

HOTEL INDIGO

英迪格酒店

洲际酒店集团旗下

LUGU LAKE

泸沽湖

MICE Group Contract 会议活动合同

03 June 2025

2025年6月3日

Party A: Hotel Indigo Lugu Lake
甲方: 丽江龙腾旅游投资开发有限公司酒店分公司 (以下简称“酒店”)
Address: No. 88, Zhudi Village, Luoshui Village, Yongning Town, Ninglang County, Lijiang City, Yunnan Province, P.R. China, 674300
地址: 云南省丽江市宁蒗彝族自治县永宁镇落水村委会竹地村 88 号
Contact: Claire Yang
联系人: 杨珊
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邮箱 Email: Claire.yang@indigolugulake.com

Party B: Comfort International M.I.C.E Service Co., Ltd
乙方: 北京康辉集团国际会议展览有限公司
Address: Rm. 1510, Ruichen Int'l Center, No. 13 Nongzhanguan South Rd., Chaoyang District, Beijing
地址: 北京市朝阳区农展馆南路 13 号瑞辰国际中心 15 层 1510 室
Contact: Ms Zhang Zhaojie
联系人: 张兆洁女士
Tel 电话: (86) 13811830485
手机 Mobile: (86) 13811830485
邮箱 Email: zhangzhaojie@cct.cn

Dear Mr. Ms Zhang
尊敬的 张女士,

Thank you for choosing Hotel Indigo Lugu Lake as your final meeting venue.
非常感谢您选择泸沽湖英迪格酒店作为贵公司会议的场所。

After mutual discussion between both parties Comfort International M.I.C.E Service Co., Ltd has selected Hotel as the venue for the upcoming event to be held during **20 - 24 May 2025** and both parties have reached the following contract.
甲乙双方经友好协商, 双方就 北京康辉集团国际会议展览有限公司 于 **2025 年 5 月 20-24 日** 在酒店安排住宿相关事宜, 达成如下协议。

The Contract is comprised of four (4) main sections, each of which may be amended or supplemented from time to time by the mutual written consent of the parties:

1. Introduction
2. Bedroom and Meeting Room Requirements
3. Event Pricing and the advance payment schedule
4. General Information & Policy

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合同包含 4 个主要部分，其中任意一部分的更改或补充都需经双方协商以书面形式确认。

1. 简介
2. 客房 / 会议 / 餐饮安排
3. 活动价格及预付款安排
4. 总说明和政策

1. Introduction

简介

Located at No. 88, Zhudi Village, Luoshui Village, Yongning Town, Ninglang County, Lijiang City, Yunnan Province, P.R. China, 674300, Hotel is the only international 5 star hotel to hold the high-end and big size events in Ninglang County.

酒店坐落于中国云南省丽江市宁蒗彝族自治县永宁镇落水村委会竹地村 88 号，是宁蒗县城内具备接待高端大型会议的国际品牌酒店。

2. Guest Room / Meeting Room / F&B Arrangement

客房 / 会议 / 餐饮安排

2.1 ROOM ARRANGEMENT 客房安排

Hotel Indigo Lugu Lake 泸沽湖英迪格酒店

Room Type 房间类型	20/5	21/5	22/5	23/5	24/5	Total 合计	Room Rate (CNY) 优惠房价 (人民币)
精品房 大床	1	1	9	9		20	RMB 500 元/间/夜
精品房 双床	1	1	1	1		4	RMB 500 元/间/夜
豪华精品房 超大床	/	1	22	22		45	RMB 800 元/间/夜
Total 合计	2	3	32	32		69	RMB48,000 元

Note 备注:

• Group rates included:

团队房价包括: 摩梭手工拓印、摩梭许愿风铃、摩梭服饰体验、摩梭欢迎礼

Mineral water Coffee & tea facilities in room.

客房内瓶装矿泉水肆瓶, 雀巢胶囊咖啡机与 TG 茶包。

Wireless network.

