

SOFITEL  
HOTELS & RESORTS

上海新华联索菲特大酒店  
SHANGHAI HONGQIAO



康辉集团北京国际会议展览有限公司



From 发自: Michael Hou 侯志远

To 至: 陈虔

Hotel name 酒店名称:上海维妙酒店管理有限公司（新华  
联索菲特大酒店）Company name 公司名称: 康辉集团北京国际会议展览有限  
公司

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Email 邮箱:

Date 日期:2024 年 12 月 30 日

Reference 主题:关于 2025 年 1 月 7-9 日康辉集团北京国际会议展览有限公司活动的协议

Dear Mr. Chen

尊敬的陈先生

Thank you for your interest in Sofitel Shanghai Hongqiao as the venue for your event.

感谢您考虑上海新华联索菲特大酒店作为本次活动的场地。

Sofitel Shanghai Hongqiao is located in the center of The Great Hongqiao Business District, beside with National Exhibition & Convention Center and the Hongqiao transport hub, near Metro line 2 ,easy access to Shanghai tourism attraction like People's Square and the Bund, only five minutes' drive to Hongqiao Station and Hongqiao Airport.

上海新华联索菲特大酒店地理位置十分优越，地处大虹桥商务会展核心区。酒店毗邻虹桥枢纽及上海国家会展中心，临近轨交 2 号线可方便到达人民广场、外滩等知名景点，前往虹桥机场及虹桥火车站仅需 5 分钟。

Throughout the planning process, Sofitel Shanghai Hongqiao's Inspired planners will tailor the offer and services to meet your specific needs and objectives. Six fundamental services and facilities are merged to create an exceptional experience: Customized meeting rooms, cutting-edge technology, fine banqueting, tailored activities, custom-arranged rooms and on-demand services. On the day of the event, the InspiredMeetings® Concierge remains on standby, assuring that the event is flawless.

在整个策划过程中，上海新华联索菲特大酒店的灵感会议策划师均会提供订制合同和服务来满足您特殊的需求和目标。6 大基础服务和设施融合创造一个无与伦比的体验：量身订制的会议室，尖端科技，高雅的宴会，订制的活动，精心安排的客房和随时待命的服务。在活动当天，灵感会议礼宾员随时待命以保证会议完美无缺。

The hotel team and I look forward to assisting you in making this important event magnifier.酒店团队和我本人真心期待着能帮助您完成这次重要的活动，并使之璀璨。

Michael Hou

康辉集团北京国际会议展览有限公司



## Event Summary 会议总结

Number of rooms 房间数:40

Preferred dates of stay 首选入住日期 2025 年 01 月 07 日

Date 日期	Room Type 房型	No. of Rooms 房间数量	Room Rate 房价 (1 份早餐)	Room Rate 房价 (2 份早餐)	Total Cost 总价
2025 年 1 月 7 日	高级大床房	20	CNY650/night	CNY650/night	CNY13,000
2025 年 1 月 8 日	高级大床房	20	CNY650/night	CNY650/night	CNY13,000

Sub Total 合计 (accommodation only 仅住宿)

Sub Total 合计

CNY26,000

Total with Service Charge and Tax 含服务费含税总价

CNY26,000

## Room Rate Inclusions, Commercial Terms and Conditions:

房价所含内容, 及商业条款

**General 概述:** Per room per night with a maximum occupancy of 2 persons per room and quoted in CNY.

每晚每间房最多可入住 2 人, 合同货币是人民币。

**Rate Conditions 价格条款:** Net inclusive of one or two Breakfast for Superior Rooms, applicable government taxes, fees and hotel service charges. 净价高级房包含一或两份早餐, 以及含服务费及相关政府税费。

Above room rates are not allowed for sale on public channels. The hotel has the right to terminate the contract unilaterally and affix responsibility of Anhui Kanghui Group Beijing International Convention and Exhibition Co., Ltd once detected. 以上房间价格严禁任何形式的公开销售, 一经发现酒店有权单方面终止康辉集团北京国际会议展览有限公司合同并向追究相应责任。

**Breakfast 早餐:** The above rates include one or two breakfast for each room. 以上房价包含每日每间房 1 或 2 份早餐。**Internet 网络:** Included 包含。**Early check-in/Late check-out Information:**提前到店/延迟退房信息

The customer agrees and confirms that the check-in time for the hotel room is after 14:00 on the first day of the booking. The check-out time is before 12:00 pm on the last day of the expected date. Except as otherwise expressly agreed by this contract or otherwise agreed in writing by the hotel company, if the customer requests a check-out after 2:00PM before 18:00PM on the last day of the expected booking, the hotel company has the right to add a extension fee equals to 50% of 1RNS price under this contract. If the customer requests a delay check-out after 18:00PM on the last day of the expected booking, the hotel company has the right to add a fee equals to 100% of 1RNS price under this contract.

