

# REGENT

## LETTER OF AGREEMENT – Addendum

This Agreement is made on Thursday, 5 June 2025 between:

**Hotel:**  
Regent Hong Kong

**Patron:** Comfort International M.I.C.E. Service Co., Ltd.  
**Event:** Comfort International M.I.C.E. Service Co., Ltd. for  
Douyin KOCs group  
**Event Date:** Friday, 23 May 2025 to Monday, 26 May 2025

**Address:**  
18 Salisbury Road  
Tsim Sha Tsui  
Kowloon  
Hong Kong

**Address:**  
Rm. 1510, Ruichen International Center  
No.13 Nongzhanguan South Rd., Chaoyang District  
Beijing  
China

**Sales Contact:**  
Loretta Wong  
Senior Director of Sales - MICE

**Contact Person(s):**  
Jinqiu Zhang  
Event Department

**Phone:** 852 2313 2097

**Phone:** 86 176 4062 9353

**Email:** loretta.wong2@ihg.com

**Email:** zhangjinqiu@cct.cn

Dear Ms. Zhang,

Based on the signed Letter of Agreement between Comfort International M.I.C.E. Service Co., Ltd. (the “Patron”) and Peak Hotel Holdings Limited, trading as Regent Hong Kong (the “Hotel”) dated 11 May 2025. Following revised total number of room block supersede the signed Letter of Agreement. Other terms and conditions remain unchanged.

### GUESTROOM BLOCK

The Hotel agrees that it will provide, and the Patron agrees to be responsible for following room nights (“Guestroom Block”), to be allocated between 21 May 2025 and 27 May 2025 as outlined below:

Total number of room nights	Room category	Daily Room Rate (HKD nett)	Total Revenue
47	Classic Room Single	2,600	122,200
45	Classic Room Double	2,800	126,000
3	Supplement Charge for Wang Jian	2,381	7,143
3	Supplement Charge for Han Dongqing	2,800	8,400
3	Corner Suite Harbourview for Zhu Yihao	13,500	40,500
<b>Total</b>	<b>101</b>		<b>304,243</b>

Confirmed and accepted by : \_\_\_\_\_



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## Remarks:

- Request for additional guestrooms after signing this Agreement will be subject to guestroom type availability at Best Flex rates at the time of the request.
- All Classic room rates are inclusive of one (1) or two (2) daily buffet breakfast(s) at Harbourside per occupancy; i.e. one (1) for single occupancy and two (2) for double occupancy
- **All Classic room rates are inclusive of** to 10% service charge per room per night and 3% Hotel Accommodation Tax. Non-commissionable.
- Type of bedding are subject to availability and reconfirm upon reservation

The above guestroom rate(s) is / are extended specifically for this Group on the specified dates. Should the number of Guestroom Blocks drop below the attrition allowance as provided in this Agreement, the Hotel reserves the right to review the quoted rates.

## SPECIAL CONCESSIONS

- All contracted Classic rooms upgraded to Classic Harbourview Room on a complimentary basis
- Complimentary welcome fruits for a maximum of 40 rooms. Additional order and personalized logo will be at additional cost
- Complimentary mini-bar excludes alcoholic drinks, no refreshment will be provided
- Special Staff Rate at HK\$1,800net for Classic Room for room only without breakfast. A maximum of 8 rooms daily will be extended.
- Special meal to be served at NOBU at HK\$380net per meal. A minimum of 35 orders will be required. Details to be discussed

## MINIMUM GUESTROOM REVENUE

Please be advised that the minimum guestroom revenue ("Guestroom Revenue") for the above at **HK\$304,243net**

## MISCELLANEOUS CHARGES

Room Delivery Charge : HK\$20 per room drop per room x 25 rooms = HK\$500net  
Turndown Amenity: HK\$80 per amenity x 33 rooms = HK\$2,640net  
Incidental Charges: HK\$13,230.40  
No Show Penalty: HK\$13,221.00 (HK\$4,407 x 3 room nights)

## SCHEDULE OF EVENT(S):

Your event (the "Event") is outlined with the requirements as follows:

Date	Time	Function	Venue	Setup	Attendees	Minimum Charge
Wed - Sat 21 - 24 May	09:00 - 18:00	Storage	Pine	N/A	N/A	Daily HK\$9,000net. Total HK\$36,000net
Sund 25 May 2025	13:00 to 19:00	For make-up	NOBU restaurant	Existing	/	Room Rental at HK\$50,000net per day

Should the Event go beyond the agreed time, the Hotel reserves the right to impose (and the Patron shall pay) an additional charge for the venue(s) occupied.

