



合同编码/Contract No: 604023

致/To: 姓名/Name: 仲嵒  
公司名字/Company name: 康辉集团国际会议展览有限公司  
地址/Address: 北京市朝阳区农展馆南路13号瑞辰国际中心15层1510  
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日期/Date: 2021-04-12  
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主题/Subject: 会议合同书 Group Contract

尊敬的仲女士：  
Dear Ms Zhong:

河南中州皇冠假日酒店  
郑州中州假日酒店  
郑州中州智选假日酒店向您致以诚挚的问候！  
Greetings from  
Crowne Plaza Zhengzhou  
Holiday Inn Zhengzhou Zhongzhou  
Holiday Inn Express Zhengzhou Zhongzhou !

我们非常荣幸为阁下及贵公司提供以下团队合同书。  
It gives us great pleasure to provide you and your company with this special group contract.  
无论您是到此举行会议或是休闲度假，我们将以周到细致的服务和完善的商务设施助您一臂之力。  
Whether you are holding a meeting on our premises or staying with us, we offer the tools to help you succeed.

我们期待您和您的客人光临  
河南中州皇冠假日酒店  
郑州中州假日酒店  
郑州中州智选假日酒店

We look forward to welcoming you and your guests to  
Crowne Plaza Zhengzhou  
Holiday Inn Zhengzhou Zhongzhou  
Holiday Inn Express Zhengzhou Zhongzhou !

您诚挚的  
Yours sincerely

销售经理/ 程丽  
Sales Manager /Amy Cheng  
手机/Mobile: +86 19939135183  
传真/Fax: +86 371 65990792  
邮箱/E-mail : corp@cphizz.com

115 Jinshui Road Zhengzhou P.R.China 郑州市金水路 115 号 邮编: 450003  
Tel/电话: (86-371) 6595 0055 Fax/传真: (86-371) 6599 0770  
Toll-free Reservation/免费预订电话: 400 88 40 888

会议合同书  
Meeting Contract

感谢阁下选择河南中州皇冠假日酒店/郑州中州假日酒店/郑州中州智选假日酒店作为康辉集团国际会议展览有限公司的会议场所。根据贵方的要求，我们提供以下方案供您确认。

Thank you for choosing Crowne Plaza Zhengzhou/ Holiday Inn Zhengzhou Zhongzhou/ Holiday Inn Express Zhengzhou Zhongzhou as the venue for your group. As per your specific requirements, we have outlined the following arrangement for your approval.

会议安排 / Meeting Arrangement

日期 Date	时间 Time	活动 Event	场地 Venue	台型 Set-up	价格 Price CNY
2021-04-14	14: 00-18: 00	会议	北岳厅	课桌	4,000
合计 Total	4,000				CNY

用餐安排 Buffet ARRANGEMENT

日期 Date	类型 Type	场地 Venue	保证人数 GTD Attendance	价格/位 Price per person	总计 Total RMB
2021-04-14	18: 00- 21: 00	宴会厅	30	1800元/桌	5,400
合计 Total	5,400				CNY

条款/Conditions

- ◆ 自助餐 50 人起开，提前 3 天告知用餐形式及用餐人数； ◆ Minimum number of buffets: 50 Pax, 3 days in advance to inform the hotel about the dining type and number of people.
- ◆ 确认后的菜单需要客户签字确认； ◆ The confirmed menu needs to be signed by key person.
- ◆ 场租费以及餐费已包含6%的税费； ◆ 6% tax has been included in the rental fee and meal fee.
- ◆ 自带酒水免收服务费。 ◆ Bring your own drinks free of service charge.
- ◆ 会议室提供以下： ◆ Can be provide in function room the following:
- ◆ 会议指示牌 ◆ Signage board
- ◆ 基本会议音响系统； ◆ Basic conference sound system;
- ◆ 会议纸、笔、矿泉水 ◆ Writing pad with pencil, mineral water

费用预算 EXPENSES BREAKDOWN

项目名称 Items	小计 Sub-total
住宿费 Accommodation Fee	RMB
会议室租金 Meeting Room Rental	RMB 4,000
餐费 Buffet	RMB 5,400
总计 Total	RMB 9,400

## 付款方式 PAYMENT INSTRUCTION

- 如无特别说明团队的所有费用由贵公司统一支付;  
 If not any advance notification, all group expenses are paid by your company;
- 酒店银行账户信息 Hotel Bank Account Information

● 单位名称	: 河南中州宾馆有限公司中州皇冠假日宾馆
● Account Name	: HN Zhongzhou Guest House Co., Ltd. Crowne Plaza
● 帐号	: 249400705618
● Account Number	: 249400705618
● 银行名称	: 中国银行河南省分行
● Bank Name	: Bank of China. Henan Branch
● 支付宝账号	: cgoch. cp@gmail.com
● Alipay account	: cgoch.cp@gmail.com

请按下列时间支付团队款项。

Please make the following payment to the Hotel according to the schedule below.