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无线网络。

- Above proposed rates are non-commissionable inclusive service charge and tax.
针对此次会议的以上特惠房价均为净价含服务费和税款
- Above noted room rates include up to 2 buffet breakfasts per room per day at Seven Colors (Chinese Restaurant) on the first floor. (Additional breakfasts will be charged at RMB per person in house guest.)
以上房价已包含自助早餐,每间房每天最多不超过 2 个。(每多加一份, 住店客人按每位 RMB 198 收取。)
- The above guest room rates are extended specifically for this group only. This group is defined as 69 paying rooms guarantee booked collectively at one time. Charges will be made according to the guaranteed number of booking or actual booking whichever is greater.

以上房价为贵公司此次团队所享之特惠价格, 只有在保证总入住间夜数达到 69 房的基础上方可享有以上特价。保证房间数 67 间夜, 如用房数不足 67 间夜, 酒店将按照保底数 67 间夜收费, 如超出保证间夜数, 我方将按实际间夜数收费。The Hotel reserves the right of offering a separate rate for the stays before or after the event official dates. The room booking should be made in advance and will be handled by the Hotel based on the room availability.

会议团队前/后入住, 需提前与酒店确认且价格另议, 客房预定需视酒店客房预定情况及房间类型而定。

- The hotel is 52 km away from Ninglang airport and it usually takes 60 minutes for a single trip.
宁蒗泸沽湖机场距离酒店 52 公里, 单程 60 分钟。

Booking Policy 预定规则

Guaranteed Policy 担保

All reservations must be guaranteed by total room night advance deposit or by credit cards. For credit card guarantee, the required information includes the name of the card holder as it appears on the card, the card number and expiry date.

所有预订将会被收取预定间夜的房费作为定金或用信用卡做担保。用信用卡做担保的预订, 酒店需要客人出示书面通知, 提供持卡人姓名, 信用卡号, 有效日期及信用卡背面有效签名式样。如果客人已做了担保, 我们将会保留其预订。所有没有做过担保的预订, 入住时酒店将根据当时的入住情况安排房间。

Check-in / Check-out 入住/ 退房

Check in time is 14:00.

For early check in, the 100% payment of the previous night room rate is required before 06:00 and 50% payment of the previous night room rate is required before 10:00.

Check out time is 12:00.

For late check out, the additional 50% payment of the night room rate is required before 18:00 and 100% payment of the night room rate is required after 18:00.

登记入住时间为 14:00.

如提前入住, 在入住当日 06:00 前办理需支付前一晚 100%房费; 在入住当日 10:00 前办理需支付前一晚 50%房费。

离店退房时间为 12:00.

如延迟退房, 在退房当日 18:00 前办理需支付当晚 50%房费; 在退房当日 18:00 后办理需支付当晚 100%房费。

No Show Charge 未入住客房

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Should there be a no-show for confirmed reservations on day of arrival, the first night room charge will be levied as no-show charge and Master Account will be responsible for this no-show charge. Space for subsequent nights will be released for re-sales.

所有已担保的未入住预定将会被收取预定间夜的首晚房费作为担保违约金。公司总账将承担此首晚房费违约金。酒店有权将所有未入住客房重新出售。

Room Attrition Policy 客房预定缩减规则

Review Date 回顾日期

Guestroom Reduction 酒店允许客房减少幅度

3days prior arrival 提前 3 天

Total 5% room nights of room nights blocked 最多可减少合同预定总数的 3% 间夜

The number of rooms reserved by the Company 3 days prior to the event shall be regarded by the Hotel as the finalized number of rooms reserved and shall be liable to pay for the guaranteed rooms reserved even if the actual number of rooms occupied during the event is less than the finalized number of rooms and regardless of early check outs and cancellations

酒店以公司活动开始前 3 天（含第 3 天）确定的房间数量作为最终预定房间数量。如公司实际用房数量低于此最终预定房间数量，酒店将依照最终预定房间数量的房间数收取费用；公司入住后提前离店的房间酒店将按照酒店原预定的最终预定房间数量收取费用。

Booking Procedures 预定程序

To be made via Rooming List 提供入住客人名单预订

The Company or its official Travel Agent shall provide the Hotel with an initial rooming list by **20 May 2025**. The rooming list should include the guest's name, ID number or passport number, arrival / departure dates, flight details, single / double occupancy, room category. Or Upon check-in, guests shall provide the personal information to hotel for registration. Any reservations made after this date will be subject to availability.

