



**CONRAD**  
MANILA

**CONFERENCE AND EVENT AGREEMENT**

This Conference and Event Agreement ("Event Agreement") between the parties identified immediately below as Client and Hotel is intended to be helpful to both you and us and result in your satisfaction with our performance.

<b>Client Name: National Commission on Muslim Filipinos</b> ("You" or "you" or "your" or "Client")		<b>Hotel Owner Name: SM PRIME HOLDINGS INC.,</b> currently trading as <b>Hotel Name: Conrad Manila</b> (collectively, "Hotel" or "we" or "our" or "us")	
<b>Client Mailing Address:</b>	79 Jocfer Annex Building, Commonwealth Ave, Quezon City, 1121 Metro Manila, Philippines	<b>Hotel Address:</b>	Seaside Boulevard corner Coral Way Mall of Asia Complex Pasay City, 1300 Philippines
<b>Client Contact Name:</b>	Sec. Guiling A. Mamonding Director Haidee Ampatuan	<b>Hotel Contact Name:</b>	Jose Mari Niño O. Lim
<b>Title:</b>		<b>Title:</b>	Sales Manager
<b>E-mail address:</b>	hvampatuan71@gmail.com	<b>E-mail address:</b>	Josemarinino.lim@conradhotels.com
<b>Phone:</b>	+63 917 826 6971	<b>Phone:</b>	+63(0)288339999
<b>Fax:</b>	N/A	<b>Fax:</b>	+63(0)288329999
<b>Event Agreement Issue Date:</b>	24 November 2022 Thursday	<b>Agreement Number:</b>	221397192
<b>Event Dates:</b>	31 January 2023, Tuesday	<b>Name of Event ("Event"):</b>	National Commission on Muslim Filipinos 1st National Development Leader's Summit
<b>Arrival Date:</b>	30 January 2023, Monday	<b>Post to Reader Board As:</b>	National Commission on Muslim Filipinos 1st National Development Leader's Summit

We are pleased to reserve the following accommodations and arrangements for your Event. Please review the detailed information outlined within to assure that this accurately reflects your requirements:

BEDROOMS and RATES				
DAY/MONTH/YEAR	ROOM TYPE	NUMBER OF ROOMS	RATE	DAILY TOTAL ROOM NIGHTS
30 January 2023	Deluxe Room City View (double occupancy)	10	Php10,000 Nett	10
31 January 2023	Deluxe Room City View (double occupancy)	25	Php10,000 Nett	25

**Total Number of Bedroom Nights Reserved: 35**

The above bedroom rates are inclusive of Buffet Breakfast for 2 persons, in-room internet and are non-commissionable. 3<sup>rd</sup> person surcharge is at Php 3070.63 Nett per night. All rates quoted are in Philippine Peso and include 10% Service Charge, 12% Value Added Tax and prevailing .825% Local Tax.

**Function Details** (see additional details in the Schedule of Events)

Date	Start Time	End Time	Function	Room Name	Room Setup	No. of Pax	F&B Anticipated Revenue
31 January 2023, Tuesday	6:00 AM	8:00 AM	Setup	Forbes Ballroom 2	Round Tables (10 persons each)	-	Whole Day Meeting Package at Php 3,000 Nett/person <i>*with AM Snacks, Lunch &amp; PM Snacks *1 Item Snack only</i>
	8:00 AM	5:00 PM	Meeting			200	
	12:00 NN	3:30 PM	Prayer Room	Roosevelt 1	Special Setup	20	Room Rental at Php 25,000 Nett
	12:00 NN	3:30 PM	Prayer Room	Roosevelt 2	Special Setup	20	Room Rental at Php 25,000 Nett

\*Subject to change at our discretion.

\*The foyer is a shared space and shall not be held exclusive for a single event unless both the Forbes and Taft Ballrooms have been sold in its entirety to a single event.



