

**LETTER OF AGREEMENT FOR CATERING EVENT**

Between:

**Dusit Thani College**  
1 Soi Kaenthong, Praveh, Bangkok 10250

Authorize Person: Professor Amita Inah Marie Bancoro  
Tel: +66 (0) 2361-7811-3 ext. 540  
Mobile: +66 61 459 8781  
Email: [amita.bancoro@dtc.ac.th](mailto:amita.bancoro@dtc.ac.th)

and:

**Anantara Riverside Bangkok Resort**  
257/1-3 Charoennakorn Road, Samrae,  
Thonburi, Bangkok 10600 Thailand  
Phone: +66 (0)2 476 0022 Ext. 1718 Fax: +66 (0)2 431 9469  
Hotel Website: [bangkok-riverside.anantara.com](http://bangkok-riverside.anantara.com)

Date: January 15, 2020  
Decision Date: January 17, 2020

Booking Manager: Noospatchaya Teekawatanasatitkul  
Event Date: January 29, 2020

**RE: Dusit Thani College - Hotel Visit and Table Manner Workshop on Wednesday 29th January, 2020**

**CONFERENCE SPACE AND FOOD & BEVERAGE CHARGES**

Date/Time	Function / Set up	Price	Minimum Guarantee	Venue
<b>Wednesday 29<sup>th</sup> January, 2020</b>				
09:00 - 13:00	Hotel Visit / Cluster	Hotel Visit Package at <b>THB 1,400 net</b> per guest per day	10 students + 2 Instructors	Jasmine Room
12:00 -13:00	Western Set Lunch / Table Manner session	Lunch Included in Package	10 students + 2 Instructors	Jasmine Room

**Remark:** For the above prices to apply, a minimum guarantee of 11 guests is required.

**MEETING PACKAGE**

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**Hotel Visit Package at THB 1,400 net per guest** inclusive of the following:

Usage of one (1) meeting room from 09:00 – 13:00 hrs.

- Welcome coffee break (Coffee, Tea and Cookies)
- Western Set Lunch / Table Manner
- Property Tour
- One (1) LCD projector and one (1) screen
- One (1) wireless microphone
- One (1) white board and one (1) flip chart with markers
- Standard stationery with mints
- Bottled drinking water
- Wi-Fi internet access for all delegates

**Remark:** Hotel pleased to waive hotel visit package for (one) 1 instructor for this event only.

**Western Set Menu**

**STARTER**

**Chicken “Cordon Bleu”**

Breaded chicken, rolled with chicken ham and cheese, pumpkin puree, edamame beans and jus

**MAIN**

Pan-Fried Seabass White Wine Sauce

**SWEET**

Pineapple Tart with Ginger Ice Cream

**Coffee and Tea**

As above package rates are per person, **inclusive** of 10% service charge and 7% prevailing government tax. In the event of changes to government taxes (+/-), rates will be adjusted accordingly to reflect any changes.

<b>EVENT CANCELLATION POLICY</b>
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Cancellation of this agreement will result in the following penalty for the group:

Upon contract signing	100% of the estimated total food & beverage revenue
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**THIRD PARTY LIABILITY**

Any contracted **Third Party Vendor** must adhere to all hotel policies and regulations. The company outlined in this agreement will assume total responsibility for any and all damages caused by the **Third Party Vendor**.

**CATERING GUARANTEE**

In arranging for all events, the final guarantee of attendance must be specified by **Dusit Thani College** 12 days in advance of the event. This number shall constitute the guarantee, not subject to reduction and charges will be made accordingly. In the event we do not hear from you, the maximum number of people originally expected will be your guarantee.

**MEETING SPACE/CATERING ADJUSTMENT**

The Anantara Riverside Bangkok Resort may adjust the function space reserved for **Dusit Thani College**, in direct proportion to any room block reductions or participant greater than 10%.

**EQUIPMENT**

The hotel will provide normal and customary equipment, i.e. chairs, tables, staging, podium etc., in proportion to the group size. Additional needs over and above the hotel's inventory will be rented from outside contractors and those costs will be charged to the group. The hotel will provide prior notice of expenses to **Dusit Thani College**.

**SECURITY/LIABILITY**

The Anantara Riverside Bangkok Resort will not assume any responsibility for the damage and/or loss of any merchandise or articles left in the Hotel prior to, during, or following an event. In the instance that valuable items are to be left in any banquet or meeting area, it is recommended that a security guard be hired or some type of security be imposed by the client having been advised that the Hotel assumes no responsibility for such damage or loss.

Notwithstanding anything to the contrary contained in the Agreement/Contract, Client shall indemnify, defend, and hold harmless Operator and Owner of the Hotel and their respective parent companies, subsidiaries and affiliates, including partnerships in which they have a general and/or limited partner interest, and respective officers, director, trustees, employees and agents from and against any and all claims, demands, suites, lawsuits or proceedings (the "Claim") asserted against any or all of them arising directly or indirectly out of the acts or omissions of Client, its employees, agents, and affiliate parties, including, without limitation, all damage, costs, attorney's fees, fines and other liabilities incurred by the aforementioned indemnities in connection with the Claim. **The Anantara Riverside Bangkok Resort reserves the right to inspect and control all private functions.**

**SIGNS, BANNERS AND DISPLAYS**

No signs, banners and displays shall be erected or displayed in any interior or exterior area of the hotel without prior approval of the hotel management. It is further agreed that no signs, banners and displays shall be affixed to any part of the hotel. The hotel will be happy to provide easels for this purpose.

**METHOD OF BILLING AND CREDIT ARRANGEMENT**

We understand that **Dusit Thani College**. will be responsible for the below charges and the attendees will be responsible for following charges as well. If there would be guests leaving after the date here above stated, the individual guests will be responsible for their own room and tax, as well as any other incidental charges. Any other incidental charges will be paid for by the individual upon departure.

