



Jan. 15<sup>th</sup>, 2017

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Comfort International M.I.C.E. Service Co., Ltd /康辉集团国际会议展览有限公司

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## EVENT VENUE RESERVATION CONTRACT 活动场地预订合同

*Comfort International M.I.C.E. Service Co., Ltd /*

*康辉集团国际会议展览有限公司*

### I. EVENT ARRANGEMENT 会议安排

Date 日期	Time 活动时间	Function 活动	Venue 场地	No. of Guaranteed 保证人数	No. of Expected 预期人数	Price 价格
Jan. 20 <sup>th</sup> 2017	10.00 a.m.- 12.00 a.m.	Meeting	Ming	12	12	RMB 2,000 Net

以上价格包含服务费、含 VAT。

*Total Amount guaranteed: RMB 2,000 Net*

活动保证总额: 人民币 2,000 元



1/8

北京诺富特三元酒店

中国北京市朝阳区曙光西里甲 5 号院 18 号楼

邮政编码: 100028

Tower 18, A5 Shuguang Xili,  
Chaoyang District, Beijing 100028 P.R. China

Tel: 86 10 58296666  
Fax: 86 10 58668206  
[H6280-SL9@ACCOR.COM](mailto:H6280-SL9@ACCOR.COM)

[www.novotel.com](http://www.novotel.com)  
[www.novotel.com.cn](http://www.novotel.com.cn)

## II. PAYMENTS

### A. Prepayment

All the event charges will be borne by Comfort International M.I.C.E. Service Co., Ltd. Hotel requires a prepayment equivalent to 100% of total amount guaranteed (RMB 2,000yuan) to be settled by 17<sup>th</sup> Jan.2018 which will be credited to your Master account (please refer to clause C for details) as a part of the total amount finally incurred. 20% of total amount guaranteed (RMB 400 yuan) prepaid will be used as deposit of this Reservation Contract.

If the required deposit or prepayment is not received by the date indicated, regrettably, the reservation for the Company may be subject to cancellation with prior notice.

Reinstatement of the reservation can only be made upon receipt of the prepayment and to the extent that function venue are then available.

### B. Remaining Balance

Any additional charges incurred will also be the responsibility of the Comfort International M.I.C.E. Service Co., Ltd.

It is agreed that if the Company fails to settle the accounts within the agreed credit period, the Hotel will have the right to demand immediate payment on all outstanding accounts and interest on all overdue amounts.

## II. 付款

### A. 预付款

所有会议费用由康辉集团国际会议展览有限公司来承担。酒店规定需要在 2018 年 1 月 17 日之前预付活动保证总额的 100% (人民币 2,000 元), 该预付款将计入贵公司总账户 (详见以下第 C 款), 以抵充活动最终总额。预付款中, 活动保证总额的 20% (人民币 400 元) 作为本合同定金。

如在酒店指定日期未收到贵公司的预付款, 酒店有权以提前通知的形式取消该预订。只有在收到定金且酒店的会场预订允许的情况下, 酒店将为您恢复预订。

### B. 余款

任何在活动过程中临时增加费用由康辉集团国际会议展览有限公司承担。

贵公司与酒店达成一致, 若贵公司没有在上述规定期限内结清剩余款项, 酒店将有权利要求贵公司立即付清所有款项。

### C. Master Account

A master account (the "Master Account") will be established for the Company by the Hotel. At least ten (10) days prior to the Arrival Date, the Company shall confirm to the Hotel in writing of:

- a) Guest room charges, food & beverage charges, as well as function venue charges ,etc. that is related to this event which are to be billed to the Master Account of the Group;
- b) The name(s) and signature(s) of person(s) who has/have the authority to sign charges to the Master Account.

All charges to be applied to the Master Account must be signed by an authorized person immediately upon making a charge to the Master Account.

### C. 总账户

酒店将在此次活动开始前至少十(10)天为贵公司建立一个总账户，贵公司须就以下几点向酒店进行书面确认：

- a) 客房房费，餐饮消费，会场消费等所有此次活动相关消费都入该团队总账户；
- b) 确认此总账户消费的授权签单人姓名及签字字样。

所有消费都须经授权签单人签字后立即计入总账户。

### D. Settlement Form

Settlement of the Master Accounts can be made in the form of Cash or Credit Card or Bank Telegraphic Transfer.

### D. 结算方式

总账户结算方式可通过现金、信用卡或银行转账方式进行。

### E. Bank Account Information

For the payments , please use the following bank account information:

### E. 银行账户信息

请贵公司付款至以下银行账户：

Account with Bank's Name: BANK OF CHINA, BEIJING SANYUANQIAO SUB-BRANCH

开户银行名称:中国银行股份有限公司北京三元桥支行

Bank Address: No.A1 SHU GUANG XI LI, CHAOYANG DISTRICT, BEIJING, CHINA

开户行地址:中国北京市朝阳区曙光西里甲 1 号

Beneficiary: ASCENDAS (Beijing) HOTEL CO.,LTD

账户名称:腾飞(北京)酒店有限公司

Account No.: 345456022184

银行帐号: 345456022184

SWIFT CODE: BKCHCNBJ110

银行国际代码: BKCHCNBJ110

### III. CANCELLATION & ATTRITION POLICY

#### A. Cancellation /Postponement policy

In the event of cancellation or postponement of the event, or its part(s) 5 days prior to event, the deposit received will be forfeited. In case the deposit is insufficient to compensate for the loss, the Hotel is entitled to deduct the actual losses from the prepayment.

