

南京金轮  
Nanjing Jiangning

2024 年 11 月 12 日星期二  
Tuesday, November 12, 2024

参考 REF: 20220121-0123

### 团队和活动描述

#### Description of Group and Event

以下为 **南京金轮万怡酒店** (地址: 中国江苏省南京市江宁区双龙大道 1101 号, 邮编 211106) 和**康辉集团北京国际会议展览有限公司** (以下尊称“贵公司”、“公司”或“您”) 签订的协议, 列出了详细条款和即将提供的服务。

The following represents an agreement between Courtyard by OCTriott Nanjing Jiangning, 1101 Shuanglong Avenue, Jiangning District, Nanjing, Jiangsu Province, 211106, PRC and **Comfort Group Beijing International Convention and Exhibition** and outlines specific conditions and services to be provided.

公司: **康辉集团北京国际会议展览有限公司**  
Organization: Comfort Group Beijing International Convention and Exhibition  
联系人Contact: 仲岚  
地址: 北京市朝阳区农展馆南路13号瑞辰国际中心1510层  
Address:  
电话 Tel: 13910193620  
邮箱 Mail:  
活动名称: **康辉集团北京国际会议展览有限公司会议**  
Name of the Event: Comfort Group Beijing International · Nanjing Station

### 会议及用餐安排

2024 年 12 月 09 日					
08:00-18:00	会议	贵宾厅	岛屿	50 人	人民币 5,000 元 (含投影)
12:00-13:00	商务简餐	万荟轩	固定	30 人	人民币 48 元/人

2024 年 12 月 10 日					
08:00-18:00	会议	贵宾厅	岛屿	50 人	人民币 5,000 元 (含投影)



12:00-13:00	商务简餐	万荟轩	固定	30 人	人民币 48 元/人
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2024 年 12 月 11 日					
08:00-18:00	会议	贵宾厅	岛屿	50 人	人民币 5,000 元 (含投影)
12:00-13:00	商务简餐	万荟轩	固定	30 人	人民币 48 元/人

预计会议&用餐总消费金额：人民币 19,320 元

合计总消费：19,320 元

以上价格包含如下内容：

The price consists of the following inclusions:

- 免费使用无线麦克风和投影设备
- Inclusive use of microphones and built-in projector and screen
- 会议设施包括白纸、铅笔、糖果和矿泉水
- Conference amenities including writing pads, pencils, candies, mineral water
- 专享宴会统筹协调员
- Dedicated Event Coordinator
- 会议每 10 人或者宴会每一桌 10 人，免 1 辆车免费停车费（免费上限 20 辆封顶，其他车辆正常收费），免费车辆按半天会议/宴会免费停车 4 小时，全天会议/宴会免费停车 8 小时，超时部分按实际正常收费。
- For every 10 people attend the meeting or the banquet, free for 1 car parking (total free up to 20 vehicles, other vehicles are charged normally), 4 hours free parking for half day meeting/banquet, and 8 hours free parking for full day meeting/banquet.

#### 会议延时

#### Extension Hours

鉴于对会议室的大量需求超过上述时段的会议延时申请只有在场地空闲的情况下才可被安排。  
Owing to high demand for function space, requests for extension of meetings beyond the above-mentioned time can only be arranged subject to space availability.



### 音响视频设备

#### Audio Visual Equipment

康辉集团北京国际会议展览有限公司团队如有其他待确认其具体的音响视频要求，请在签署本协议书时与宴会统筹专员沟通。

**Comfort Group Beijing International Convention and Exhibition** has yet to confirm its specific audio visual requirements. Please communicate with your dedicated event coordinator upon signed receipt of this Letter of Agreement.

### 最终保证人数

#### Final Guaranteed Attendance

酒店必须在活动前至少 7 个工作日内收到最终保证人数（最终保证人数不得低于本合同约定的最低保证人数）。活动费用将以最终保证的人数或实际参会人数计算，以人数多者为准。

A final guarantee attendance for all events must be received at least 7 business days prior to the event. Charges for the event will apply to the final guaranteed attendance or actual number of attendance; whichever is higher.

