

CATERING SALES AGREEMENT

DESCRIPTION OF CATERING

The following represents an agreement between **Seobu T&D Co., Ltd.** (located at 812 Sinjeong-dong, Yangcheon-gu, Seoul), as the owner of **SEOUL DRAGON CITY**, located at **95 Cheongpa-ro 20-gil, Yongsan-gu, Seoul, 04372 Korea** (hereinafter referred to as the "Hotel or Seoul Dragon City") and **Philippine Embassy** (hereinafter referred to as the "Account or Company") as the below;

ORGANIZATION: **Philippine Embassy**
CONTACT:
Name: Anna Gabriella Estimada-Guinto
Job Title: Property Officer
Street Address: 80 Hoenamu-ro, Yongsan-gu, Seoul 04346
Country: Republic of Korea
Phone Number: +82-2-796 7387
E-mail Address: anna.estimada@dfa.gov.ph

NAME OF EVENT: **Philippine Embassy TBA**

CATERING CONTRACT

Based on the requirements outlined by Account, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

1. FOOD & BEVERAGE

DATE	ITEM	QTY	TIME	UNIT PRICE	TOTAL PRICE	REMARKS
2024 12 05	Coffee Break E set	21	2	35,000	1,470,000	-2 Times
	Japanese bento box	21	1	120,000	2,520,000	-Lunch
	Food Exchange	40	1	135,000	5,400,000	-Dinner
F&B TOTAL (1)					9,390,000	Incl. 10% VAT

2. GENERAL ARRANGEMENT

DATE	ITEM	QTY	TIME	UNIT PRICE	SPECIAL PRICE	REMARKS
2024 12 05	Room Rental	1	1	4,000,000	10,000	7F Baekje 2 - Conference - Time TBA - 20 pax - U shape
	LCD Projector & Screen	1	1	550,000	Complimentary	- HDMI laptop is required by guest
	Wired Internet	1	1	55,000	Option	- Per line / please request 5 days before the event.
GENERAL ARRANGEMENT TOTAL (2)					10,000	Incl. 10% VAT

GRAND TOTAL (1+2) -Incl. 10% VAT **9,400,000**

GRAND TOTAL (1+2) -Excl. 10% VAT **8,545,455** total amount might changed slightly due to system will rearrange make to 10% VAT exemption.

- Final numbers for catering should be provided to the Hotel At least 7 working days prior to the event day.
- Above prices are inclusive of 10% Government tax.
- Above quote is represented as minimum guaranteed revenue. If the number of participants or menu prices decreased below specified in above table, the decreased amount will be charged as additional rental fee.
- If the minimum number of persons and menu prices listed above are increased, additional charges will be charged for the difference.
- Any increase of Food & Beverages on the event day which was not ordered in advance is subject to availability.
- We can provide free wireless internet in the meeting spaces. A wired internet is KW55,000(incl. 10%VAT) per line and requested by 3 days prior to the event day.

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Confirmation of Final Details

Banquet Event Orders for all conference and catering requirements must be completed a minimum of 7 days prior to arrival. After this, no downward adjustments in the total catering cost is possible.

DEPOSIT, GUARANTEE & SETTLEMENT

The organizer should sign the contract and pay the deposit as the event is confirmed. This deposit must be paid to the hotel by **27th November, 2024**. If the event organizer cancels within 60 days of the event, the payment will not be returned according to 'the standard terms and conditions and the consumer dispute resolution criteria', and the cancellation fee will be charged based on the cancellation date. The contract amount for the event confirmation is as follows.

DEPOSIT, GUARANTEE & SETTLEMENT SCHEDULE

An advance payment of **KRW 8,545,455** will be required. This advance payment is due on **05th December, 2024** and will be credited toward the Master Account. For the advance payment, hotel will send the separate invoice.

TOTAL REVENUE	%	DEPOSIT REQUEST	DUE DATE	DESCRIPTION
KRW 8,545,455	100%	KRW 8,545,455	5 th December 2024	Deposit, Only Cash

Credit Card Information needed for guarantee purpose

As above total revenue might be changed subtly due to from total amount is reflected by 10% VAT excluded.