公司须最晚不超过于 **2025 年 5 月 20 日** 之前以传真或电邮方式通知酒店具体客人之名单，并须列出客人名字，身份证件号码（中国客人须使用身份证号码；外宾客人护照需要到酒店前台影印登记），房间类型，到达酒店日期及时间，航班信息，房费，杂费之付款安排等。或是在客人登记入住时，客人自行提供以上信息给予酒店。为确保团队所有房间得以妥善安排，若未能于时限内提供则会对客房编排造成一定的困难，且酒店不承担与之带来的一切后果，如生命安全、财产保障及公安机关的盘查处罚。

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2.2 FUNCTION /EVENT ARRANGEMENTS 会议/宴会安排

DATE 日期	TIME 时间	TYPE 类型	VENUE 地点	SET UP 会场布置	EXP. PAX 预计人数	GRD. PAX 保证人数	RATE(CNY) 价格(人民币)
2025/5/23	09:00-11:00	会议	橙光厅 1/2	U 型	30	30	RMB9,000 元/2 小时 (含 LED)
	12:00-14:00	自助午餐	自助餐厅	现有	30	30	RMB300 元/位
Total 总价				RMB 18,000 元			

Note 备注:

- Above proposed rates are non-commissionable inclusive of 10% service charge and 6% of tax.
针对此次会议的以上特惠价格均为净价含服务费和 6% 的税款。

Rental above includes the below mentioned:

会议场租包括以下基本安排:

- flip chart with markets pens 夹纸板及白板笔
- Usage of InterContinental meetings standard A/V system with 2 wireless MIC 基本会议音响系统及无线麦克风 2 支
- Letter head paper with pencil & water & mint 会议纸、笔、水及薄荷糖
- Wireless Internet 无线上网
- The above meeting room prices include the all day fee for LED screens 以上会议室价格包含 LED 屏全天费用。

Other Meeting Equipment Arrangement and Rate

会议其它安排及收费标准

- Tent Card: CNY 20 net/piece.
席位卡: 人民币 20 元净价/个。

Menu and Food Service 食物与菜单服务

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It is the organizer's responsibility to ensure guests do not bring any food and beverage products into the Hotel for consumption other than by themselves. Food and beverage products for display or product training are to be approved by the Hotel.

会议组织者要确保参会人员不得把食品和酒水带入酒店使用。如因会议展示，请和酒店协商。

Please review the attached menu and your signature is required as the confirmation. All menus should be signed back at least 7 days prior to the event date.

菜单附后，请审阅签名确认。所有菜单必须提前 7 天签字确认后返还酒店。

Review of Expected / Guaranteed Attendance for Meal 用餐的预计人数/保证人数

Please review and confirm the expected and guaranteed number of attendance 5 days prior to the function. Any variance between the expected and guaranteed number should be within 5%. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

乙方请于用餐前 5 天确认最终保证用餐人数，经双方达成共识后，最终保证用餐人数的增减不得超过 5%，若当日用餐人数低于保证人数，酒店将按保证人数收取费用；如果当日用餐人数超过保证人数，酒店将按实际人数收取费用。

Food & Beverage Cancellation Policy (用餐取消规则)

In the event of cancellation of the function space (applicable for both meeting package and private event). The following cancellation fee will apply:

若此次活动在以下所示日期期限取消用餐，则酒店将按照以下规定收取费用：

Cancellation and postponement 取消/推迟日期	Charges applicable 酒店收取费用
Within 3 days prior to the scheduled event cancellation 活动开始前 3 天	80% of the contracted F&B revenue 相当于 80% 的预定餐饮收入
离店结清所有费用	100% of the contracted F&B revenue 相当于 100% 的预定餐饮收入

Master Account 总账

A master account will be created by the Hotel on the group check in date. The organizer shall confirm the master account policy 7 days prior to the event date:

酒店将于团队入住当日为主办方建立一个总帐户。请务必于此活动开始前 7 天确认以下总帐户管理方式。

- All charges to be settled by the organizer will be channeled to master account, such as Rooms, Meals & banquet charges.
所有将被转入主办方总帐户的消费，如房费、餐饮、宴会费用等。
- All charges to be applied to the Master Account must be signed by an authorized Person upon making a charge to the Master Account. All outstanding Master Account charges shall be due and payable at time of check-out. If credit card is used, the card must be presented to the cashier at the beginning of the event in order to estimate charges for pre-approved.

