

# HYATT CENTRIC™

GINZA TOKYO

## INVOICE

### BILL TO

Ms. MA JIE - Manager / Event Development  
COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD  
Rm. 1510, Ruichen Int'l Center, No. 13, Nongzhanguan South Rd.  
Chaoyang District, Beijing China

Hyatt Centric Ginza Tokyo  
6-6-7 Ginza, Chuo-ku, Tokyo 104-0061  
Phone: 03-6837-1234 Fax: 03-6837-1235

DATE 2018/8/10  
INVOICE # 20180802

DATE	DESCRIPTION	AMOUNT
2018/8/20 - 8/22	Chinese Group Booking	749,448

DUE DATE

TOTAL

749,448

2018/8/15

Please remit to following account by due date.

振込先

BANK DETAILS

三井住友銀行

SUMITOMO MITSUI BANKING CORPORATION(0009) SWIFT CODE : SMBCJPJT

浜松町支店

HAMAMATSUCHO BRANCH (679)

普通 7749939

ACCOUNT NO 7749939 (Ordinary)

銀座ホテルマネジメント合同会社

GINZA HOTEL MANAGEMENT LLC

担当/Clark

Satoko

10 August 2018

Via E-mail: majie@cct.cn

Dear Mr. MA JIE

**RE: COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD**

Warm greetings from Hyatt Centric Ginza Tokyo.

We would like to thank you very much for accommodating your guests and hosting your upcoming group in our hotel. We truly appreciate your support.

Please find our letter of agreement for your perusal and approval. Please advise acceptance by Friday, 13 August 2018, so that we may proceed with the necessary arrangements.

We look forward to working closely with you to ensure the success of this up-coming group.

Yours sincerely,



Natsuko Arai  
Associate Director of Sales  
Sales and Marketing

Attachment: 10 pages

**Letter of Agreement**  
**Between**  
**COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD**  
**and**  
**Hyatt Centric Ginza Tokyo**  
**For**  
**Group August 2018**

**A. CONTACT**

**Client:**

Ms. MA JIE  
 Manager / Event Development  
 COMFORT INTERNATIONAL M.I.C.E. SERVICE  
 CO., LTD  
 Rm. 1510, Ruichen Int'l Center, No. 13  
 Nongzhanguan South Rd., Chaoyang District,  
 Beijing China  
 Tel: +86 010 6587 0579  
 Email: majie@cct.cn

**Hotel:**

Ms. Natsuko Arai  
 Associate Director of Sales  
 Hyatt Centric Ginza Tokyo  
 6-6-7 Ginza, Chuo-ku,  
 Tokyo 104-0061, Japan  
 Tel: 81 3 6837 1241  
 Email: Natsuko.arai@hyatt.com

**TERMS AND CONDITIONS**

The following general Terms and Conditions shall apply to the extent that they are relevant to the nature of the activities being contracted and shall form an integral part of this contract. In these Terms and Conditions, the following definitions apply:

"The hotel" is the premises called Hyatt Centric Ginza Tokyo, located at 6-6-7 Ginza Chuo-ku, Tokyo 104-0061 Japan.

"The client" is the person, organization, company or other body responsible for booking the event.

"The function" is the event in respect of which the client has made a booking.

**B. GUEST ROOM ACCOMMODATION**

**1. Daily Room Block**

Check-In Dates: Monday, 20 August 2018  
 Check Out Dates: Wednesday, 22 August 2018

<Room Number>

Room Type	Mon 20 Aug	Tue 21 Aug	Total RN
Twin -Standard, 35sqm *Double Occupancy*	6	6	12
King -Standard, 35sqm *Single Occupancy*	2	2	4
Daily Total (ROH)	8	8	16

Initial: \_\_\_\_\_

NA

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## 2. Room Rate

<Room Rate per night>

Room Type	Mon 20 Aug	Tue 21 Aug
Twin/ King - Standard, 1person	47,396JPY	47,396JPY
Twin/ King - Standard, 2persons	51,322JPY	51,322JPY

Hyatt Centric Ginza Tokyo is pleased to confirm the above special rates to COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD. Please note that this special rate is confidential and is not to be disclosed to a third party without the consent of Hyatt Centric Ginza Tokyo.

The above rates are based on Japanese Yen (JPY) and are quoted on a per room, per night basis, inclusive of 15% service charge and the 8% consumption tax, 1.2% tax on service charge and JPY200 accommodation tax per person per night. (Government tax has been applied to the service charge.)