付款时间 Payment Schedule	付款内容 Payment Items
2021 年 04 月 13 日前	需支付至预计餐饮及会议消费的 100%，即 9,400 元 To be paid to 100% of the estimated consumption of Meal & Rental, i.e. 11,520 CNY.
2021 年 04 月 14 日	结清团队入住期间产生的所有费用，结算完毕后预授权 (如有) 原路返回 Settle all charges incurred during the team's stay and pre-authorize (if any) the original route to return after settlement
如果离店时未按合同约定付款，酒店将按照未付款总金额的每日 5‰加收滞纳金	

## 会议取消 GROUP CANCELLATION

- 若会议于合同签订后取消，酒店将收取会议预计总费用的50%作为违约金;  
 If the meeting be cancelled after contract signed, Hotel will charge 50% of meeting estimate expenses as penalty fee.
- 如会议于入住前3天内取消，酒店将收取会议预计总费用的80%作为违约金。  
 If the meeting be cancelled within 3 days prior to meeting arrival, Hotel will charge 80% of meeting estimate expenses as penalty fee.

## 场地布置 FUNCTION SET UP

- 酒店提供宴会前4小时免费场地布置。如超过4小时酒店将收取布场费;  
 Hotel provides pre-function set up 4-hour prior to function begin. Hotel will charge the set up fee for overtime.
- 酒店将于布场前向主办方指定供应商收取人民币1万元作为场地布置押金。如无任何损坏，押金将于布置撤离后归还;  
 Hotel will request the deposit of RMB10,000 from your appointed contractor prior to function set up. Deposit will be returned after set up be removed and not any damage.
- 若主办方的客人或指定供应商在这次活动期间对本酒店的财产造成任何的损毁，酒店将向主办方索赔修理或置换的费用。



Should there be any damage to our Hotel property made by your guests or your appointed contractor during the event, we will charge you for any repair/replacement costs.

- 主办方如需要在酒店内场及外场放置宣传物品（如易拉宝、展板、道旗等），须与酒店方提前沟通，经双方确认后方可摆放。  
If the organizer needs place publicity materials(e.g. elabo, display board, road flag, etc.) in the hotel's infield and outfield, he/she must communicate with the hotel in advance and put them after confirmation by both partis.

#### 未履行协议 NON COMPLIANCE

如果主办方未能在规定期限内交付预付款，酒店将保留取消团队预订权力。恢复预订将在酒店收到预付款后视酒店的预订情况而定。

If the pre-payment is not received by the date indicated, regrettably the reservation for the group may be subject to cancellation. Reinstatement of the reservation can only be made upon receipt of payment and to the extent that guest rooms and function space are subject to availability.

#### 不可抗力因素 EXCLUSION OF LIABILITY

在超过本酒店控制所发生的战争、罢工、暴乱或不可抗拒力因素，本酒店将对此中直接或间接引起的未能履行义务恕不负责。由于上述原因所引起的不履行，酒店方将如数返还此次宴会的全部预付款。

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly, occasioned by or through or consequence of war, the order of the Chinese Government, natural calamities such as earthquake, flooding, riots or conditions beyond the control of the Hotel.

如果您没有任何异议，请在合同上签字并加盖公章并于 2021 年 04 月 13 日前回传。

Should you agree to the offer above, please return this contract before 2021-04-13 with signature and your company official chop.

感谢选择河南中州皇冠假日酒店/郑州中州假日酒店/郑州中州智选假日酒店，我们将致力于确保您的活动完美进行。

We look forward to welcoming you and your guests. Let us work together for the success of your event at the Crowne Plaza Zhengzhou/ Holiday Inn Zhengzhou Zhongzhou/ Holiday Inn Express Zhengzhou Zhongzhou

酒店方：

程丽

销售经理 / 程丽

Sales Manager / Amy Cheng

3月2021.4.12

高级销售经理 / 沈怀士

Senior Sales Manager / Mr .Alex Sheng

中州

1055



李玺 2014.4.13.

市场销售总监 / 李玺

Director of Sales Marketing / Mr. Richard Li

海雪芹

财务总监 / 海雪芹

Director of Finance / Ms. Sherry Hai

主办方:

张朝晖

酒店总经理 / 张朝晖  
Hotel General Manager / Mr. Michael Zhang



河南中州宾馆有限公司 中州皇冠假日宾馆

公司代表:

Company Representative:

公司名称:

Company Name:

