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2020 年上汽通用汽车售后索赔区域会议  
会议团队合同

日期 Date: 2020 年 12 月 24 日

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酒店名称: 杭州紫金港莎玛酒店

公司名称: 康辉集团北京国际会议展览有限公司

酒店地址: 杭州市西湖区古墩路 657 号

联络人: 仲岚

联络人/职称: 张闻天 高级销售经理

联系电话: 13910193620

联系电话: 137 5715 5939

邮箱地址: [Duke.zhang@shama.com](mailto:Duke.zhang@shama.com)

尊敬的客人,

来自杭州紫金港莎玛酒店的问候!

Greetings from shama serviced apartments zijingang hangzhou!

对于您的公司和客人来讲, 您组织的会议都是非常重要的, 杭州紫金港莎玛酒店将为您开创和定制成功的会议体验。作为您成功路上的一名合作伙伴, 我们承诺将为您和您的客人留下一段记忆深刻的会议体验。从会议筹划到细节的落实, 我们的团队将全心全意地投入到您的活动中。

Because the meetings you organize are important events for you, your company and your guests, shama serviced apartments zijingang hangzhou creates fruitful and customized business experiences. Partner of your success, we are committed to turning a meeting into a memorable experience for you and your guests. Our teams are entirely devoted to your event from its conception to its materialization, and ensure to meet the standards of excellence.

请将签好的协议在您方便的时候尽早传真或电邮给我方, 此协议自此信标示日期始 5 天内有效。

Please sign the agreement and return a copy to us by fax or mail at your earliest convenience.

This arrangement is valid only within 5 days of the date stated in this letter.

若需我们提供任何协助, 请随时联络我们。

If we can be of any further assistance, please do not hesitate to contact us.

我们很荣幸地为您提供此次会议的安排如下:

We are delighted to extend to you a agreement based on the following arrangements:

**客房 (预计费用: RMB:13440)**

**GUESTROOMS (Estimated Fee:RMB:13440)**

入住日期 Arrival Date	退房日期 Departure Date	房型 Room Type	预计/保证房间数 Expected /Guaranteed room number	价格 Price
12月27日	12月29日	标间	17间	320元/间夜 (自付)
12月27日	12月29日	大床	4间	320元/间夜 (自付)

- 如实际房间数低于保证房间数, 酒店将根据保证房间数收费; 如实际房间数高于保证房间数, 酒店将根据实际房间数收费。

Should actual room exceed the minimum guarantee, the actual room shall apply. Should actual room be below the minimum guarantee, the minimum guarantee shall apply.

- 所有上述价格均包含服务费和增值税。

All above rates are inclusive of Surcharge and VAT.

- 所有上述价格均包含一或两份自助早餐。

The above rates are inclusive of daily one or two buffet breakfasts.

- 儿童身高 1.2 米以下 (含) 早餐免费, 每间客房至多含一份, 额外价格人民币 68 净价每位。

Child under 1.2M is entitle to enjoy 1 free breakfast, Additional breakfast is RMB68net per person.

- 所有上述价格均不再提供佣金。

The above rates are non-commissionable.

- 所有上述价格不再享受其他优惠。

The above rates are not applicable in addition to other promotions.

- 入住时间为下午 2 点钟后, 退房时间为中午 12 点钟。任何提早入住或延后退房均需加收费用。

Check-in time is 14:00 and check out time is 12:00 noon. Any check in before or check out after these times are subject to early check-in or late check-out charge.

- 团队抵店 5 天前向预订部提供名单。名单必须有客人的全名、抵离店日期和时间、付款方式。

An advance rooming list is to be submitted to Reservations Department no later than 5 days prior to group arrival. The list must be complete with names, arrival/departure dates/time and specific payment instructions.

- 入住登记时, 所有客人包括会议组织者需提供身份证件, 信用卡或押金担保。



Upon check-in all guests including organizers will be required ID , credit card imprint or deposit guarantee for room charge, personal incidentals and additional charges.

- 任何补充或修改需立即通知市场销售部, 并且需视酒店预订情况, 遵循酒店取消政策。

Any additions or revisions should be sent immediately to the Sales & Marketing Department and will be subject to hotel availabilities and cancellation policies.

### **会议安排 (预计费用: RMB:6512+2000)**

### **EVENT ARRANGEMENTS (Estimated Fee:RMB:6512+2000)**

日期 Date	起止时间 Time	地点 Venue	会议布置 Set up	预计/保证人数 Expected/Guaranteed Pax	会议服务费 Rental
12月28日	18: 00	多功能厅 70 方	桌餐	40	1628 元/桌
12月28日	13: 30 - 17: 30	多功能厅 120 方	课桌式	50 人	2000 元

- 请提供文本酒店制作指示牌。如果您希望在酒店指定区域外设置指示牌, 需事先得到酒店的批准。  
Please advise the text for the Hotel directional signage. Prior approval by the Hotel is required should you wish to place any additional signage other than the designated location.
- 如会议不能根据合同规定的时间结束, 在会场空闲可利用的前提下, 酒店将加收相应的费用。  
If the meeting cannot be ended according to the agreement, based on meeting room availability, the extra fee will be charged.
- 免费会议设施: 活页易纸板/白板, 投影屏幕, 麦克风, 矿泉水, 纸, 笔及基本的音响设施。  
Meeting facility offer: Flipchart, screen, microphone, water, paper, pencil, basic AV equipment.

### **合同条款 TERMS & CONDITIONS**

请在此活动前至少五 (5) 天与酒店最后确认房型、房量、宴会菜单、场地布置和视听设备及其他特殊要求以及预计人数和保证人数。预计人数和保证人数的差异需控制在 5% 以内。酒店在得到贵公司同意的前提下, 可能会根据贵公司的保证人数重新安排合适的场地。

Final details relating to room type, room number, meeting room set up, menus, audio visual requirements and expected and guaranteed number of attendance will be finalized at least five (5) days before the event. Any variance between the expected and guaranteed number should be within 5%. The Hotel may re-allocate an appropriate venue according to the number of

guaranteed attendance, with prior notification to and consent by the company.

**付款方式/定金:** 宴会期间所有的费用均由贵公司担保并支付。请于 2020 年 12 月 25 日前, 支付 4000 元作为定金, 以便于酒店为贵公司保留客房和会场, 此定金也将为此合同未涉及到的杂费做担保。请在客人入住时或会议进场前支付充足押金, 并且在客人离店前或会议结束时, 所有实际发生的款项必须结清。

MODE OF PAYMENT/DEPOSIT: All expenses incurred during this conference will be guaranteed and paid by your company. This deposit will also serve as a guarantee for any miscellaneous expenses that are not covered in the agreement. Another amount of deposit is required to pay upon guest check-in or before the event starts. All the payment should be settled upon group departure or event end.

付款方式可以是现金、银行汇票、电汇、微信支付、支付宝支付。以下是本酒店银行帐号的信息:  
Payments are to be made in cash, bank draft or telex transfer, wechat pay, Alipay. Please find below our hotel bank account information for your reference:

开户银行	杭州联合农村商业银行股份有限公司蒋村支行
账户名称	浙江耀江资产管理有限公司
账号	201000224169143
开户地址	杭州市西湖区文三西路 37 号

注意事项: 收到汇款凭证后, 请立即通知本酒店。

Note: Please advise your remitting bank to include a message to notify the hotel immediately upon receipt of the remittances.

**取消政策: 包括合同所涉及的所有费用总计 CANCELLATION: TOTAL ITEMS/EXPENSES IN THE AGREEMENT**

- 团队抵店前 5 天 - 收取预计总费用的 100% 作为补偿。  
Within 5 days - 100% of the total will be charged as compensation.
- 任何预订未到或未使用, 我们将收取预订总费用的 100%  
For any no-shows - 100% of the total will be charged as compensation.

**更改政策: 包括合同所涉及的任何单项费用 REVISION: ALL THE INDIVIDUAL ITEMS/EXPENSES IN THE AGREEMENT**



- 团队抵店前 5 天内的变更 - 不允许做基于原预定上的任何减少。  
Modification within 5 days – No decrease will be accepted.
- 如需增加预订, 则视酒店客房、餐饮和会议室的具体预订情况而定。  
Increase reservation should subject to availability of rooms, food & beverage and function room.

### **设施损坏赔偿 DAMAGES**

未经允许, 会议组织者不得在酒店的公共区域设置展览架等。会议结束后, 会议组织者需确保清除所有与会议相关的装饰。会议组织者需确保酒店的设施设备在会议使用的过程中不被损坏。(包括酒店根据会议要求向第三方租用的设施设备)。

The organizer will not erect any Exhibition Stands or Displays within the Hotel premises or make alterations without Hotel' s prior written consent. The organizer shall be responsible for removing all Leftovers decorations materials, props and other event related items. The Organizer is responsible for any DAMAGE sustained to the Hotel' s property during the event. (Hotel' s property includes equipment hired by the Hotel for the use on the occasion).

### **不可抗力 FORCE MAJEURE**

如遇不可抗力, 超出了酒店的或贵公司的控制能力范围 (包括但不限于罢工, 劳资纠纷; 政府当局的行为、规章或命令; 内乱、灾害、战争、天灾、火灾、水灾等其他紧急情况), 使酒店或贵公司无法履行本协议规定的义务的, 本协议的所有条款将无法对协议双方产生制约效果, 酒店将返还贵公司的定金。

If for any reason beyond the Hotel' s or Patron' s reasonable control (including but not limited to strikes; labor 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 the Hotel or the Patron to perform its obligations under this Agreement, such non-performance is excused and such part may terminate this Agreement without further liability of any nature, upon return of the Patron' s Deposit.

本协议以中文和英文书就。中、英文本间如有任何不一致, 则在任何方面为任何目的均应以中文本为准。

In the event of conflict or inconsistency between the English and Chinese versions, the Chinese version shall prevail in all respects and for all purposes.



shama

zijingang hangzhou

杭州紫金港莎玛酒店

再次感谢贵公司对杭州紫金港莎玛酒店的信任，并预祝此次活动举办成功。

We thank you once again for considering Shama serviced apartments zijingang hangzhou as your choice and we look forward to making this event a success.

顺祝商祺!

Yours Sincerely

浙江耀江资产管理有限公司

Zhejiang Yaojiang Asset Management Co Ltd

单位名称 (确认并盖章)

Confirmed By Company



高级销售经理 Senior Sales Manager

日期/Date 2020年12月24日

名字/Name:

职位/Title:

日期/Date:



市场营销总监 Director of Sales & Marketing

日期/Date 2022年12月24日



总经理 General Manager

日期/Date: 年 月 日

2022 12 24

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