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**MEETING PACKAGE INCLUDES THE FOLLOWING:**

- Use of Function Room
- One (1) Motorized screen & projector
- Basic PA System
- Microphones
- Podium
- Flag
- Pads & Pencils
- Registration Table
- Hand Sanitizing Stations
- Complimentary Coffee and Tea Station

**INTERNET CONNECTION:**

- Complimentary shared Wi-Fi connection up to 10 MBPS

**Hilton EventReady with CleanStay**

Hilton has developed EventReady with CleanStay, a global meetings and events program designed to create event experiences that are clean, flexible, safe and socially responsible. EventReady will provide curated solutions with creative food and beverage, thoughtful technology resources, elevated standards and practices with redesigned spaces for physical distancing, and reimagined ways to meet and gather. The goal is to create a safe and comfortable environment for event planners and their attendees.

**Breakdown of Total Anticipated Revenue**

Summary Of Total Anticipated Revenue for this Event		
Total Anticipated Bedroom Revenue	PHP	284,958.27
Total Anticipated Room Rental, and F&B Revenue	PHP	529,208.22
<b>Total Anticipated Revenue, excluding national and local taxes</b>	<b>PHP</b>	<b>814,166.50</b>
Total Anticipated Value Added Tax	PHP	97,699.98
Total Anticipated Service Charge	PHP	81,416.65
Total Anticipated Local Government Tax	PHP	6,716.87
<b>Current combined national and local taxes</b>	<b>PHP</b>	<b>185,833.50</b>
<b>Total Anticipated Revenue, including national and local taxes</b>	<b>PHP</b>	<b>1,000,000.00</b>

*\* Does not include gratuities, labour surcharge, applicable national or local taxes or any other fees outside of food and beverage product sales*

**Performance Damages** (see Cancellation and Performance Policies in the attached Standard Terms and Conditions)

The performance damages owed will be the amount necessary for the Hotel to receive no less than **98%** of the Total Anticipated Revenue listed in the summary table above, plus applicable national and local taxes.

The following hypothetical example is provided to illustrate the calculation of performance damages. If for a certain event a hypothetical client and the hotel agree that (i) the Total Anticipated Revenue for the event will be **PhP 100,000.00**, and (ii) that the client must achieve at least **98%** of the Total Anticipated Revenue (such percentage which is sometimes referred to as "attrition") in order to avoid paying performance damages. Thus, that client must achieve at least **PhP 98,000.00** in actual total expenditure (**98%** multiplied by PhP 100,000) in order to avoid paying performance damages. Client thereafter holds the event and achieves PhP 75,000.00 in actual total expenditure, resulting in performance damages equal to **PhP 20,000.00** (**PhP 98,000.00** less PhP 75,000.00), plus applicable national and local taxes.

All adjustments in Room Block or number of guests will result in a proportionate adjustment in assigned meeting room/function space, unless agreed otherwise by us.



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If the Event is held, but we do not realize the Total Anticipated Revenue (as adjusted, if any, pursuant to this clause) from your Event, you agree to pay performance damages. The damages owed will be the amount necessary for us to receive no less than 100% of each minimum revenue guarantee listed in the summary table above, plus applicable national and local taxes; provided, however, that if you properly reduced your pre-booked commitments in accordance with this clause, each applicable minimum revenue guarantee listed in the summary table above shall be reduced in a corresponding manner.

**Full Cancellation Damages** (see Cancellation and Performance Policies in the attached Standard Terms and Conditions)

Date of Hotel's Receipt of Cancellation Notice	Percentage of Total Anticipated Revenue Owed	Amount of Cancellation Damages Owed, plus applicable national and local taxes
Cancellation between <u>date of signing and 29 December 2022</u> :	95%	PHP 950,000.00
Cancellation between <u>30 December 2022 and Event Date</u> :	100%	PHP 1,000,000.00

**Payment Breakdown** (see Terms of Payment)

It is our understanding you want to establish credit with us for the Master Account charges for this Event. If the application is not approved, you agree that the total estimated Master Account charges are to be paid by company check, certified check or wire transfer for the entire estimated charges.