5 days prior to event. 100% of total expense involved in this contract will be charged as the cancellation fee;

#### B. Attrition Policy

The guaranteed number of delegates for event and/or dinner needs to be indicated 5 days (including the 5<sup>th</sup> day) prior to the event on <Jan 17<sup>th</sup> 2018> and should not be more than 10% below the expected number of delegates. Should the attendance of the event and/or dinner exceeds the guaranteed number, charges will be made accordingly; should the attendance of the event and/or dinner be lower than the guaranteed number, charges will be made according to the guaranteed number.

The function venue designated for your event require a minimum attendance guarantee. If the attendance in your actual arrangement is lower than this minimum, the Hotel reserves the right to charge all or a part of the total amount of price to The Company and/or transfer your event to another function venue .

### IV. OPTION DATE

Hotel will hold the current booking until 17<sup>th</sup> Jan. 2018. This contract commitment will be held until 17<sup>th</sup> Jan. 2018 after which the Hotel fails to receive the contract signed by your company, the Hotel reserves the right to release all rooms and venue for resale without any liabilities.

### III. 活动取消和人数缩减政策

#### A. 取消或延期政策

若此次活动或其部分在本合同签订后,在离此次活动举办 5 天内取消/推迟以下所示日期期限取消或推迟举办,则酒店将不退还定金。定金不足以弥补损失的,酒店有权根据实际损失在预付款中扣除。

离此次活动开始前 5 天内取消/推迟: 酒店将收取此次活动总费用的 100%作为取消/推迟活动的赔偿;

#### B. 人数缩减政策

酒店以贵公司活动开始前 5 天 (含第 5 天) 确定的参会和/或宴会人数作为保证人数;此保证人数与预计人数之间的差异不得超过 10%, 如实际参会和/或用餐人数超过合同的保证人数, 酒店将按实际人数收费;如果实际参会和/或用餐人数低于预计保证人数, 酒店将按照最低保证人数收取。

您所使用的场地有最低人数/消费标准的要求, 如果您的实际安排未能达到该场地的最低要求, 酒店将保留收取部分/全部场地租赁费用和/或将您的活动安排在其他场地的权利。

### IV. 回签日期

酒店将在回签日期 2018 年 1 月 17 日前临时预留以上会议场地。此合同承诺只保留至 2018 年 1 月 17 日, 如在 2018 年 1 月 17 日前未能收到您的回签, 酒店有权取消所有的会议场地使用预订, 以作他用, 且不负任何责任。

## V. RATE CONFIDENTIALITY

All rates are not to be posted through any web sites and should not be disclosed, directly or indirectly, unless explicit written approval is given by the Hotel.

## VI. PUBLIC AREA AND VENUE SET-UPS AND DECORATIONS

Should you needs set-up and decoration in the Hotel's public area and in the venue, to enable the Hotel to maintain its standard of presentation, the Hotel reserves the right to refuse any facilities including banners, backdrops or signage ,etc. that is brought in for set-up and decoration in the Hotel's public area and in the venue without prior consent by the Hotel.

Should you needs set-up and decoration in the Hotel's public area and in the venue ,the Company shall submit its set-up and decoration plans including renderings and floor plans to the Hotel for approval (7) days prior to the set-up and decoration and the set-up and decoration can proceed only when the above plans obtained the Hotel's prior written consent...

Should you decide to secure outside contractors, please ensure that they conform to Hotel Standards and the Hotel's Security Set-Up Contract for Contractors. Please see the attached Security Set-Up Contract for your reference. The contractors need to Pay RMB6,000. as set-up deposit, use for payment of damage and clean. The set-up time is subject to the ending time of the last event.

The Company shall ensure that any set-up for facilities (including but not limited to banners , backdrops or signage) installed by the Company or appointed contractors are in compliance with safety and fire regulations prescribed by the local authorities. In any case, any set-up and decoration facilities shall not block the fire control passageway and fire control facilities. Hotel will not be held responsible for any adverse consequences arising from non-compliance.