所有转入主办方总帐户的费用必须由主办方提供有签单权的员工签字认可。所有主办方总帐户中的费用将于团队离店当日予以全额付清。如用信用卡支付，需在活动开始之前在前台出示有效信用卡作为此总帐户费用担保。

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- The organizer to confirm all personnel who are authorized to sign hotel bills to the master account.
请提供所有具有主办方总帐户签单权的主办方员工的姓名。

Individual Account 个人账户

It is agreed that the following charges are on individual account, and will be settled by the guests upon departure from the hotel. Individual charges to be settled by guests need to be settled either by cash, traveler's cheque or approved credit cards upon the guests' checkout. For room charges, a method of guarantee will be requested upon check-in.
经同意以下费用是由独立账户核算，客人将在离酒店前把所有费用结清。个人消费客人可用现金、旅行支票或信用卡在离店前结清，房间费用需在入住时交付押金。

3. Event Pricing and Payment Schedule 活动价格及付款安排

Items 项目	Price 价格
Guestroom Pricing (see 2.1) 客房费用（详见 2.1）	¥48,000 元
Meeting and F&B Pricing (see 2.2) 会议及餐饮费用（详见 2.2）	¥18,000 元
Total Estimated Contract Price 合同预计费用总和	¥66,000 元
1 st advance payment of 30% before / 2024.12.20 2025 年/5 月/20 日前支付相当于预计活动总账支付总费用的 80%	¥52,800 元
Do authorization upon C/I. The payment should be balanced when check out. 剩余费用在入住时支付，离店前按实际消费金额结清尾款。	As actual 按实际消费结算

4. General Information & Policy 总说明和政策 Force Majeure 不可抗力因素

It is expressly agreed that hotel shall be relieved of its obligations under this Letter of Agreement in the unlikely event of acts of nature, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities or any other emergency will make it illegal or impossible to provide the facilities or to hold the event.
如遇到不可抗力因素像自然灾害，战争，政府强制规定，灾难，罢工，暴乱，交通设施缩减及其他紧急状况，使得酒店无法提供支持会议的服务和设施，在协议书中的每一方将免于承担法律责任。

Damage 破坏

The meeting organizer is responsible for any damages during the event caused by any of your guests or any other persons attending meeting events, whether in the rooms reserved or in any part of the hotel.
在会议期间如您的客人或者其他任何参加会议者对酒店设施设备造成破坏，会议组织者将负赔偿责任，不管是在房间内或者酒店的任何其他地方。

Storage 仓储

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The hotel does not have secured storage facilities to store merchandise prior to or after your event. All merchandise must be delivered no more than three (3) days prior to the commencement of your event and collected at the conclusion of your event, otherwise a storage fee will be incurred.

