



广州四季酒店  
团队合同  
**FOUR SEASONS HOTEL GUANGZHOU  
GROUP CONTRACT**

2022 年 1 月 11 日

11 January 2022

王凤雨女士  
公关活动部  
康辉集团国际会议展览有限公司  
瑞辰国际中心 15 层 1510  
农展馆南路 13 号  
朝阳区  
北京市, 100025  
电话: 86 15210370021

Ms. Chris Wang  
Event Department  
Comfort International Mice Service Co Ltd  
Room 1510, 15 / F, Ruichen International  
13 Nongzhan South Road  
Chaoyang District  
Beijing, 100025  
Tel: 86 15210370021

通过电子邮件: Via Email : wangfengyu@cct.cn

团队名称 Group Name: 康辉集团国际会议展览有限公司  
Comfort International Mice Service Co Ltd  
抵店日期 Arrival: 2022 年 1 月 15 日, 15 January, 2022  
离店日期 Departure: 2022 年 1 月 17 日, 17 January, 2022

**客房需求 Room Block**

房间类型 Room Types	2022 年 1 月 15 日 15 Jan 2022	2022 年 1 月 16 日 16 Jan 2022	2022 年 1 月 17 日 17 Jan 2022
云尚城景大床客房 Tower Room City View King	40	40	退房 Check Out
总计 Total	40	40	

**客房房价 Room Rates**

房间类型 Room Types	房价 Room Rate	佣金 Commission
云尚城景大床客房 Tower Room City View King	人民币 1,500 元净价, 含一份早餐 CNY 1,500net , including one breakfast	150 元/房/晚

酒店确认  
Hotel Initial

客户确认  
Patron Initial

- 以上所有价格均为人民币报价，基于每房每晚，已含 16.6% 服务费（已含相关税收）。  
The above rates quoted are in Chinese Renminbi (CNY) and are inclusive of 16.6% service charge (applicable government taxes included) per room per night.
- 以上大床房房价包含一份早餐。额外早餐在意珍餐厅为每人每餐人民币 238 元+15% 服务费（已含相关税收）。早餐费不含佣金。  
The above rates quoted are inclusive of one daily breakfast for King Room. Additional breakfast at Caffè Mondo is charged at CNY238+15% service charge (applicable government taxes included) per person per meal. Kindly note that breakfast rate is non-commissionable.
- 除非提前 21 天另行提供担保，否则酒店将拥有根据实际情况保留更改房型权利。  
Bed types may be subject to change unless otherwise guaranteed 21 days in advance.
- 高峰期每晚房价基于最少预订 36 间房。如果高峰期每晚团体预订客房数量少于 36 间，酒店保留更改团队价格的权利。  
Rates are based on minimum of 36 rooms on peak night. In the event group block falls below 36 rooms on peak night, hotel reserves the right to revise group rate.
- 以上房价只适用于此团队，如入住日期有变化，酒店有权对以上房价做相应的调整。  
The above rates are for this group only, if there is any changes of group dates, hotel reserve the right to adjust the room rates accordingly.
- 客房常速上网服务。  
Basic Internet access in guest room.

#### **佣金 Commission:**

以上房价包含佣金 Rates are commissionable.

#### **税/服务费 Tax/Service Charge:**

已含 16.6% 服务费（已含相关税收）。

Above rates are inclusive of 16.6% service charge (applicable government taxes included).

#### **行李搬运及物品投递费 Porterage and Room Drop:**

搬运费设定为每人往返 25 元人民币；物品投递为每房每次 30 元人民币。此项费用应计入的主账户。

Porterage charge is at CNY 25 per person, round trip. Room Drop at CNY 30 per delivery per room. This charge shall be added to Comfort International Mice Service Co Ltd's Master Account.

#### **入住/退房时间 Check In/Check Out time:**

入住时间为下午 3:00 后。若提早入住，需视客房供应情况而定，及需另收费。退房时间为中午 12 时前。如果此时有任何客房未退房，将向收取逾期费用，服务费及相关税收。下午六小时前退房收取半天房价，下午六点后退房收取全天房价。

Check-in time is after 3:00 p.m. Room assignments prior to this time are subject to availability and additional charge. Check-out time is before 12:00 p.m. If any room is not vacated by this time, Comfort International Mice Service Co Ltd will be charged a late check-out charge, service charge (applicable government taxes included). Half day charge until 6:00 p.m., and full day's charge after 6:00 p.m.

### 取消 Cancellation:

预计客房收入为人民币 120,000 元包括服务费及相关税收. 团队取消政策如下:

The estimated room revenue is CNY 120,000 including service charge and applicable GOVERNMENT TAXES. Group cancellation policy is as below:

抵店前 0 - 3 天 0 - 3 days prior to arrival	贵方须支付酒店被取消房间应得总收入 100% 另加 16.6% 服务费 (已含相关税收) 作为违约金 A penalty equal to 100% of cancelled room revenue plus 16.6% service charge (applicable government taxes included) will apply.
--	--

### 损失费 Attrition Fee

尽管有上述规定, 如果在到达日之前至少 1 天通知酒店, 酒店允许临时取消最多 10% 的客房预定总额, 而无需根据本条规定评估损失费, 前提是活动不得完全取消损失累积计算, 活动相关前后 3 天的客房数可以纳入入住客房计算。

Notwithstanding the above, up to 1 days prior to the arrival date Comfort International Mice Service Co Ltd is permitted an attrition allowance of up to 10% of rooms from the Room Block commitment on the Option Date, without being charged an Attrition Fee in accordance with this provision, provided the Event is not fully cancelled. Attrition is calculated on a cumulative basis and rooms related to the event 3 days' pre-event and post-event may be included as rooms consumed in the calculation.

### 预付款 Prepayment:

在 2022 年 1 月 12 日之前须交纳 100% 预付款。所有房费和早餐费将以帐单形式寄至帐户。个人入住时须提供信用卡作担保。个人在住店其间产生的杂费须在离店前结算。

A prepayment of 100% is required by 12 Jan 2022. All room and breakfast charges will be charged to Comfort International Mice Service Co Ltd.'s Master Account. The individual attendees will be responsible for payment of all incidental charges upon departure. Credit card details must be received as a guarantee upon check-in.

付款期限 Due Date	应付金额 Amount Due
2022 年 1 月 12 日 12 Jan 2022	120,000 元, 预计客房收入的 100% (见附录 A) CNY120,000, being 100% of Estimated Room Revenue (Per Appendix A)
入住当天 Upon group check in	支付足够的押金办理入住 Enough deposit to be paid upon arrival
离店当天 Upon group check out	结清实际剩余主账户费用 Settle actual balance of master account

### 房客名单 Rooming List:

最终确认的房客名单须在 2022 年 1 月 13 日前提交

A final rooming list is required on or before 13 Jan 2022

### 团队主帐 Master Account:

酒店会设立一个团队帐户, 如在以下列出的服务项目标示为“主帐户支付”则对应消费将挂进团队帐户。团队在抵店之前须预先支付款项 (详见“帐户结算”)。酒店将全权决定贵公司在酒店的挂帐额度。挂帐额度需要预先申请并且经由酒店信贷经理的批准。客人入住时须提供消费担保, 并有责任支付个人产生的其它杂费。任何未被注明的消费将挂入团队帐户并由公司在离店前结清。

A group Master Account will be created for the charges identified below. Payment is required prior to arrival (see "Account Settlement"). Billing arrangements are at the sole discretion of the hotel. These arrangements require prior application and approval by the hotel credit manager. Individual attendees will need to establish credit individually or make prepayment via money transfer or by providing credit card information. Any charges not specifically indicated will be charged to the group Master Account.

服务项目 SERVICE	主帐户支付 CHARGE TO MASTER ACCOUNT	个人支付 INDIVIDUAL PAYS OWN CHARGE
房费及服务/ 早餐 Room & Service Charge / Breakfast	✓	
商务中心 Business Centre		✓
电话费 Phone Calls		✓
传真 Faxes		✓
洗衣/ 烫熨 Laundry/Valet		✓
餐厅消费 Food Outlets		✓
酒水柜 Mini Bar		✓
停车费 Parking Charges		✓
精品店 Gift Shop		✓
交通服务 Transportation		✓
其它消费（请注明） Miscellaneous (please indicate)		✓

#### 帐户结算 Account Settlement

贵方须在 2022 年 1 月 12 日前支付全额房费，早餐费用，服务费及相关税收，否则酒店将有权不予保留房间。

Full payment of group's accommodation, breakfast, service charge and (applicable government taxes included) are required on or before 12 Jan 2022, otherwise rooms may be released.

#### 银行信息

开户行：中国银行广州国际金融中心支行

银行地址：广东省广州市珠江新城珠江西路 5 号 7 楼

银行代码：BKCHCNBJ400

帐户名：广州越秀城建国际金融中心有限公司四季酒店分公司

帐号：726 358 672 517

### Wire Transfer Banking Information

Receiving bank: BANK OF CHINA GUANGZHOU INTERNATIONAL FINANCE  
CENTER-BRANCH  
Bank address: 7F, No5,Zhujiang Xi Road, Zhujiang New Town, Guangzhou, Guangdong  
Province, China  
Swift code: BKCHCNBJ400  
Beneficiary name: Four Seasons Hotel Guangzhou  
Beneficiary A/C: 726 358 672 517

### 酒店损失 DAMAGES TO HOTEL

对于酒店或其任何雇员或员工遭受或产生的、因或其雇员、受邀人或外部承包商直接或间接引起的所有负债、损失、索赔、要求、损害、成本和费用（包括但不限于财产损失和/或人身伤害），应承担责任。

Comfort International Mice Service Co Ltd shall be responsible for all liabilities, losses, claims, demands, damages, costs and expenses, including (without limitation) property damage and/or personal injuries suffered or incurred by the Hotel or any employee or staff member of the Hotel and arising as a direct or indirect result of the negligence or willful misconduct of Comfort International Mice Service Co Ltd or its employees or any invitee of or outside contractor hired or engaged by Comfort International Mice Service Co Ltd.