On receipt and approval of the credit application, a Master Account will be set up for this Event. We would like to review this account with you daily and have charges approved in writing by you or your designee to eliminate discrepancies, however failure on your part to review charges while on site will not be a basis for disputing any charge.

Group agrees to the following deposit schedule:

DEPOSIT SCHEDULE		
	Due Date	Amount
Certificate of Availability of funds Notice of Award/ Notice to Proceed Purchase Order	02 December 2022	Php 1,000,000.00

If credit has not been approved for you Event, you will either provide us with a valid credit card to which all remaining estimated Master Account charges will be charged on that date, or provide payment of all remaining estimated Master Account charges by company check, certified check or wire transfer.

**Payment Instructions**

Payments can be made either by certified cheque, made payable to 'SM PRIME HOLDINGS INC.', or by major credit card as per the Standard Terms and Conditions (see Terms of Payment), or by Bills Payment for PHP account to the following details:

Company Name	SM Prime Holdings Inc (Conrad Manila)
Institutional Code	0605
Bank / Branch Name:	BDO Unibank, Inc.
Subscriber Account number	BDJ202210200001
Subscriber's Name	National Commission on Muslim Filipinos

Please send your remittance advice direct to [Josemarinino.lim@conradhotels.com](mailto:Josemarinino.lim@conradhotels.com), stating the invoices being paid and date of payment to our account.

**KINDLY QUOTE THE BOOKING NAME AND ARRIVAL DATE ON ALL CORRESPONDENCE.**

**Entire Agreement:** This Event Agreement, together with the Standard Terms and Conditions (attached hereto and incorporated herein by reference), appendices, addenda and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties. If this Event Agreement or any attachments thereto are returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected in writing by us in our sole discretion. Once both you and we sign this Event Agreement, all provisions reserved on your behalf will be confirmed and therefore subject to the terms of this Event Agreement.

The undersigned expressly agree and warrant that they are authorised to sign and enter into this Event Agreement on behalf of the party for which they sign.



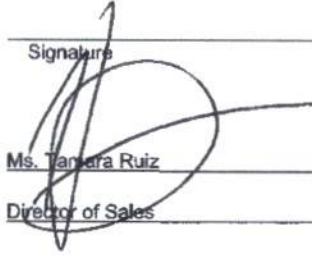
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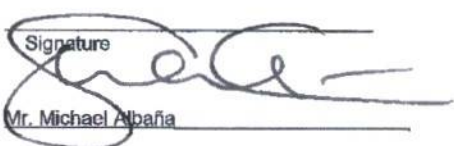
**ACCEPTED AND AGREED TO:**  
National Commission on Muslim Filipinos

**SM PRIME HOLDINGS INC, currently trading as CONRAD  
MANILA, by Hilton Worldwide, Inc. as manager**

By:   
Signature  
Name: Sec. Gullig A. Mamonding  
Title: Secretary  
Dated: NOV 25, 2022

By:   
Signature  
Name: Mr. Jose Mari Nifio Lim  
Title: Sales Manager  
Dated: November 24, 2022

By:   
Signature  
Name: Ms. Tanera Ruiz  
Title: Director of Sales  
Dated: \_\_\_\_\_

By:   
Signature  
Name: Mr. Michael Alafia  
Title: Commercial Director  
Dated: \_\_\_\_\_

SUBSCRIBED AND SWORN TO  
BEFORE ME THIS NOV 25 DAY OF 2022  
AT Quezon City

**ATTY. ROSALINDA ADRIANO MONTENEGRO**  
Notary Public  
My Commission expires on Dec. 31, 2023  
PTR No. 2443144 - 01/03/2022  
IBP OR No. 195704 - 01/04/2022  
ROLL No. 68465  
MCLE Compliance No. VII-0021672  
Unit 312 Acre Bldg. No. 137 Malakas St.,  
Brgy. Central, Quezon City

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