客户同意并确认, 酒店客房的入住时间为预期预订首日 下午 14 点后, 退房时间为预期预订之最后一日的下午 12 点前。除本合同另行明确约定或酒店公司另行书面同意外, 如果客户要求延迟至预期预订之最后一日 下午 2 点以后 6 点以前退房, 在酒店公司同意的前提下, 酒店公司有权向客户额外加收等于本合同项下居住一晚酒店客房价格 50% 之延住费用。如果客户要求延迟至预期预订之最后一日 下午 6 点以后退房, 在酒店公司同意的前提下, 酒店公司有权向客户额外加收等于本合

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同项下居住一晚酒店客房价格之延住费用。

### Reduction Terms 缩减条款

Reduction Deadline 缩减截止日	Reduction Content (Rooms) 缩减内容（房间部分）
合同签署后	房间不允许有减少，若有房间增加则视当时酒店出租率给予相应的房间类型和价格。

### Payment Requirements 付款要求

Payment Deadline 付款截止日	Payment Content 付款内容（公司付款）
2025 年 1 月 3 日前	The client pays 100% (CNY26,000 of total contracted revenue to the hotel as the meeting event deposit. 客户向酒店支付合同协议费用的的百分之百（人民币 26,000）的费用作为预付款。
2025 年 1 月 7 日	The client pays authorization of CNY30,000 ,and guarantee the full consumption amount before leaving the hotel. Within 5 working days after receiving the actual amount invoice issued by the hotel, settle all expenses. Otherwise, the hotel has the right to directly deduct the pre authorization settlement..团队抵店当天，支付人民币 30,000 元整预授权，并于离店前预授权担保全部消费金额，在收到酒店开具的实际金额的发票后 5 个工作日内，结清所有费用。如果酒店未在合同签署的日期内收到尾款，则酒店有权利直接扣除预授权结算。

酒店账户信息：

账户名称：上海维妙酒店管理有限公司

开户银行：江苏银行上海嘉定支行

账 户：1829 0188 0000 80822

### Cancellation Terms 取消条款：

Cancellation Deadline 取消此次活动截止日	Cancellation Content 取消内容
2025 年 1 月 3 日及之后	If the hotel receives a notice of cancellation of the event during this period, the customer agrees to pay the hotel 100% of total contracted revenue. 若酒店在此段时期内收到取消此次活动的通知，则客户同意向酒店公司支付所有费用的百分之百（100%）的费用。

Remarks 备注：

- Smoking is not allowed in the hotel, if lost occurs due to smoking, the lost would be calculated at the price of the hotel's actual damaged item, and with an additional cleaning fee of CNY500net/time. 酒店内部严禁吸烟，如因有吸烟而造成的损失按酒店实际损坏物品的价格计算，并额外收取人民币 500 元净价/次作为清洁费。

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2. The setup materials need to be cleaned up from the hotel within 4 hours after the end of the event. 在活动结束后的4小时内将搭建物资撤离酒店。
3. Exclusion of Liability The hotel is not responsible for any force manure incidents, riots, strikes, natural and man-made disasters, government requisitions, or any other factors beyond the control of the hotel which directly or indirectly cause the hotel to fail to comply with this agreement. In addition, if the hotel can not arrange activities for any of the above reasons, the hotel will refund the full deposit. 责任排除: 本酒店对由于一切不可抗力事件、暴乱、罢工、天灾人祸、政府征用及因一切非本酒店可控制的因素而直接或间接造成本酒店不能正常履行此协议, 本酒店对此恕不负责。另外, 若由于以上任何一项原因而使本酒店不能安排活动, 本酒店将退还全部定金。
4. According to the requirements of relevant government departments, meetings or banquets with 50 people or more, as well as activities that may cause crowds to watch, should be submitted to the public security and other relevant departments for approval in advance, and can only be held after being approved. Therefore, the client shall go through the approval procedures with the relevant departments for the activities under this contract. If the activities under this contract fail to pass the approval of relevant government departments, the contract will be automatically terminated, and it will not be regarded as a breach of contract by either party, and both parties shall not bear any responsibility for each other. If the hotel has started to provide services before the termination of the contract, the customer shall still pay for the corresponding service part.

