

致/To:姚艺婷
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自/From: 王旭峰 Alex Wang
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日期>Date: 2018年9月25日
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宴会(会议)协议
BANQUET (MEETING) AGREEMENT

尊敬的 姚艺婷
Dear Madam Zhang:

承蒙阁下爱戴, 感谢你们选择上海浦东华美达大酒店承办贵公司的活动, 根据您的要求, 我们特作如下安排, 请确认:

Thank you for choosing the Ramada Plaza Pudong Shanghai as the venue for your company's forthcoming event. With our discussion, I have the pleasure in submitting the following agreement for your confirmation:

日期 Event Date	时间 Time		Description 活动内容	Set up 布置形式	Venue 地点	Attendance 人数		Price 价格
	Start	End				Expected	Guaranteed	
2018年9月28日(周五)	8:30	17:30	全天会议	课桌式	Grandballroom A (209平)	45	40	¥8000 净价/全天
	10:30	10:45	茶歇	自助式	Grandballroom A 外			¥55 净价/人/次
	12:00	13:00	自助午餐	自助式	二楼 意浓坊西餐厅			¥138 净价/人/次

请在会议前的 48 小时内确认保证人数。保证人数与预计人数之间的相差比例为 10%。若出席人数低于保证人数, 请在会议前的 78 小时内确认保证桌数。保证桌数与预计桌数无相差比例。若出席桌数低于保证桌数, 按照保证计算。出席桌数高于保证桌数, 按实际出席桌数加收额外费用。

Please review and confirm the guaranteed table of attendance in forty-eight (78) hours prior to the function. Any variance between the expected and guaranteed number(table) should be without any difference. Charges will be made according to guaranteed number (table) or actual number(table) whichever is higher

MEETING: 2018年9月28日(周五):

- Grandballroom A 内布置成分组式, 供 40-45 人会议;
- 免费提供投影仪两套
- 提供每位纸, 笔, 矿水;
- 免费提供活页夹纸板 6 块;
- 免费提供 2 套无线话筒;
- 免费提供一套音响设备;
- 提供大宴会厅外讲台一个;
- 免费停车券 10 张

工作午餐: - 意浓坊西餐厅内将安排一个区域供与会者午餐。
- 酒店提供午餐时每人可乐、雪碧或矿水。

茶歇

上午 10: 15-10: 30 提供咖啡/茶及丹麦包或法式蛋糕及一道精选热点

其它:

OTHERS:

指示牌: 酒店将为您的会务免费提供指示牌, 分别放置于一楼大堂、会议室区域及餐厅; 请提前三天告知指示牌文字内容。

SIGNAGE: We will provide signage in our hotel's public areas for the convenience of your guests. (Such as hotel's lobby, the meeting room area and restaurant area). Please issue the exact wordings of signage in 3days before.

横幅/背景板: 酒店可协助制作背景横幅和背景板, 请在活动开始前三天通知我们并提供设计要求, 所需制作费用另行收取。

BANNERS: We can help to provide the Banners and Backdrop for your event. Please give us the exact wordings or design requirements 3days before the event. The banner expenses will be charged additionally.

费用

CHARGES: 场租: ￥8000 净价/全天
上午茶歇: ￥55 净价/人/次 (上午)
午餐自助餐 ￥138 净价/人/次

总计: 会议: ￥15720 净价 (按 40 人保底计算)

备注: 实际结算价格会因保证人数的改变而增加;

订金:

DEPOIST: 为确保本次会务及住房的顺利进行, 请于 2018年9月26日前 支付本次会务的费用:
￥7860 净价 (50%)。

结算方式:

TERMS OF PAYMENT:

你可以选择以公司支票, 现金, 信用卡或公司转账; 上海浦东华美达大酒店账单信息如下:

Payments can be made by cheque, cash, credit card or bank T/T. The Ramada Plaza Pudong Shanghai account details are as follows:

RMB Account: 上海民航置业有限公司浦东华美达大酒店
0763054135018538
浦东发展银行金桥支行

Complete Address: NO 509 JINGANG ROAD EXPORT PROCESSING ZONE
US\$ Account Name: SHANGHAI PUDONG DEVELOPMENT BANK JINQIAO SUB-BRANCH
Account No. 98841454800000019
Swift Code: SPDBCNSHXXX

预付金和定金政策及结算方式:

ADVANCE PAYMENT, DEPOSIT AND MODE OF PAYMENT:

为了确保此次活动的顺利进行, 请贵方至少提前两周将整个宴会费用的百分之五十 (50%) 作为预付金(其中 20% 为本次宴会的定金)与签字的合同一起交付酒店; 剩余的费用请在活动结束后或一个月内结清。