Method of Payment

Account will pay balance of catering by credit card or cash onsite upon the end of event.

Credit card

Electronic Funds Transfer

Prior to the execution of this Agreement, Account shall provide hotel with credit card authorization information. A Credit Card Information Request e-mail will be sent to the e-mail address provided by Account. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Account agrees that the Hotel may charge to this credit card any payment as required under this Agreement.

Bank Details

The Hotel accepts payment in the form of bank draft, telegraphic money transfers to:

Bank Name: KEB Hana Bank
 Swift Code : KOEXKRSE
 Account No.: 780-910013-85004
 Bank Address : 04.-77 17. Hangang – daero 21na-gil Yongsan-gu Seoul
 Bank Tel : +82 2 2012 1111

Please tick the box below to indicate the applicable mode for balance payment:

	Spot Settlement	Direct Billing
Balance payment OR Final Settlement	()	(<input checked="" type="checkbox"/>)

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If direct billing is required, please do contact the Hotel to understand the proper procedure that should be approved in advance by the Hotel. This process needs to be approved before function or check-in.

Damage to function space

The function organizer is liable for any damage sustained to Hotel property, fixtures and fittings whether through their own actions or through the action of their guests. This also applies to any damage caused guests for the event staying overnight at the Hotel.

MINIMUM CATERING REVENUE REQUIREMENT

Account agrees to a minimum catering revenue of **(KRW8,545,455)**, excluding tax. If the actual catering revenue is less than the Minimum Catering Revenue, the difference will be posted to the Master Account.

CANCELLATION – Room & Catering

Account acknowledges that if it cancels or otherwise essentially abandons its planned use of the Room Night Commitment (a "Cancellation"), this action would constitute a breach of Account's obligation to Hotel and Hotel would be harmed. Because Hotel's harm (and Account's obligation to compensate Hotel for that harm) is likely to increase if there is a delay in notifying Hotel of any Cancellation, Account agrees to notify Hotel, in writing, within five (5) business days of any decision to Cancel. In addition, if a Cancellation occurs, the parties agree that:

- a. it would be difficult to determine Hotel's actual harm;
- b. the sooner Hotel receives notice of the Cancellation, the lower its actual harm is likely to be, because the probability of mitigating the harm by reselling space and functions is higher; and
- c. the highest percentage amount in the chart (the "Chart") set forth below reasonably estimates Hotel's harm for a last-minute cancellation and, through its use of a sliding scale that reduces damages for earlier cancellations, the Chart also reasonably estimates Hotel's ability to lessen its harm by reselling Account's space and functions.

Account therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below.

Date of Cancellation	Total Amount of Liquidated Damages Due
Date of Agreement to [60] days prior to the event	30% of Total Room Revenue* + 30% of the Minimum Catering Revenue
From [60] days to [30] days prior to the event	50% of Total Room Revenue* + 50% of the Minimum Catering Revenue
From [29] days to [8] days prior to the event	75% of Total Room Revenue* + 75% of the Minimum Catering Revenue
From Date of Event to [7] business days prior to the event	100% of Total Room Revenue* + 100% of the Minimum Catering Revenue

* "Total Room Revenue" is the amount equal to the number of room nights in the Room Night Commitment multiplied by Account's average room rate (excluding staff room rates and complimentary rooms, if any). Provided that Account timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Account relating to the Cancellation.

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical

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of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days – after learning of such basis.

Also, Both parties agree that, in cases where the hotel judges that actions entailed by the event (such as, but not limited to, violation of related laws, obstruction of hotel operations, disturbance to other customers, damage to hotel property or assets, criminal activity or concerns about such activity, fire hazards or other inappropriate action) may compromise the operation of the hotel, the hotel may cancel the event by providing the customer advance written notification and specifying the grounds for cancellation.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Account agree to cooperate with each other to ensure compliance with such laws.