## V. 价格保密

除非征得酒店正式书面授权，否则所有价格都不得在互联网上发布并且不得直接或间接地向外界透露。

## VI. 公共区域和活动场地布置及装饰

若贵公司需在酒店公共区域和活动场地内进行布置和装饰，为维护酒店整体形象，酒店有权否决任何未经酒店事先同意的公共区域及活动场地的布置和装饰，该布置和装饰包括设置任何横幅、幕布、标识等设施设备。

若贵公司需在酒店公共区域和活动场地进行布置和装饰，须提前 (7) 天将包括搭建效果图及平面图在内的布置装修方案提供给酒店，该布置装修方案须事先征得酒店同意，贵公司方可进行布置和装修。

若贵公司委托承建商对此次活动的布置和装饰进行搭建，请确保贵方指定的承建商遵守酒店安全搭建协议。并由承建商支付人民币 6,000 元作为搭建押金，用于支付酒店设施的损坏和清洁费用。当日活动布场时间视活动前一天的场地使用情况而定。

请确保贵公司或指定承建商布置和装饰的任何设施设备(包括但不限于横幅、幕布、标识等)应符合当地政府规定的安全及消防法规。任何情况下，任何布置和装饰设施设备不可阻挡酒店消防通道及消防设施。对于因不符合上述法规所产生的任何不利影响，酒店不承担任何责任。

## VII. LIABILITY FOR BREACH OF CONTRACTS

Where a party to this Contract fails to perform its obligations under this contract or its performance fails to conform to this contract and cause losses to the other party, such party shall compensate the other party for such losses.

## VIII. FORCE MAJEURE

If for any reason beyond the Hotel's or the Company's reasonable control (including but not limited to strikes; labour disputes; acts, regulations or orders of governmental authorities; civil disorder; disasters; acts of war; acts of God; fires; flood or other emergency conditions; any delay in necessary and essential repairs of the Hotel), it is impossible for any party to perform its obligations under this Contract or the performance of its obligations under this Contract is delayed, such non-performance or delay in performance shall be excused. The party who's unable to perform its obligations shall notify the other party within 3 days since the date of force majeure arises, otherwise, the party who fails to notify will bear corresponding compensation liability.

## IX. DISPUTE SETTLEMENT

This Contract shall be governed by the Laws of the People's Republic of China. In the case of a dispute, both parties should settle the dispute through friendly negotiation; If it fails, both parties agree to settle the dispute in the Hotel's local People's Court in accordance with the Laws of People's Republic of China.

## VII. 违约责任

如本合同一方不履行本合同中的义务或履行义务不符合本合同约定, 给对方造成损失的, 应向对方承担赔偿责任。

## VIII. 不可抗力

如本合同一方因不可抗力 (包括但不限于罢工、劳资争端、政府法案、法规或命令、内乱、战争、火灾、洪水或其他紧急情况及酒店必要整修的延误) 而不能履行或迟延履行本合同中的义务, 该不能履行或迟延履行将被免责。不能履行义务一方应当自不可抗力事由发生之日起 3 日内及时书面通知对方, 因不及时通知造成的损失, 不能履行义务一方应当承担赔偿责任。

## IX. 争议解决

本合同受中国法律管辖。如双方发生争议, 应首先协商解决, 如协商不成, 任一方可向酒店所在地法院提起诉讼。

## X. LANGUAGE

This Contract is drafted, signed and executed in both English and Chinese, and the Chinese versions shall prevail if there is some conflicts between the two versions.

## XI. SIGNMENT AND EFFECTIVE DATE

This contract shall take effect as of the date of signature and seal of both the Hotel and the Company.

The Company shall return the contract with its final signature and seal to the Hotel no later than 17<sup>th</sup> Jan. 2018 for the Hotel to reserve the venue on confirmed basis.

Should the Company require, the Hotel can issue you a pro-forma invoice. Should you need any further assistance, please feel free to contact Mr. Sam Song at  
Tel: 86 137 1826 2785  
Email: H6280-SL5@ACCOR.COM

Acknowledged and Accepted by

Sam / 宋词  
2017.01.15

Sam Song/宋词  
Account Manager/客户经理  
Ascendas (Beijing) Hotel Co., Ltd. 腾飞(北京)酒店有限公司

## X. 语言

本合同以英文和中文两种语言起草、签署和执行，如该两种语言版本存在不一致之处，以中文内容为准。

## XI. 合同的签署及生效日期

本合同自酒店与贵公司双方签字、盖章之日起生效。

贵公司应于 2018 年 1 月 17 日前将其签署的合同返还酒店，以便酒店确认预留的场地。

如果贵公司需要，酒店可以提供预付款明细。如需任何协助，请与宋词联系：

电话：86 137 1826 2785

电子邮件：H6280-SL5@ACCOR.COM

签字确认处：

Regina Yang/杨晓蕊  
Director of Sales / 销售总监  
Ascendas (Beijing) Co., Ltd. 腾飞(北京)酒店有限公司  
(namely, the owner of Novotel Beijing Sanyuan Hotel)  
(也即, 北京诺富特三元酒店的所有人)

Date: 签字日期:



北京诺富特三元酒店  
中国北京市朝阳区曙光西里甲 5 号院 18 号楼  
邮政编码：100028  
Tower 18, A5 Shuguang Xili,  
Chaoyang District, Beijing 100028 P.R. China

Ms. Ren Hong Di /任宏迪  
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