To be able to organize the function better, 50% of the total estimated expense would be paid in advance as advance payment (20% of total estimated expense as deposit) before 14days together with event agreement which should be signature by organizer; the remaining bill will be cleared after the function or within 30 days

确认:

CONFIRMATION:

客户需遵循以下条款:

The client must:

- 于会议前 14 天以书面形式向酒店确认此宴会协议及协议上的所有细节。
Confirming the function is to proceed in writing to the Hotel within 14 days of the original reservation.
- 如果客户未给本酒店以书面确认, 酒店将有权取消此次宴会的预定。
If the client fails to give such confirmation the Hotel takes the right to cancel the booking.

保证人数: GUARANTEED NUMBER:

会务保证人数将于会务开始前的 48 小时内给予确认。宴会协议中包含最低保证人数的条款, 酒店将以保证人数为基础收取费用, 客户实到人数低于保证人数, 按保证人数收费, 客户实到人数高于保证人数将按实到人数收费。

Minimum number of attendees to be confirm to the Hotel 48 hours prior to the function. The Hotel will charge the client based on such number or the actual number of guests that attend the function, whichever is greater.

取消政策: CANCELLATION:

客人以书面形式通知酒店取消宴会(会议),酒店有权向客户收取以下费用作为违约补偿金:

The Client may cancel the Function by written notice, the Hotel reserve the right to charge;

1. 在宴会(会议)日期前 14 天收到通知取消,酒店将向客户收取宴会(会议)总费用的 30%;
If the cancellation notice is received 14 days prior to the function date, the hotel will charge the client 30% of total estimated expense.
2. 在宴会(会议)日期前 7 天收到通知取消,酒店向客户收取宴会(会议)总费用的 50%;
If the cancellation notice is received 7 days prior to the function date, the hotel will charge the client 50% of total estimated expense.
3. 在宴会(会议)日期前 3 天收到通知取消,酒店向客户收取宴会(会议)总费用的 70%;
If the cancellation notice is received 3 days prior to the function date, the hotel will charge the client 70% of total estimated expense.
4. 在宴会(会议)日期前 1 天收到通知取消,酒店向客户收取宴会(会议)总费用的 100%
If the cancellation notice is received 1 day prior to the function date, the hotel will charge the client 100% of total estimated expense.

价格提增: PRICE INCREASES:

1. 如食品及饮料由于供应状况而采用别的品牌代替,酒店有责任尽快通知客户。

The Hotel may make reasonable substitution in food and beverage items due to non-availability and will promptly inform the Client of such substitution.

2. 所有价格由于酒店综合原因有所变动,酒店有责任尽快通知客户。

All prices may be subject to change at the Hotels discretion and the Hotel will promptly inform the Client of any changes.

3. 食品及饮料价格将在节假日内增收相应的附加费用。

An additional surcharge is applicable on total food and beverage account on public holidays.

4. 如果会议、宴会延迟,酒店将收取额外的场地或会议费用。

Additional extra expenses will be applicable if the Function continues after the time of conclusion specified on the Event Order.

不可抗力因素: FORCE MAJEUR:

对于任何其他不可抗拒的因素,包括罢工,劳动争议,事故,政府限制,戒备,旅游管制等,酒店食品或场地酒店不能按此合同履行协议,酒店有权将终止此协议,并将已预付的定金退还客户。在此情况下酒店将不对由本协议终止而引起的损失负责。

If for any reason beyond its control including and without limitation, strikes, labor disputes, accidents, Government requisitions, restrictions or regulations on travel, hotel operation, commodities or supplies, acts of war or acts of God, the Hotel is unable to perform its obligation under this Agreement it may terminate this Agreement and refund to the Client the advance payment paid. In such case the Hotel will not be liable for any damages caused as a result of the termination.

If for any reason the Venue is not available for the Function, the Hotel may substitute another Venue in the Complex and will promptly inform the Client of such substitution. The Client will accept such substitution without compensation.

赔偿: INDEMNITY:

客户参加活动将自己承担在此期间的风险,并且赔偿酒店方由于宴会时造成人员受伤和财产而引起的各种费用。这种情况不适用于由酒店的玩忽职守引起的受伤和损失。

The Client attends the Function at his own risk and indemnifies the Hotel against all costs, charges and expenses which may be incurred by the Hotel due to any person suffering injury while at the Function or due to any loss of property related directly to the Function. This provision does not apply where such injury or loss of property arises due to the negligent act or omission of the Hotel.