In the event that there are changes to the Consumption Tax rate in line with Tax revisions, final costs will use the tax rate applicable at the date that goods and services are tendered.

Tax, Fees & Service Charges Inclusive

Service Charge:	15.00%
Consumption Tax:	8.00%
Tax on SVC Charge:	1.20%
Accommodation Tax:	200JPY

## 3. Bed Type

Please note that the above room block will consist of a mixture of King and Twin rooms and the actual room counts by bed type are to be decided by the hotel. The TWIN beds' request are guaranteed. Requests for specific bed types must be made in advance and we will do our best to accommodate special requests upon receipt of the group's rooming list.

## 4. Breakfast Charges

The above rates are inclusive of one breakfast for single and two breakfasts for double/twin with the discounted coupon rate. Breakfast is available at the NAMIKI667 on the 3<sup>rd</sup> floor, where American Buffet breakfast is served.

## 5. Commission

The above group rates are commissionable at 10% of their room charge to COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD. The service charge, taxes and breakfast are not eligible to the commission. The commission will only be paid for each fully materialized and paid room after the full payment of the Master Account by the COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD.

<Standard – 35sqm>

10% of the room charge of 35,000JPY per room per night.

## 6. Service Available to Guests

- Complimentary Wi-Fi access in guestrooms and throughout the hotel.
- Complimentary a bottle mineral water in a room.
- Complimentary in-room Nespresso® coffee.
- Complimentary 24-hour fitness center, cardio machines, yoga mats and weights.

Initial: NA

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## 7. Smoking Policy

Hyatt Centric Ginza Tokyo is a smoke-free hotel. Smoking is strictly prohibited in all guestrooms, fitness center, restaurant, bar and other facilities. A designated smoking area is located on 3<sup>rd</sup> floor.

## 8. Check-in Time

Hotel rooms are available for this group to check-in after 15:00pm. Guests arriving prior to this time will be allocated rooms as soon as they become available. For all early check-ins, we strongly recommend that rooms are reserved and paid for the night before in order to guarantee early check-in.

## 9. Check-out Time

Check out time is 12:00 noon. Rooms may be extended, subject to availability, until 15:00pm at a charge of 30% and until 18:00pm at a charge of 50% of the group rate of the day. After 18:00pm rooms will be charged at the full group rate of the day. The late check out fee will be subject to service charge and tax.

## 10. Baggage Porter Fee

Porterage service will be charged at 500JPY per piece (including service charge and tax)

## 11. Room Drop Fee

If the room delivery for or on behalf of the client is requested, CLIENT will be charged at a rate of 300JPY per item (inclusive of surcharge) for the delivery of the under door or 500JPY per item (inclusive of surcharge) in the room. The delivery must be arranged at least 3 days in advance.

## 12. Car Drop Off Zone

Please note in advance that the hotel does not have a car drop off zone at the entrance, therefore a bus cannot park in front of the hotel. A van or a mini-bus can be accessed to the hotel entrance on the Namiki-Dori Street and the Sony-Dori Street where the building parking is located. In case of a bus hired, guests can be dropped off at the closest road and will take 1 minute-walk to the hotel. Due to the city traffic restrictions, cars cannot drive into the roads the hours of 10:00 PM and 1:00 AM except for Saturday, Sundays and holidays.

## 13. Reservation / Rooming List

- a) The hotel will require a detailed rooming list at least 2 weeks prior to arrival of the first guest. In order to facilitate the guest check-in procedure, the following information is requested by the hotel.
  - ✓ Name and title of guest / company name
  - ✓ Arrival and departure light details with any transfer requirement
  - ✓ Passport number and expiry date
  - ✓ Group Itinerary
  - ✓ Specific Billing Instructions and other specific requirements (VIP, room assignment request etc..)
- b) Any additional room request(s) will be accommodated to our best of ability, but cannot be guaranteed.
- c) The hotel would be delighted to honor the group rates three (3) nights prior to and (3) nights after the main group dates. The additional reservation requests will be subject to availability only upon request. Should the group rates not be available, rooms will be confirmed at the prevailing rate of the day. The hotel reserves the right to decline additional rooms requested by the client over and above the contracted block.
- d) The hotel is to be notified of all room status updates in writing, if any.

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**14. Displays and Signage**

No exhibits or signage are to be displayed in the main lobby and the hotel entrance area of the hotel without prior approval.

**C. FOOD AND BEVERAGE / MEETING ARRANGEMENTS****1. Breakfast Venue**

The breakfasts will be served at the restaurant "NAMIKI667" at clients' leisure. The breakfasts cannot be served through Room Service with the breakfast coupons.

**D. PAMENT****1. Billing Instructions**Master Account

It is understood that COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD will be responsible for the accommodation charges including service charge, taxes and daily breakfasts at the restaurant, NAMIKI667. Any authorized charges by the authorized signatory, COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD will also be billed to the master account.

Master Account Settlement

The master account will be settled with cash or by credit card upon departure. Please be reminded that at least 100% of the prepayment of the estimated costs on accommodation, meeting, food and beverage events must be received, if any, by wire transfer or guaranteed at 150% of the total estimated amount on a credit card. (Please see below for bank account information.)

The remaining balance must be guaranteed by a credit card or by 150% of the advanced deposit prior to main arrival. Please complete, sign and return the attached billing authorization form upon signing of the contract. The hotel will obtain a pre-authorization code based on the latest total estimated amount if any.

Individual Account

It is understood that individual guests will be responsible for their incidental expenses. All charges incurred will be settled by individual guests upon departure. Upon receipt of the rooming list, all guests must be guaranteed with their credit card number and expiry date or Hyatt Centric Ginza Tokyo shall consider these bookings guaranteed by COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD. In any case, COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD will be responsible for all the unsettled payment of the guests' charges.

**E. CANCELLATION POLICY/ ATTRITION AND DEPOSIT****1. Cancellation Conditions**

If CLIENT terminates this agreement (partially or total) except for a Force Majeure Event during or 10 days prior to the contracted dates of this agreement, CLIENT shall immediately pay a cancellation payment which will become payable to the Hotel according to the following schedule:

Date when cancellation of Contract is notified:	Contracted Number of Rooms
	Group of 16 room nights
From 14 days to the arrival date (After August 6, 2018)	100%
No Show	100%

Initial: \_\_\_\_\_

NA

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## 2. DEPOSIT POLICY

A deposit is required by the hotel to confirm a booking and must be paid in accordance with the anticipated revenue, as described below. A full deposit of 100% of the anticipated revenue is required for all group accommodation. This deposit must be received according to the below Deposit schedule. The hotel reserves the right to release any guestrooms and/or meeting space if the deposit is not received within this timeframe. All deposits are non-refundable, as per section 5 Cancellation Conditions.

### Deposit Schedule

Deposit	Due Date	Amount
1 <sup>st</sup> and final non-refundable deposit	By August 15, 2018 (100% of the estimation)	749,448JPY
Grand Total		749,448JPY

## F. GENERAL TERMS AND AGREEMENT

### 1. Invalidity

The invalidity of a single clause of this contract shall not affect the validity of the contents as a whole. The hotel and the client agree to replace an unacceptable clause with one that is in the best interest of both parties. In addition, this contract will be invalidated if there are any alterations that are not agreed to and have the written approval of the hotel.

### 2. Changes to Contract

Any supplements, modifications to and/or cancellation of this contract must be made in writing and agreed by the hotel.

### 3. Use of Name & Logo

The client may not use the hotel's name and/or trademarks without its prior written permission and will present all tickets, posters and/or advertising material for the function to the hotel in advance for approval.

### 4. Conduct of Guests

CLIENT agrees that The Hotel has the right to maintain the orderly operation of the Hyatt Centric Ginza Tokyo and comfort of its guests, and in the event of disorderly conduct, destruction of property or violation of the law by any CLIENT Guest, the Hotel has the right to refuse occupancy thereafter to CLIENT guests involved. CLIENT shall procure that all its guests: (i) comply with all of the Hotel's policies and procedures, including health & safety, (ii) behave in an appropriate way with due regard for staff and other users of the Hotel: and (iii) comply with all instructions and directions of the Hotel staff. The Hotel reserves the rights to exclude any CLIENT guests without any liability if Hotel in its discretion believes that the CLIENT Guest is not behaving in appropriate manner.

### 5. Waiver of Liability

Client shall be responsible and does hereby relieve, release, and indemnify hotel for all costs, damages, liabilities and expenses (including attorney fees) by reason of any injury or damage to any person or property upon the Premises occupied and used by client where such injury or damage was caused by or as a result of the act of failure of client, its guests, servants, agents, workers or employees. Hotel shall not be responsible for client or anyone else by reason of theft, disappearance or damage sustained by client or others in connection with the use of or storage of items at Hyatt Centric Ginza Tokyo.

No property or equipment belonging to hotel may be removed from the Premises by client or any of its guests, servants, agents, workers or employees without first obtaining the written consent of Hyatt Centric Ginza Tokyo. Client shall reimburse Hyatt Centric Ginza Tokyo 150% of the

Initial: \_\_\_\_\_

*NA*

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replacement cost plus 15% service charge and tax of any damaged property or equipment which is the result or actions of the client, its guests, servants, agents, workers or employees.

## 6. Force Majeure

The parties' performance under this letter of agreement is subject to acts of God, war, government regulation or action, terrorism, disaster, civil disorder, curtailment of transportation facilities, or any other emergency beyond a party's reasonable control, making it illegal or impossible for either party to perform its obligations under this contract. Either party may terminate this contract for any one or more of such reasons upon written notice to the party within three (3) days of such occurrence or receipt of notice of any of the above occurrences.

## 7. PRIVACY

The hotel will comply with the Global Privacy Policy for Guests available at <http://privacy.hyatt.com> (the "Privacy Policy") with respect to the guests of the Group ("the Group's Guests") who stay at the hotel pursuant to this agreement.

The hotel will:

- (i) make the Group's Guests aware of the Privacy Policy;
- (ii) obtain the consent of the Group's Guests to disclose their personal information to the hotel

The client will:

- (i) warrant and represent that the Group is:
  - (a) entitled to disclose the personal information of the Group's Guests to the hotel and
  - (b) authorized to act as agent of each of the Group's Guests for the purposes set out in this section

It is mutually understood that space has been tentatively reserved and will not be guaranteed to COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD. until a signed copy of this Letter of Agreement has been received by Hyatt Centric Ginza Tokyo. The final option date is **Monday, 13 August 2018**. If a signed copy of the Letter of Agreement is not received, the hotel reserves the right to release all the accommodation and function space without prior notice.

**Agreed and Accepted by**  
**COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD.**  
**and**  
**Hyatt Centric Ginza Tokyo**



Natsuko Arai as Sales Contact  
 Associate Director of Sales  
 Hyatt Centric Ginza Tokyo

Date: August 10, 2018

Ms. MA JIE

COMFORT INTERNATIONAL M.I.C.E. SERVICE  
 CO., LTD.

Date:

Initial:

MA

Initial



Signature below certifies full authority to Hyatt Centric Ginza Tokyo to settle due charges (cancellation/no-show charges and unsettled payment(s) of the guests' charges) with this credit card based on the instruction stated in this contract/agreement letter.

Please provide the credit card information **along with the copy of both front and back of the credit card.**  
**Kindly make sure that there is the signature of card holder on the back.**

Credit Card Information	
Type of Credit Card	
Card Holder's Name (as it appears on card)	
Card Number	
Expiration Date	
Signature (of Card Holder)	please sign here:

Initial: NA

Initial: \_\_\_\_\_

# QUOTATION



Check In: August 20, 2018  
 Check Out: August 22, 2018  
 Group Name: COMFORT INTERNATIONAL M.I.C.E. SERVICE CO., LTD

【Accommodation】	Room Numbers	Rate	Nights	Total Rate	Remarks
Twin Beds (35sqm), 2p	6	51,322	2	615,864	
1King Bed (35sqm), 1p	2	47,396	2	189,584	
Service Charge (15%)				Included	
Government Tax (8%)				Included	
Accommodation tax (200JPY / person/ night)				Included	
<b>Total (1)</b>				<b>805,448</b>	
【Room Commission】	Room Numbers	Rate	Nights	Total Rate	
Twin Beds (35sqm), 2p	6	-3,500	2	-42,000	
1King Bed (35sqm), 1p	2	-3,500	2	-14,000	
<b>Total (2)</b>				<b>-56,000</b>	
<b>Grand Total (1) + (2)</b>				<b>¥749,448</b>	

Issue Date: August 10, 2018  
 In-Charge: Natsuko Arai

Check In Time: 15:00 pm  
 Check Out Time: 12:00 noon

NA