### 保险 INSURANCE

和酒店同意在活动期间取得和维持合理谨慎的公司在其各自行业中会取得的种类和金额的保险，且一经要求，即向另一方提供保险证明。

Comfort International Mice Service Co Ltd and the Hotel agree to obtain and maintain throughout the term of the Event, insurance of such types and in such amounts as a reasonably prudent company in their respective industries would obtain and, upon request, each agrees to provide the other with evidence of such insurance.

### 赔偿 INDEMNITIES

对于一方及其董事、高级职员、雇员、经营者或代理人（均称为“受偿人”）遭受或产生的、因对受偿人提起的与活动有关的、因另一方或其董事、高级职员、雇员、经营者和代理人的疏忽、欺诈或故意不当行为直接引起的任何索赔、程序、民事、刑事或行政处分、质询、诉讼或法律行动直接引起的任何负债、损失、索赔、要求、损害、成本和费用（包括但不限于合理的法律费用和支出），另一方同意向受偿人进行赔偿，为受偿人辩护，并使受偿人免受损害。上述赔偿不适用于受偿人因自己的疏忽、欺诈或故意不当行为索赔的情形。

Each Party agrees to indemnify, defend and hold harmless the other party and each of its directors, officers, employees, operator and agents (collectively, the “Indemnitees” and individually, an “Indemnatee”) from and against all liabilities, losses, claims, demands, damages, costs and expenses (including but not limited to reasonable legal fees and disbursements) suffered or incurred by an Indemnatee and arising as a direct result of any claim, proceeding, civil, criminal or administrative action, inquiry, suit or legal action instituted against an Indemnatee in respect of the Event and arising as a direct result of the negligence, fraud or willful misconduct of the Party or any of its directors, officers, employees, operator and agents. Such indemnity shall not apply to the extent that an Indemnatee is claiming indemnity for its own negligence, fraud or willful misconduct.

前述规定并非旨在修改适用的酒店所有人立法规定的双方的任何权利或义务。

The foregoing is not intended to modify any rights or obligations of the parties as set out in the applicable innkeeper’s legislation.

### 不可抗力因素 FORCE MAJEURE

如果因酒店或不能合理控制的原因（包括但不限于罢工；劳务纠纷；政府机关的行为、法规或命令；内乱；灾难；恐怖活动；战争行为；天灾；火灾；水灾，疫情防控或其他紧急情况；

延迟对酒店进行必要、重要的维修、运力缩减，导致至少 60% 的出席者不能到达酒店），酒店或履行本协议项下的义务是不可能的或不合法的，则免除未履行义务的责任，受影响方可以终止本协议，而不承担其他任何性质的责任，并且任何预付款应予以退还。双方同意诚信协商，重新预订因不可抗力事件取消的任何活动。重新预订的活动需支付预付款。

If for any reason beyond the Hotel's or Comfort International Mice Service Co Ltd's reasonable control (including but not limited to strikes; labor disputes; acts, regulations or orders of governmental authorities; civil disorder; disasters; acts of terrorism; acts of war; acts of God; fires; flood; epidemic prevention and control or other emergency conditions; any delay in necessary and essential repairs of the Hotel, any curtailment of transportation such that at least 60% of attendees cannot arrive at the Hotel) it is impossible or illegal for the Hotel or Comfort International Mice Service Co Ltd to perform its obligations under this Agreement, such non-performance is excused and such affected party may terminate this Agreement without further liability of any nature, and any Prepayment shall be returned. The parties agree to negotiate in good faith to rebook any Event cancelled due to a force majeure event. Prepayments may be applied to the rebooked Event.

### 预订保留 RESERVATION REQUIREMENTS

如在协议条款上列之约定日期内酒店未收到预付款或应付款项，酒店有权将所有活动预定在预先通知后予以取消。所有取消之客房预定只在酒店方收到预付款或应付款项，且活动场所供应允许的情况下方可恢复。

If the amount of the prepayment listed is not received by the date indicated, space required for the Guest rooms may be subject to cancellation with prior notice. Reinstatement of the reservation of guest rooms can only be made upon receipt of payment and subject to the space availability.

**最后回签日期 Please sign back on or before : 2022 年 1 月 12 日, 12 January, 2022**

请于下方签名确认以上条款及团队合同

The undersigned agree to adhere to the terms and conditions of this Group Contract.

---

余筱珊 Sanny Yu  
销售副总监 Asst Director of Sales  
广州四季酒店 Four Seasons Hotel Guangzhou

---

王凤雨女士 Ms. Chris Wang  
公关活动部 Event Department  
康辉集团国际会议展览有限公司  
Comfort International Mice Service Co Ltd

---

麦丽蓓 Catherine McNabb  
市场总监 Director of Marketing  
广州四季酒店 Four Seasons Hotel Guangzhou

---

叶俊雄 ChunSiong Yap  
区域财务总监 Regional Director of Finance  
广州四季酒店 Four Seasons Hotel Guangzhou

---

酒店确认  
Hotel Initial

---

客户确认  
Patron Initial