### 承包商

#### Outside Contractors

酒店要求指定协助康辉集团北京国际会议展览有限公司团队安排会议的任何承包商遵守酒店的“承包商守则”。经承包商确认，此协议附件文本将被转发。承包商设计方案和布局的装修建议，包括所用材料都必须提交给酒店加以批准。酒店保留批准和/或修改此类计划的所有权利。

The Hotel requests that any outside contractors appointed to assist **Comfort Group Beijing International Convention and Exhibition** with your function arrangements, adhere to the hotel's 'Guidelines for Outside Contractors'. A copy of this document will be forwarded on confirmation of your contractor. Should **Comfort Group Beijing International Convention and Exhibition** decide to make arrangements for your own decoration, a decoration proposal with artistic impression and layout, including materials used must be submitted to the hotel for confirmation. The hotel reserves all right to approve and /or amend such plan.

酒店保留批准宴会和会议区所有标志和装饰的所有权利。所有标志/装饰必须以专业方式印刷/排列，且必须匹配现有装修和颜色主题。标志不允许出现在客房、电梯、酒店大堂或建筑外部。The Hotel reserves all right to approve all signage and decorations in its banquet and meeting areas. All signs/decorations must be professionally printed /arranged and must match with existing décor and colour theme. Signs are not permitted on guest room levels, elevators, main lobby areas of the hotel, or on the exterior of the building.

所有展示物或陈列品必须符合国家和南京市的消防规定。酒店不允许用图钉、订书机或任何类型的胶带在墙壁、地板或天花板上附着任何物品。如若出现未经本酒店给予书面批准或未经授权擅自行动并造成损害，维修和/或更换的成本以及此损害随之导致的业务损失应由康辉集团北京国际会议展览有限公司团队和承包商共同负责。

All displays or exhibits, if any, must conform to the National and Nanjing fire ordinance rules. The Hotel will not permit the affixing of anything to the walls, floors, or ceilings with nails, staples, or tape of any kind unless approval is given by this office in writing. If this is done without authorisation and damage is suffered, the cost of repair and/or replacement will be

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billed to the **Comfort Group Beijing International Convention and Exhibition** and the contractor as well as the consequent loss of business resulting from this damage.

如果公司委托第三方协助安排活动场地装饰布置以及进行其他相关安排，则对于该第三方在酒店内对酒店财产、活动宾客以及酒店内其他宾客和酒店工作人员及其财产造成的任何损失，均由公司负责承担。如果因为该第三方在酒店内对活动宾客、酒店内其他宾客和酒店工作人员及其财产造成的任何损失而导致第三方向酒店、酒店管理公司、酒店业主、万豪国际集团及其关联公司以及其各自雇员提起索赔、使其蒙受损害、损失和费用，公司须对酒店、酒店管理公司、酒店业主、万豪国际集团及其关联公司以及其各自雇员蒙受的上述损害、损失和费用做出赔偿、为其辩护并使其免受任何损害。

If the event sponsor engages a third party to assist in the decoration of the event venue and other related arrangements, the event sponsor shall be solely liable for any damage or loss to the Hotel assets or any personal injuries to or property damages to event guests, other Hotel guests and Hotel employees caused by such third party at the Hotel. The event sponsor shall further defend, indemnify and hold harmless the Hotel, Hotel management company, Hotel owner, Marriott International, Inc., and their respective affiliates and employees from and against any and all damages, losses and costs incurred by the Hotel, Hotel management company, Hotel owner, Marriott International, Inc., and their respective affiliates and employees which arise from claims for or out of any personal injuries or property damage to event guests, other Hotel guests and Hotel employees caused by such third party at the Hotel.

#### 预付款和支付

##### Advanced Deposit and Payment

为保留活动场所，**2024年11月20日前支付人民币19,320元**作为不可退还的预付款。（请参考附件：预付详单。然而，若有要求需调整，将提供修改后的相应的预付详单。）

In order to secure the event space, a non-refundable advanced deposit in the amount of **CNY 19,320 is required by Nov. 20 2024**. (Please refer to the Pro-forma Invoice attached. However, should any of the requirements be adjusted, a revised Pro-forma Invoice will be provided accordingly).

余额必须在团队进店当天即**2024年12月09日前**通过信用卡预授权的方式担保，**2024年12月15日前通过银行转账结清**。

The balance of payment must be settled upon group check out on **Dec. 09, 2024** by credit card authorization, and be settled on **Dec. 15, 2024** by bank transfer.

若在**2024年11月20日前**未收到规定的预付款，将视为公司取消活动，所有预留的客房和活动场所将被取消，恕不另行通知。

If the required advanced deposit and payment are not received by **Nov. 20 2024** the reservation for the guestrooms and function space OCT be subject to cancellation without prior notice.

#### 银行明细

##### Bank Details

请注意所有公司支票或本地支票需要六周的处理时间。酒店银行账户明细如下：



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Please take into account that all company cheques or local cheques will take six weeks to process. The Hotel Bank Account details are as follows:

Company Name: Courtyard by OCTriott Nanjing Jiangning

公司名称: 南京明珠金轮置业有限公司金轮万怡酒店分公司

Bank Name: Bank of Communication Nanjing Xin Jie Kou Branch

开户银行: 交通银行南京新街口支行

Bank Account Number: 320006607018170093872

银行账号: 320006607018170093872

为使酒店能够追踪款项的收取情况, 请直接传真汇款单/请购单副本或发送扫描件给我们的收件人以供记录。

In order for the hotel to trace for the receipt of funds, please fax a copy or issue a scanned copy of the telegraphic transfer remittance/requisition slip directly to our attention for our records.

请注意以人民币 (CNY) 付款。

Please note that payments are to be made in CNY (Chinese Yuan).

酒店将在收到公司活动全额费用后, 开具合同所示相同公司抬头的发票。

The hotel will invoice the same company as shown in the contract after receiving the full payment of the company.

## 结算

### Settlement

将以康辉集团北京国际会议展览有限公司团队的名义设置一个主账户。康辉集团北京国际会议展览有限公司将负责以下费用:

A master account will be set up in the name of Comfort Group Beijing International Convention and Exhibition Meeting. It is understood that 康辉集团北京国际会议展览有限公司 will be responsible for the following charges:

- 所有上述合同规定的包含宴会的活动费
- All contracted event charges as stated above
- 康辉集团北京国际会议展览有限公司授权签字人批准的任何其他费用
- Any other charges approved by the Comfort Group Beijing International Convention and Exhibition authorized signature

活动结束后必须全额结清主账户。

The master account must be settled in full upon event conclusion.

## 个人账户

### Individual Account

客房费、客房税和杂费等产生的所有费用将公司负责。

Reservations indicated as 'Individual' on the rooming list must be settled by Company upon departure by credit card or cash. 康辉集团北京国际会议展览有限公司 will be responsible for all the unsettled payments.



## 损害和赔偿

### Damage and Compensation

公司必须在活动结束后 24 小时内整理宾客或公司的物品。除酒店自身原因外，酒店不对任何原因导致的参会人员的任何损害承担赔偿责任。同时，对于任何与会人员给酒店造成的任何损坏，公司应根据酒店实际损失价值支付赔偿金。

康辉集团北京国际会议展览有限公司 shall collect guest or company belongings within 24 hours after the event. The Hotel shall not be liable for any damages for any causes except caused by the Hotel. Meanwhile, as for any damage to the Hotel caused by the person attending the meeting, 康辉集团北京国际会议展览有限公司 shall make compensation to the Hotel based on the actual losses of the Hotel.

酒店依据国版控烟草案原则规定，任何人不得在禁止吸烟场所吸烟和索要烟具，要自觉听从劝阻；不乱弹烟灰，不乱扔烟头；如果顾客吸烟不听劝阻而被要求离开，无权向经营者索回已消费费用；已经接受服务但未支付费用的，还应当支付费用。对于在禁烟场所区域吸烟者，酒店将收取人民币 200 元净价清洁服务费用。

According to the principle of the national version of the draft tobacco control, no one shall be allowed to smoke and ask for smoking in a smoking place, and should consciously listen to dissuade, do not mess up the ashes, and do not throw a cigarette butt; if the customer does not listen to the dissuade and is asked to leave, it is not entitled to return the expense to the operator; it has accepted the service but has not paid the cost. The cost should also be paid. For smokers in smoke-forbidden places, the hotel will charge CNY200net for cleaning services.

## 预订提前

### Advance

如果康辉集团北京国际会议展览有限公司希望在约定的日期和时间前使用活动场所，康辉集团北京国际会议展览有限公司必须获得酒店批准并在活动前 5 个工作日内通知酒店。

If Comfort Group Beijing International Convention and Exhibition would like to access the event space prior to the agreed dates and times, Comfort Group Beijing International Convention and Exhibition must have approval from Hotel and inform the Hotel 5 working days prior to the event.

