings of the company or any guest in attendance prior, during or after an event held at the hotel.

- Any fire exit signs, fire exits and firefighting facilities must be kept clear of obstacles at all times.
- No fireworks may be set off within the hotel premises without prior written approval.
- No unlawful activities may be conducted within the hotel premises.

NEW NORMAL TERMS AND CONDITIONS

As part of our screening process, we would need the following information before check in of your guests

1. **Fully accomplished health and travel surveillance form**
2. **Vaccination Card and any Valid ID'S**
3. **Profile of each guests who are checking-in**
4. **Complete contact information of Employer / Immediate Superior (Full name, designation, contact information)**

The following measures will also be implemented for the duration of the stay of your guests following guidelines set by the DOT and DOH

1. The hotel shall provide basic lodging, food and beverage services. Room service therefore shall not be allowed
2. Daily housekeeping shall not be implemented to avoid any direct contact between guest and hotel staff
3. We strictly implement social distancing in the following areas:
 - **Guest Elevators – a maximum of 4 guests are allowed
 - **Public Areas – no loitering around the hotel
4. The company shall provide full details of the schedule of their staff / guests as the hotel shall strictly monitor the movements of the guests.
5. The hotel shall strictly impose a no changing of room policy.
6. No visiting of other guest rooms.
7. Only registered guests are allowed in the hotel.
8. Only registered guests should stay in the room
9. No bringing in of equipment like printers, desktops etc. Only laptop is allowed
10. In the event of a new guideline set by the Government regarding COVID-19 our services might change without prior notice and is subject for strict compliance.

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, strikes, riots and acts of God or conditions beyond the control of both parties. In such case, the activity may be postponed to a date agreeable to both parties.

V. POSTPONEMENT AND CANCELLATION POLICIES

An event is considered confirmed if a written agreement has been signed both by Quest Hotel and **Anti-Money Laundering Council**. All confirmed bookings are guaranteed and as such, earnest or confirmation deposit and succeeding payments given are non-refundable in case of cancellation.

VI. ACCEPTANCE OF CONTRACT AGREEMENT

Contained in this agreement are the detailed commitments and arrangements agreed by both parties. Any changes and additional arrangements / agreements after this contract has been signed and sealed shall have to be restated and processed and signed off by both parties thru an addendum contract

Please send us back a signed copy of this contract on or before December 2, 2022 in order for the above agreements to apply and for the hotel to prepare for the arrival of your guests

Signed on behalf of the Hotel,

Signed on behalf of the Organizer,



Caryl Shadrach Dominguez
Sales Manager
Quest Hotel Tagaytay



Atty. Matthew M. David
Executive Director
Anti-Money Laundering Council