Since **Dusit Thani College**. does not take any responsibility for the extras we will be asking for credit card guarantee upon check in.

Charges	Master Account	Guest Account
Hotel Visit Package	X	
Other charges authorized by the organizer	X	
Incidental charges during event from participants		X
Event Cancellation Charge	X	

**Estimate cost (Master Account)**

**Hotel Visit Package**

Hotel Visit Package at THB 1,400 net x 11 persons x 01 day = THB 15,400 net

**Total: = THB 15,400 net**

**DEPOSIT POLICY**

	DATE	AMOUNT
100% of deposit payment will be required and paid by cash or credit card or bank transfer to the hotel to guarantee the function space	17 January 2020	THB 15,400 net

If the required deposit or payment is not received by the date indicated, the Anantara Riverside Bangkok Resort reserves the right to release all space being held for this group without any penalty to the Hotel. **All deposits are non-refundable in case of cancellation.**

Deposit can be made by credit card or bank transfer. For credit card, the resort will require a photocopy of front and back of the credit card with an authorization note by the cardholder authorizing the resort to charge the deposit to the card provided.





**DEPOSIT POLICY**

For wire transfer, please make payable to "CHAO PHAYA RESORT LIMITED" to the bank details shown below and please acknowledge us by **Emailing copy of the bank remittance slip to attention Noospatchaya te@minor.com at + 66 (0)2 477 0811 ext. 1714** for our records.

Authorized For : Anantara Riverside Bangkok Resort  
 Credit Card Type : .....  
 Card Number : .....  
 Expiry Date : .....  
 Last 3 or 4 digit (behind the card).....  
 Card Holder's Name: .....

I, (name) \_\_\_\_\_ here by, authorize Anantara Riverside Bangkok Resort to use the above credit card to guarantee the bookings by blocked as per request amount and can charge in case of penalty charges under the Cancellation Policy clause, No show from Individual guest, Cancellation of Individual guest after submitting the reservation for guest rooms for the following record.

Group/Guest Name: .....

Expenses: .....

Card holder's Signature.....

**\*\* Please provide the following information and photocopy of the front & back of your credit card for card center approval\*\***

Name : _____ (As it appears on your credit card)	Home Phone Number: _____
Address: _____ _____ _____	Business Number : _____
Country: _____	Mobile Number : _____
	Fax Number : _____

**NOTE:** Should a group confirmation fall within 14 days of arrival, full payment will be required upon receipt of the signed contract.



**METHOD OF PAYMENT**

The balance in the master account will be paid by **Dusit Thani College**, upon group check out by either cash or credit card. Please note that company or personal cheque is not accepted.

If you wish to establish credit with the hotel (subject to approval), please complete the attached application for credit form, and return to us with the signed agreement. If credit is approved, payment in full must be made within **January 17, 2020**.

If payment is not received within **January 17, 2020**, and any additional charges incurred will also be the responsibility of **Dusit Thani College**.

**FORCE MAJEURE**

The performance of this agreement by either party is subject to acts reasonably beyond the control of the hotel such as, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergencies making it illegal or impossible to provide the facilities or to hold the meeting/convention.

**AMENDMENTS**

Any changes, additions, or stipulations added by each party in this agreement are accepted in written form signed by both parties.

**APPLICABLE LAW AND JURISDICTION**

1. This agreement shall be governed by and construed in accordance to the laws of Thailand or Providence where the resort is located.
2. Any dispute of difference arising between the parties under or in connection to this Agreement shall be referred to the exclusive jurisdiction of courts in Thailand.

**LITIGATION EXPENSES**

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

**DURATION**

The duration of this agreement is in an effect **upon signing a letter of agreement until January 29, 2020**.



**FIRST OPTION**

The outlined agenda and group room block are being held for you on a **First Option** basis. Should we have another buyer for those dates before you have made a definite decision and returned this signed Letter of Agreement and deposit by the required date, we will first call you to allow you to reconfirm your plans under this agreement and hold on a definite basis. If you are unable to commit on a definite basis **within 24 hours** of notification from the Anantara Riverside Bangkok Resort, all rooms/suites and space being held for your organization will be released for sale to the general public without any responsibility on part of the Anantara Riverside Bangkok Resort.

**ACCEPTANCE**


**Professor Amita Inah Marie Bancoro**, if the above details meet with your approval, please sign and return the enclosed copy by **January 17, 2020**. If confirmation has not been received by this date, the Hotel reserves the right to release all space being held for this group/conference/event for sale to the general public without prior notice or penalty.

The above arrangements are established on a tentative basis and upon receipt of your signature of confirmation, all arrangements will be made definite will be binding upon the Anantara Riverside Bangkok Resort and **Dusit Thani College**.

**Authority to Sign**

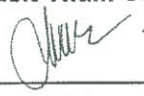
If this Agreement is signed in the name of a corporation, partnership, association, club or society, the person(s) signing represents and warrants to the Resort that he/she has full authority to sign such contract and that in the event he/she is not so authorized, he/she will be personally liable for the faithful performance of this contract.

**AUTHORIZED SIGNATURES:**

  
\_\_\_\_\_  
Professor Amita Inah Marie Bancoro  
Instructor  
**Dusit Thani College.**

16-01-20

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Noospatchaya Teekawatanasatitkul  
Catering Sales Coordinator  
**Anantara Riverside Bangkok Resort**

15 Jan 20

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Rajat Bhatia  
Complex Director of Sales & Distribution  
**Anantara Riverside Bangkok Resor**

16.01.20

\_\_\_\_\_  
Date