FIRE REGULATION

According to the Fire Services Acts article 10, it is prohibited installing obstacles nearby fire exit or blocking access to a fire exit, fire extinguishers, or fire pull-stations.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Account will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

OUTSIDE FOOD AND BEVERAGE POLICY

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises.

LIQUOR LICENSE

Account understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, chalkboards, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate Account's needs. If such special setups or extraordinary formats are requested, Hotel will present Account two (2) alternatives: (1) charging Account the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If Account requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

USE OF OUTSIDE VENDORS

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If Account wishes to hire outside vendors to provide any goods or services at Hotel during the Event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance.

PERFORMANCE LICENSES

Account will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that Account may use or request to be used at the Hotel.

ACCEPTANCE

When presented by the Hotel to Account, this document is an invitation by the Hotel to Account to make an offer. Upon signature by Account, this document will be an offer by Account. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Account at any time prior to Account’s execution of this document, the outlined format and dates will be held by the Hotel for Account on a first-option basis until **28th November, 2024**. If Account cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel’s option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Account and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

Approved and authorized by Hotel: (Representative)

SIGNATURES

Approved and authorized by Account.

Name: (Print) _____ Signature: _____
Mania Theresa B. Dizon-De Vega
MANIA THERESA B. DIZON-DE VEGA
Ambassador

Title: (Print) _____ Date: NOV 27 2024

Approved and authorized by Hotel: (Manager)

Name: (Print) Joanne PARK Signature: *Joanne Park*

Title: (Print) Cluster Sales Manager - Banquet Date: 2024.11.26

Approved and authorized by Hotel: (Representative)

Name: (Print) Mu Young Kim Signature: *Mu Young Kim*

Title: (Print) Cluster Director of Sales - Banquet Date: 2024.11.26

Collection and Use of Personal Information Agreement



In accordance with Article 15 of the Privacy Act, SEOBU T&D(Seoul Dragon City, below "Hotel") would like to collect and utilize your personal information as follows:

■ Collection of Personal Information item

Collection and Use of Personal Information item	Purpose of collection and use	Retention and utilization period
<ul style="list-style-type: none"> ● Name (Korean / English) ● Contact (Telephone, Address, Postal code) ● E-Mail ● Payment Information (Card Number, Expiration Date, Nationality) ● Other (Company Name) 	<ul style="list-style-type: none"> ● Identification (Member Identification, Confirmation of reservation, Payment, Revisit Check, etc.) ● Hotel Service Offer (Reservation, Room/Banquet Use, etc.) ● Payment (Deposit Payment/Cancellation, Payment Guarantee, etc.) ● Handling Civil Affairs (Complaint, Lost Article, problem solving and handling, etc.) 	Up to three years from the date of collection or until the purpose of collection is achieved.

You may disagree with the use if this personal information collection, but if you do not, you may not be able to use the hotel service or it may be restricted.

Agree Disagree

Your personal information will be destroyed as soon as the above retention period expires. However, if you have a separate consent, or if the statute provides for a certain period of custody (in the example below), we will keep your personal information for that period.

Act on the protection of consumers in electronic commerce, etc. :

- Records on concept or withdrawal of subscription: 5 years
- Record of payment and goods supply: 5 years

Electronic Financial Transactions Law :

- Electronic financial records: 5 years

■ Marketing Utilization

Collection and Use of Personal Information item	Purpose of collection and use	Retention and utilization period
Name, E-Mail, Telephone	Marketing Utilization (New service, New product and event information, etc.)	Until the time of the withdrawal of consent (Up to 2 years)

Agree Disagree

Allowing e-mail receives : Agree Disagree **Allowing text receives :** Agree Disagree

※ If you do not agree, you will not be able to receive information on new product introductions, event guides, etc.

I have clearly read and understood the above, and I have integrated whether or not I agree.

Date:

NOV 27 2024

Name / Signature:

Maria Theresa B. Dizon-de Vega
 MARIA THERESA B. DIZON-DE VEGA
 Ambassador