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An appropriate venue will be assigned based on your specifications at the time of confirmation. Should your requirements change after confirmation, the Hotel will make reasonable efforts to accommodate, provided that our venue is available. The Hotel reserves the right to re-assign venue(s) which are appropriately sized for the Event and number of attendees.

## MISCELLANEOUS FOOD & BEVERAGE CHARGES

Kombucha at Lobby Lounge: HK\$90net per bottle x 6 = HK\$540net  
Set lunch at NOBU: HK\$380net x 51 sets = HK\$19,380net  
Coffee at NOBU: HK\$80net x 10 cups = HK\$800net

## DEPOSIT SCHEDULE

Please note the Deposit schedule as follows:

Due Date	Attrition Allowance / Deposit Schedule
Deposit received	HK\$323,000net received
Now	HK\$440,554.40 – HK\$323,000.00 <b>Balance HK\$117,554.40</b>

Notice of any attrition must be received by the Hotel in writing; and the Attrition Fee will be charged to the Master Account.

In the event that the Patron fails to settle the deposit payment by the date(s) agreed, the Hotel reserves the right to release the Guestroom Block and venue(s) reserved for the Group.

All deposits paid hereunder are non-refundable and non-transferable to any other party or to be used for any other event/group. The deposit paid will be forfeited at the discretion of the Hotel if the Patron cancels or postpones the Event and may be used to compensate the Hotel for its losses and damages including business losses as provided for herein, without prejudice to the Hotel's rights to claim any further amounts due from the Patron in respect of the Event or the reservation of it.

## TERMS OF PAYMENT:

Payment can be made in the form of cash, credit card, bank draft or crossed cheque made payable to "Peak Hotel Holdings Limited" or remit by telegraphic transfer to the Hotel's bank account as follow :

Payee Name : Peak Hotel Holdings Limited  
Bank Name : United Overseas Bank Limited,  
Hong Kong Branch  
Address : 28/F, 3 Garden Road, Central, Hong Kong  
A/C No: 081-311-287-5  
Swift Code: UOVCHKHH  
Branch Code: 919  
Bank Code: 071

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Please forward the bank transfer receipt once completed for our verification; and no cheques will be accepted as the final payment.

Room and Service charge	:	<input checked="" type="checkbox"/> Master Bill	<input type="checkbox"/> Individual Charge
Incidentals	:	<input type="checkbox"/> Master Bill	<input checked="" type="checkbox"/> Individual Charge
Rental of NOBU	:	<input checked="" type="checkbox"/> Master Bill	<input type="checkbox"/> Individual Charge
Other Food & Beverage charges	:	<input checked="" type="checkbox"/> Master Bill	<input type="checkbox"/> Individual Charge

**MASTER ACCOUNT:** It is understood that the Patron will be responsible for the Master Account. The Master Account will be billed for specific items as indicated above. The Master Account, after deduction of the paid deposit, will be settled by the Patron upon departure with the Hotel presenting an itemised bill for the Patron to review on a daily basis.

Individual Charges will be billed for items that are specifically indicated above as being the responsibility of the individual attendees.

The remaining balance must be guaranteed by a credit card prior to the Main Group Arrival. The Hotel will obtain a pre-authorisation code based on the latest Total Revenue.

The Hotel must be notified at least seven (7) days prior to arrival of the authorised signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.

Please be advised that once a group is checked-in, group billing cannot be changed.

A final invoice (the "Invoice") of all outstanding amounts will be prepared at the close of the Group. Final payment is due immediately upon receipt of the Invoice, unless prior billing arrangements have been made with the Hotel. Any Invoice outstanding for more than thirty (30) days will bear interest at the rate of 1.5% per month (18% per annum) until paid, unless this rate exceeds the maximum rate permitted by the applicable laws in Hong Kong, in which event the maximum legal rate shall apply.

Signing of this Agreement also serves the purpose of guaranteeing all payment of the Group and the arrival of all guests. In the event of no show, unless due to a Force Majeure Event, a cancellation fee of the entire guest stay will be levied and be posted onto the Master Account or individual credit card (if provided).