根据政府相关部门要求, 50人及以上会议或宴会活动, 以及邀请明星网红等可能造成群众围观的活动等均需事先报送公安等相关部门审批, 经审核通过后方可举办。故, 客户应就本合同项下活动向相关部门办理审批手续。若本合同项下活动未能通过政府相关部门核准的, 则本合同自动解除, 且不视为任何一方违约, 双方互不承担任何责任。若合同解除前, 酒店方已开始提供服务, 客户仍应支付相应服务部分的费用。

The Accor group is committed to build sustainable experiences in our hotels.  
You can now support local, ecological and impact projects with our [Net-zero Carbon Calculator](#) and compensate the carbon footprint of your stays & events.

Thank you for sharing our vision of positive hospitality!

X KG of

CO<sub>2e</sub> Your stay of [Number of nights] at [hotel name] generated [number] KG of CO<sub>2e</sub>.

Thanks to **Accor's Net-zero Carbon Calculator**, you can choose your project here [link to see and choose the project]. The projects meet the highest compensation standards validated by external stakeholders (Gold Standard, CDM, Plan Vivo) and contribute to the UN's Sustainable Development Goals (SDGs). You will receive a carbon credit certificate, documenting the project you have supported. For more information, [click here](https://accor.myclimate.org/en/home) <https://accor.myclimate.org/en/home>.

雅高集团致力于在旗下酒店中打造可持续体验。

您现在可以使用我们的[净零碳排放量计算器](#), 支持有影响力的本地环保项目, 抵消您的住宿和活动碳足迹。

感谢您与我们共同践行热情好客的理念!

X 千克

二氧化碳当量 您在[酒店名称]的[入住天数]住宿产生了[数量]千克二氧化碳当量。

使用雅高[净零碳排放量计算器](#), 您可以在此处[查看和选择项目的链接](#)选择项目。

这些项目符合经外部利益相关者验证的最高抵消标准(例如黄金标准、清洁发展机制(CDM)、生存计划(Plan Vivo), 并有助于实现联合国可持续发展目标。

您将收到一份碳信用额度证书, 记录您所支持的项目。如需了解更多信息, 请[点击此处](#)

<https://accor.myclimate.org/en/home>。

## Event Confirmation 活动确认

The details quoted in this contract are correct at the time of writing and based on our understanding of the needs of successful corporate meetings and of your own specific requirements.

本合同在书写时的所有细节是正确的, 并且基于我们对一个成功公司会议的需求理解和您自己的特殊要求。



This contract is valid for 3 days] from date of issue (unless extended by mutual agreement in writing) and implies no formal commitment by the hotel to hold space during this time or provide services.

本合同从发出之日起, [3 天]内有效 (除非经过双方书面协商同意延期), 并且酒店没有正式承诺在这段时间内保留场地或者提供服务。

I have read and understood the Venue and Accommodation Hire Conditions and guarantee payment of the relevant charges for the above named event.

我已经阅读并且理解了场地和住宿条款, 并担保支付以上活动的相关费用。

Signed for and on behalf of the above named company and client by

公司及客户授权代表签字:

Name 姓名:

Date 日期: 2025.1.1

Position 职位: 项目经理

Company 公司名称: 康辉集团北京国际会议展览有限公司

Signature 签字: 陈虎

Once signed and completed, please return via email Michael.Hou@sofitel-shanghai-hongqiao.com. 签字以后, 请通过邮箱 Michael.Hou@sofitel-shanghai-hongqiao.com 传回。

I will contact you again within a few days to discuss this contract, if you need any further assistance, please do not hesitate to contact me at Tel: 18043085345 or Email Michael.Hou@sofitel-shanghai-hongqiao.com. I look forward to speaking with you soon.

近期我将会再次与您联系以进一步讨论此次合同。但是在此期间, 如果我能提供任何帮助, 请您直接致电: 18043085345 或邮箱: Michael.Hou@sofitel-shanghai-hongqiao.com 联系我。我期待很快与您沟通。

Kind Regards,

顺祝商祺

Signature 签字:

侯志远 Michael Hou

销售经理 Sales Manager

郭瑞霞 Erin

Director Of Sales

董丽莉 Lily Dong

市场销售总监 Director of Sales & Marketing

总经理 General Manager

康辉集团北京国际会议展览有限公司