酒店没有绝对安全的设施在会议前后对货品进行仓储。所有货品需要在会议开始的 3 天之内送抵并在会议结束后收回，否则仓储费将产生。

Venue Set up and Tear Down 会场布置及拆除

- a) All venue set up will be granted based on the following requirements: 1. Event contract has been signed. 2. Detail description and relevant drawing are provided 5 days prior to the event date.
所有会议活动的布展及搭建需在本合同签订后，于布展及搭建前 5 天前提供书面说明及效果图并与酒店签订相关权责申明。
- b) All venue set up has to be transport by the designated passenger way and the Hotel's Sales and Marketing Event Contact will handle entry procedures.
所有会议活动的布展及搭建物品需从酒店指定通道运入及运出酒店，并由市场销售部活动对接人办理进出手续。
- c) All the organizer's staffs have to wear name tag in the Hotel's entry point and venue. Otherwise the Hotel security has the rights to stop or suspend on site activities. All the organizer's staffs must observe the Hotel's policy and procedures.
贵公司工作人员，在进出酒店宴会及会议活动场所时需穿着统一服饰或佩戴胸卡，否则酒店安保人员有权阻止其进行任何行动；在工作过程中请严格遵守酒店的各种规章制度。
- d) In the event of tear down, the organizer has to ensure the proper protection in place to avoid any damages on hotel's floor and wall. Organizer is responsible for the expense incurred.
在会议活动前布展及活动后拆除过程中，出于保护酒店设施的目的，施工单位必须提供材料保护现场地面、墙面等。由此引起的费用由贵公司支付。
- e) In the event of set up and tear down, Organizer can use hotel's facilities and tools only if hotel's permission is obtained.
在布展前及展后拆除过程中如需使用酒店物品及工具，需获得酒店许可后方可使用
- f) In the event of multiple days set up or tear down, the organizer has to ensure all set up materials are stored in the designated venue. The meeting venue has to be in proper order and all passengers' way remains free of obstacles.
若因布展工期较长，中途停工，隔天再次进行的；贵公司必须在中途停工后将所有布展物品按照酒店 安排并指定的场所，进行归位整理，保证会场整齐有序并保障道路疏通。
- g) The Hotel offers 2 hours set up at free of charge in the event of no reservations on the venue. The Hotel may charge the set up time beyond hours.
在不影响酒店场地使用的情况下，酒店提供 2 小时免费布展时间；若超出部分，将视情况及超出时间加收贵公司超时布展费用。
- h) The organizer is responsible for the removal of all the set up materials including back drop and relevant rubbishes. All meeting venues shall be resumed to the pre-meeting status.
在会议活动结束后，贵公司必须及时拆除所有具有代表贵公司的布展物品（包括喷绘画面、布展垃圾等）；并将所有撤展垃圾、物料带出酒店外部；将酒店宴会厅内恢复为布展前原始状态。
- i) No nails or any other similar tools are allowed in the meeting venue including ceiling, wall and floor. Glue or double side tape has to be approved by the Hotel. All damages due to set up are organizer's responsibility.

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HOTEL INDIGO

英迪格酒店

洲际酒店集团旗下

LUGU LAKE

泸沽湖

MICE Group Contract 会议活动合同

特别申明：不可在酒店的天花板、墙面、地面及任何非经允许的地方钉钉或任何生根施工；如要粘贴双面胶或其它胶纸，必须获得酒店确认许可后施工。所有因施工原因或材料原因而造成酒店损失的均需由贵公司做出赔偿。

- j) The Hotel offers security service to the meeting venue. However in the event of loss and damage of organizer's valuables, the Hotel does not assume any responsibilities. The organizer is responsible for the losses and damages caused by its employees.

酒店将对宴会及会议场地提供正常的保安服务，但不负责对贵公司任何贵重物品（包括资料、设备设施、工具等）的丢失或损坏而进行赔偿。由贵公司工作疏忽、违约或由此造成酒店任何损失，贵公司须予以赔偿，赔偿范围包括但不限于酒店的任何损失以及酒店索赔所发生的律师费、诉讼费、保全担保费、鉴定费、评估费、公证费、公告费、差旅费等全部费用。

Public Relations 公众资讯及传媒

The Hotel reserves the right that, without the consent of the organizer (referring to written authorization), the Hotel will not be responsible for the disclosure of the activities involved in this contract. Without the written consent of the Hotel, the organizer is not allowed to disclose the contents of this contract to any third parties in any forms, including verbal, writing. All the hotel relevant information must be in the approved format by the Hotel. The Hotel reserves the right of legal action against any violation of this contract.