饮料: BEVERAGE:

没有征得酒店的预先书面认可,客户将确保参加宴会的客人不能将任何饮料带进酒店。如发现客人自带饮料,酒店将收取开瓶费。

The Client must not and must ensure that the people in attendance at the Function do not bring any beverages of any kind into the Complex without the written prior approval of the Hotel. A Corkage charge will apply in such circumstance.

会场布展：DISPLAYS:

客户对会场的所有布展和装饰必须预先得到酒店书面认可,否则不可在会场的墙上及建筑物上粘贴及悬挂任何物品。

All displays and/or decorations proposed for the Function by the Client must be approved in writing by the Hotel. No items are to be attached, pinned or glued to the wall surface of any part of the complex without prior writing approval by the Hotel.

损坏建筑物：DAMAGE TO THE COMPLEX:

所有酒店以外的布展公司在我酒店进行会场布置及舞台设置时，必须提前 14 天告知，并得到酒店工程师及音效工作人员的许可方可进行。客户将对所有参加宴会的客人或聘用的合同商（酒店下属人员除外）引起的场地及建筑物设备的损坏负责,并立即按照损坏物品的修复费用赔偿酒店。客户在为宴会活动而聘用合同商之前,必须获得酒店的书面认可。如宴会组织者非我们的协议客户,此人必须确认他有权代表客户方履行本协议。

For all exhibitions and stage set-ups produced by outside contractors the plans must be approved by the Hotel's Chief Engineer and Audio Visual Technicians a minimum of 14 days prior to the event. The contractors must liaise with the Hotel's Chief Engineer in all matters of delivery, set-up and breakdown. The Client will be responsible for all damage caused either to the Venue or any other part of the Complex by any person in attendance at the Function (other than those under the control or direction of the Hotel) or any contractors engaged by the Client for the Function and must immediately pay to the Hotel on demand the cost of rectification of any damage. The Client must obtain the prior written consent of the Hotel before it engages any contractor for the Function.

能源提供：Energy supply:

酒店将根据宴会需求提供合理的能源使用，若在展会或促销展会中过度浪费能源，酒店将根据实际消耗收取相应的费用。

The hotel will provide you a reasonable energy supply for the function in question. For excessive consumptions as for exhibitions and trade shows the hotel will charge the consumed energy according to the meter.

火灾预防 Fire work:

使用明火设备必须持有政府部门颁发的许可证；严禁在任何室内场所燃放烟火，爆竹及使用明火，任何有安全隐患的需求都不会得到特殊批准。

Outside fireworks require permission by the government and is at the Clients responsibility. Any inhouse fireworks, crackers or open fires are strictly prohibited and will not get any special approval for security reasons.

违约：DEFAULT:

如客人不能履行本协议内容或不遵循协议条款，酒店将有权终止该协议并收取相应的违约金。

If the Client fails to perform this agreement, due under this Agreement or otherwise does not comply with its terms, the Hotel may terminate this Agreement and forfeit any deposit.

正式许可证执照：PERMIT AND LICENSE:

如活动需要政府机构的许可证、执照,客户必须确保获得该许可证、执照,并至少在活动举行前七天将复印件交给酒店。如果客户未能获得所需的许可证和执照,酒店可取消此活动的进行,并按照合同上签定确认担保参加人数的该活动总消费的 50%收取取消费。

Should the Function require permit /license form the government agencies; the Client must secure such permits and /or license and furnish the Hotel copies, at least 7 days before the date of the function. Should the client fail to submit the required permits and license, the Hotel will cancel the Function and charge a cancellation representing fifty percent (50%) of the total cost of the booked Function based on the guaranteed number of the guest.

尊敬的 姚艺婷，感谢您选择上海浦东华美达大酒店举办贵公司的会议, 我们希望上述的安排能满足您的要求，如您有任何疑问，欢迎及时垂询，电话 021-50554666*1468.

Dear Madam Zhuang, thank you again for choosing Ramada Plaza Pudong Shanghai as the service provider of your forthcoming event. We wish that above agreement would achieve your requirements. If you have any question, please do not hesitate to contact us at telephone (8621) 50554666 X 1468.

此致
敬礼

Yours sincerely,

王旭峰/Alex Wang
销售经理
Sales Manager
上海浦东华美达大酒店
Ramada Plaza Pudong Shanghai
日期/Date:



公司代表:
Company representative:
公司名字:
Name of Company:
日期/Date:
公章/Chop:

刘燕/Diana Liu
销售部副总监
ADOSM
上海浦东华美达大酒店
Ramada Plaza Pudong Shanghai
日期/Date: