



GROUP BOOKING CONTRACT

| | |
|---|------------------------|
| COMPANY | NAME |
| China comfort MICE Service | Jing Li |
| ADDRESS | DATE |
| 15f, Ruichen Int'L Center, No.13, Nongzhanguan South Rd., Chaoya 100125 Beijing CN | 18 June 2019 |
| PHONE: +86 (0)10 6587 0594 | EMAIL lijing@cct.cn |
| TITLE OF RESERVATION China Comfort MICE - BMW | FROM Garry Loefgen |

Dear Ruby

We are very pleased to be able to host your upcoming group at the InterContinental Vienna and look forward to working with you.

Please find the enclosed your group booking contract, which should cover all the details of your booking. We kindly ask you to carefully review this contract and return a complete and duly signed copy by 28.06.2019 in order to confirm this reservation. Please insert your initials on the bottom of each page.

Should you require additional information, please feel free to contact me by phone at +43 1 71122 152 or by email at garry.loefgen@ihg.com at any time.

Best regards,

Garry Loefgen
Director of Sales

18.6.
China comfort MICE Service

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G.L.
IC VIE

This hotel is owned by WertInvest Hotelbetriebs GmbH and operated by IC Hotelbetriebsführungs GmbH
Johannesgasse 28, 1030 Wien, Österreich
Tel: +43 (0) 1 71122 0 Fax: +43 (0) 1 7134489 vienna@ihg.com www.intercontinental.com
VAT-Nr. ATU15671501, FN 68339z, HG Wien



Guest rooms

Guest rooms and reservation period:

| | 22/07/2019 | 23/07/2019 | 24/07/2019 |
|--------------|------------|------------|------------|
| Classic King | 4 | 4 | Departure |
| Classic Twin | 28 | 28 | |

Rates:

| | Single Rate | Double Rate |
|--------------|-------------|-------------|
| Classic King | EUR 110.00 | EUR 135.00 |
| Classic Twin | EUR 110.00 | EUR 135.00 |

The above room rates apply per room per night and include all applicable taxes (Austrian tax regulations are subject to changes), inclusive of breakfast in our Restaurant Parlor (Room Service is not included), non-commissionable.

Additional Charges (optional):

Porterage € 4,00 per person in/out
Room drop € 3,00 per room

The Hotel reserves the right to renegotiate the contract should the room block as mentioned above change by more than 20% per day.

Reservation procedure

All reservations will be submitted by a rooming list. The hotel will expect to receive a final rooming list 14 days prior to arrival. The alphabetical rooming list shall show further following details:

- ❖ Title (salutation) and VIP status of the guest
- ❖ Arrival date and time – departure date and time
- ❖ Special requests: e.g. upgrade requirements, room with a view, early arrival, etc.

According to legal regulations following mandatory information has to be presented to the hotel together with the rooming list or upon check-in:

- ❖ Number of passport or identity card
- ❖ Authority and date of issue
- ❖ Date of birth

Should the hotel not receive the final and complete rooming list on time, or should there be changes to the list, the hotel will try to do its utmost to fulfil the detail wishes of the organizer however, the hotel will not be made liable if all requirements are not met.



Check-In/Check-Out:

Check in time is 16:00 hrs, check out time is 12:00 hrs (midday). All rooms will be held on a guaranteed basis for late arrival.

The hotel requires a guarantee for all extras, i.e. a valid credit card from each guest upon Check-In. Alternatively € 73,00 per person and night can be deposited on the spot or the tour leader/agency may guarantee any extra charges of the group against a valid credit card.

Advanced Payment Calculation

| | | | | | | | |
|----------------------|----------|---|----------|---|----------|---|-------------------|
| Classic Single Rooms | 1 room | x | 2 nights | x | € 110,00 | = | € 220,00 |
| Classic Double Rooms | 28 rooms | x | 2 nights | x | € 135,00 | = | € 7 560,00 |
| Total | | | | | | = | € 7 780,00 |

Billing Instructions

| | Master Account | Individual charges/ extras |
|------------------|-------------------------------------|---|
| Room & breakfast | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> (3 rooms) |
| Room service | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Minibar | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Telephone | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Each guest will be responsible for all individual charges and will settle these costs upon check-out. China comfort MICE Service will at all times endeavor to assist with the collection of non-paid amounts.

Billing Address

According to Austrian law it is imperative to indicate your VAT number on the final billing statement in order to issue the invoice correctly.

Name of Company : Comfort International M.I.C.E. Service CO., LTD.
Address of Company : F15 Ruichen INT'L Center NO.3 Hengzhangyuan Huanan, Chaoyang district.
Town, Zip Code : Beijing 100025
Country : China
VAT number : 911101055476786652

Addendum

Cancellation and No-shows

Cancellations are to be understood **non-cumulative**, i.e. once a cancellation without penalty has taken place in a given time frame (as outlined below), further cancellations result in penalty. Cancellations are defined as **number of rooms per night, number of participants and booked services (value)** as outlined in this agreement.

No shows: If room reservations are not taken (no show, early departure), as originally reserved, they are charged for the entire length of stay.



- ♦ From the signing of this contract until 28 days prior to arrival, event may be cancelled without penalty.
- ♦ Between 28 days and 2 weeks prior to arrival, **50% of the value** may be cancelled without penalty. Excess cancellation will be fully charged based on the contracted revenue. Should the entire group cancel, 50% of the full value of the outlined agreement is levied as a cancellation fee.
- ♦ Between 2 weeks and 7 days prior to arrival, **25% of the value** may be cancelled without penalty. Excess cancellation will be fully charged based on the contracted revenue. Should the entire group cancel, 75% of the full value of the outlined agreement is levied as a cancellation fee.
- ♦ 6 days prior to arrival, any cancelled room or participant or booked service will be charged.

Advanced Payments

Advanced payments equal to 100% of the booked value depend on the group size (number of rooms, participants and booked services per day) and must be sent to the Hotel according to the following schedule:

| | |
|---------------------|-----------------------------|
| Account number | 82019495800 |
| Bank | Erste Bank AG |
| SWIFT Code | GIBAATWW |
| IBAN | AT 612011182019495800 |
| Reference (payment) | Group name and arrival date |

100% - 14 days prior arrival

Should above deadlines not be adhered to, the hotel has the right to automatically release the rooms or space.

Deposit shall be paid via bank transfer and all bank charges will be absorbed by the client, if any.

Final settlement is due upon check-out.

Upon last deposit payment the hotel requests a valid credit card in order to guarantee payment of the total master account. The credit card is only charged if client fails to remit the appropriate payment upon check-out.

Force Majeure

The performance of the agreement by either part is subject to insurmountable and unpredictable cause beyond the reasonable control of the parties preventing such performance in the following circumstances

- acts of God (such as, but not limited to, fires, explosions, earthquakes and floods);
- nuclear, chemical or biological disaster;
- war, hostilities (whether war be declared or not), invasion, act of foreign enemies and revolution;
- riot, strikes, lock-outs or disorder;
- governmental regulation, demand or requirement;
- acts or threats of terrorism

This agreement may be terminated by each party and written notice for any of such reasons without penalty.

Place of Jurisdiction

Place of Jurisdiction is Vienna. This contract shall be governed by Austrian law.



Final Provisions

Changes must be made in writing. The previously stated terms are valid also if no new contract has been issued. Both parties accept the terms and conditions of this contract by signature. We kindly ask you to return the duly signed copy by 28.06.2019

INTERCONTINENTAL WIEN
WERTINVEST HOTELBETRIEBS GMBH

A blue ink signature of Garry Löfgen.

Garry Löfgen
Director of Sales

Date: 18/06/18
Stamp:

WertInvest Hotelbetriebs GmbH
Johannesgasse 28
1030 Wien



Ruby
Account Director 1101051215845

Date: 18.06.2019
Stamp:

A blue ink signature of Ruby.
China comfort MICE Service

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