**IHG® BUSINESS  
REWARDS:**

IHG® BUSINESS REWARDS points may be awarded for services purchased under this Agreement, in accordance with IHG® BUSINESS REWARDS terms and conditions, which can be found at

<https://www.ihg.com/businessrewards/us/en/enrollment/join>

The IHG® Business Rewards account to be credited for eligible points related to this Agreement:

IHG® Business Rewards Club	Name: Number:
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With IHG Business Rewards, members can earn triple points which can stack up to a total of 180,000 points per event on qualifying spend for all stay, meetings, and/or events that are booked by 30 June 2025 and held by 30 November 2025.

## CANCELLATION:

If the Group is cancelled in its entirety or if any or all of the Guestroom Block and/or the Event is cancelled, the Fee shall equal the amount calculated using the scale below, being a genuine pre-estimate of the losses likely to be suffered by the Hotel in the circumstances, and not as a penalty.

Number of Days Prior to Main Group Arrival	Liquidated Damages (Expressed as % of Total Revenue)*
Upon signing the agreement on 15 May 2025	100% of the Total Revenue (i.e. HK\$440,554.40net)

Notice of any cancellation must be received by the Hotel in writing, and any Fee assessed is payable by the Patron no later than thirty (30) days after delivery of the invoice by the Hotel. The Deposit amount will be deducted from any cancellation Fee owed.

## GOVERNING LAW:

This Agreement shall be governed by the laws of Hong Kong. The Parties agree that any dispute, controversy, difference or claim arising out of or relating to this Agreement, including the existence, validity, interpretation, performance, breach or termination thereof or any dispute regarding non-contractual obligations arising out of or relating to it shall be referred to and finally resolved by arbitration administered by the Hong Kong International Arbitration Centre ("HKIAC") under the HKIAC Administered Arbitration Rules in force when the Notice of Arbitration is submitted. It is agreed that: (a) the seat of arbitration shall be Hong Kong; (b) the number of arbitrators shall be one; (c) the arbitration proceedings shall be conducted in English; and (d) the arbitral award rendered under this Clause shall be final and binding on the Parties.

## 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 Hotel that he/she has full authority to sign such Agreement and that in the event he/she is not so authorised, he/she will be personally liable for faithful performance of this Agreement.

Please acknowledge your acceptance to the terms and conditions of this Agreement by endorsing the bottom right corner of each page, signing this Agreement and returning it in its entirety to the Hotel to confirm acceptance **by Thursday, 5 June 2025**.

Should the signed Agreement not be received before the Option Date, we assume the reserved Guestroom Block and venue(s) referred in this Agreement are no longer required and will release them automatically thereafter. The Option Date might be extended only if the Hotel expressly agrees in writing to such an extension.

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In the event that another organisation requests the same or similar arrangements on a definite basis prior to the Option Date, and the Hotel cannot handle both events, the Patron will be given written notice of such matter and be given seventy-two (72) hours in which to submit an executed copy of this Agreement and the required deposit to confirm the commitment on a definite basis or the Guestroom Block/venue will be released.

This Agreement, hereto contains all terms and conditions and supersedes any prior arrangements or commitments the Hotel may have made. Except as expressly provided in this Agreement, neither Party makes any representations, warranties or undertakings to the other Party; and each Party hereby excludes all conditions, terms, representations and warranties (whether express or implied) regarding any matter relating to the subject matter of this Agreement, including any representation or warranty in relation to any information provided or the results to be derived from the performance of either Party's obligations, except to the extent expressly provided in this Agreement or to the extent that such conditions, terms, representations or warranties may not be excluded under applicable laws. In order to avoid any misunderstandings, any changes to the terms and conditions of this Agreement must be endorsed by both parties.

The Agreement is not effective until it is signed by signed both parties. The Venue(s) and Date(s) of the Event are subject to availability until such time when the First Deposit is paid to secure the Venue(s) and Date(s) as listed in the Agreement.

Once again, thank you for your support and patronage of the Hotel. We look forward to working with you and planning a successful event.

Your sincerely  
For and on behalf of  
Regent Hong Kong

Confirmed & Accepted By:  
Comfort International M.I.C.E. Service Co., Ltd.

  
\_\_\_\_\_  
Loretta Wong  
Senior Director of Sales - MICE  
Thursday, 5 June 2025



  
\_\_\_\_\_  
Authorised Signatory with Company Chop



Name : Jinqiu Zhang

Title : Project Manager

Date : 2025.06.05

Confirmed and accepted by : \_\_\_\_\_