## 预订取消

### Cancellation

康辉集团北京国际会议展览有限公司签订协议后，酒店将根据协议保留会议场所。

The Hotel will be holding all the event spaces listed in the contract once the agreement is signed.

如果签署协议后并且在活动前 16 到 30 天内取消活动，将收取相当于客房、会议和餐饮总收入 50% 取消费。

Should the event be cancelled after the agreement is signed and between 16 to 30 days prior to the event, a cancellation charge equal to 50% of the total rooms and catering revenue will be imposed.

如果签署协议后并且在活动前 8 到 15 天内取消活动，将收取相当于客房、会议和餐饮总收入 80% 取消费。



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Should the event be cancelled after the agreement is signed and between 8 to 15 days prior to the event, a cancellation charge equal to 80% of the total rooms and catering revenue will be imposed.

如果签署协议后并且在活动前 7 天内取消活动, 将收取相当于客房、会议和餐饮总收入 100% 取消费。

Should the event be cancelled after the agreement is signed and within 7 days prior to the event date, a cancellation charge equal to 100% of the total rooms and catering revenue will be imposed.

违约责任: 如果乙方未按合同约定提供服务, 以支付违约金或安排同等档位的场地或房间  
Liability for breach of contract: If Company fails to provide services as agreed in the contract, it shall pay liquidated damages or arrange venues or rooms with equivalent stalls.

适用法律

Applicable Law

有关本协议的有效性、解释和履行, 以及相关争议的解决将受中华人民共和国法律管辖和解释。  
The validity, interpretation and performance of, and the settlement of disputes relating to, this agreement will be governed by and construed in accordance with the law of People's Republic of China.

争议解决

Settlement of Dispute

当因履行本协议而引发争议时, 可通过双方协商解决争议。如果无法通过协商解决, 此类争议、矛盾或要求, 包括对协议有效性或存在性的争议, 应交由酒店所在地的人民法院解决。

In the event that a dispute arises during the performance of this Contract, the same shall be settled through consultations between the Parties. In case no settlement can be reached through consultations, then such dispute, controversy or claim, including a dispute as to the validity or existence of this Contract shall be resolved by the People's Court which the Hotel has domicile.

确认

Confirmation

双方确认了解, 活动场所已暂时预留, 但不确保留给康辉集团北京国际会议展览有限公司, 直到南京金轮万怡酒店收到本协议书的签署文本或预付款。最终确认日期为 2024 年 11 月 20 日。  
如果在 2024 年 11 月 20 日前未收到本协议书的签署文本或预付款, 酒店保留不经另行通知而解除所有住宿和会议室预留的权利。

It is mutually understood that accommodation and function space have been tentatively reserved and will not be guaranteed to **Comfort Group Beijing International Convention and Exhibition** until a signed copy of this Letter of Agreement and deposit have been received by Courtyard by OCTriott Nanjing Jiangning. The final option date is **Nov.20, 2024**. If a signed copy of the Letter of Agreement and the deposit are not received by **Nov.20 2024**, the hotel reserves the right to release all the accommodation and function space without prior notice.

感谢贵公司选择在南京金轮万怡酒店举办活动。我们将竭尽全力使贵公司的活动取得圆满成功。  
如需进一步了解上述任何内容, 请随时与酒店直接联系。

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Thank you for selecting Courtyard by OCTriott Nanjing Jiangning. We are committed to ensure that your event will be a great success. Please feel free to contact hotel directly should you need further explanation on any of the above.

本协议以中、英文书就，若两种版本之间出现分歧，则以中文版本为准。

This Agreement has been written in the Chinese and English, in the event of any conflict or inconsistency between the Chinese version and any translation hereof, the Chinese language shall prevail.

感谢贵公司对南京金轮万怡酒店的支持。

Thank you for your support of the Courtyard by OCTriott Nanjing Jiangning.

酒店代表：

For and on behalf of

南京金轮万怡酒店

Courtyard by Marriott Nanjing Jiangning

刘晨

Wesley Liu

公司代表：

For and on behalf of:

康辉集团北京国际会议展览有限公司

资深销售经理

Senior Sales Manager

胡晓敏 Mindy Hu

销售总监

Director of Sales