如因公众资讯及传媒的需要，在得到贵公司（以书面的形式）通知的情况下，酒店有义务对贵公司在合同范围内所涉及之一切资讯包括活动内容、出席人员等信息予以保密，但不承担信息泄漏的一切责任和损失。贵公司不得在未获酒店书面授权的情况下，以任何形式包括书面、口头或经由任何第三方向公众或传媒透露合同及任何相关内容。酒店对任何形式的违反保留诉诸法律的权力。贵公司公布任何相关酒店信息，均需采用酒店书面确认的标准版本，诸如酒店名称、地址等。

Cancellation / Postponement Policy 活动取消及推迟

The following cancellation / postponement policy shall apply should the entire group is cancelled or postponed:
若此次活动在以下所示日期期限取消/推迟，则酒店将按照以下规定收取费用：

Cancellation and postponement 取消/推迟日期	Charges applicable 酒店收取费用
3 days prior to the scheduled event cancellation 活动开始前 3 天	80% of the contracted total revenue 相当于 80%的预定总收入

Agreement Administer 合同执行

The Agreement will be honoured based on the payment. In the event of the payment delay or deficit, the Hotel has the rights to change, suspend or cancellation of any part of this contract, including the event venue and services described in this contract.

本合同将视付款情况予以最终执行，但酒店保留在贵公司未按时并足额交付应付款项的情况下对已签订合同之宴会及会议活动的场地和服务方式以及履行方式进行变更或最终取消的权利。

Feedback duration 回复期限

We expect that you confirm this offer within **3 working days** upon receipt of the contract, namely **20/5/2025**. If the expected written confirmation is not received by then, The Hotels has the absolute right of change the rates described in the contract or ultimately cancellation of the contract. The hotel is not responsible for any losses caused to the Company.

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贵公司在收到本合同后 **1 个工作日内**，即 **2025 年 5 月 20 日** 前回复。如果没有得到贵公司的书面回复，酒店将有权调整原定价格或作废本合同，并对贵公司由此而发生的任何损失不承担任何责任。

Hotel Bank Account Information 酒店银行信息

丽江龙腾旅游投资开发有限公司酒店分公司

税号：91530724MA6PTEJU3U

单位地址：云南省丽江市宁蒗彝族自治县永宁镇落水村委会竹地村 88 号

开户行行号：103755414951

开户银行：中国农业银行股份有限公司宁蒗彝族自治县支行

银行账户：24149501040025453

Law and legal statement 遵循法律

This Agreement shall be governed and construed in accordance with the laws of the People's Republic of China. Any dispute arising out of or in connection with this Agreement, including any question regarding its existence, validity or termination, shall be referred to and resolved first by mutual discussion, failing which, by third arbitration.

本协议经双方同意以中华人民共和国法律为准。每一方均陈述和保证，在谈判和履行其在本合同项下义务的过程中，其已遵守并将遵守一切适用的中华人民共和国法律、法规和监管规定，包括但不限于反腐败、反贿赂方面应适用的法律法规。若在本协议范围内双方产生分歧，在诉诸于法律之前，协议双方均同意通过友好协商进行解决，如不能协商解决，则双方均应向酒店住所地有管辖权的人民法院提起诉讼解决。

This agreement is written in both English and Chinese. Both the English and Chinese versions of this agreement shall have equal force and effect.

本协议为中英文版本，本协议中文和英文版本具有同等法律效力，中英文内容不一致的，以中文内容约定为准。

We hope the above arrangement is satisfactory to you. Should you agree with me on the offer above, please return this contract with signature and your organization's official chop.

我们希望以上安排能符合您的要求。如果您没有任何异议，请在合同上由公司法定代表人或授权代表签字并加盖公章后回传至泸沽湖英迪格酒店，以便我们立即予以安排。

Thank you once again and we are looking forward to working closely with you on this important event!

再次感谢您选择泸沽湖英迪格酒店，我们期待着与您共同完成此次重要活动！

regards!

顺祝商祺！

Events Contract
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HOTEL
INDIGO

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Hotel Indigo Lugu Lake
丽江龙腾旅游投资开发有限公司酒店分公司

Comfort International M.I.C.E. Service Co., Ltd.
北京康辉集团国际会议展览有限公司

负责人或授权代表（签字）

职位：

日期：



法定代表人或授权代表签字
Name 姓名：

职位：

日期：2025-6-6



Events Contract
活动合同

IHG HOTELS & RESORTS



REGENT



KIMPTON
HOTELS & RESTAURANTS

HOTEL
INDIGO

VOCO



CROWNE PLAZA



ATWELL
SUITES



IHG REWARDS

