



**Objective:**

**主题：江苏省风湿青委（先声药业）2023.5.12-5.14 活动合同**

**To :  
致**

**From:  
自**

Contact Person 联系人	王凤雨	Contact Person 联系人	谈思妤
Company 公司	康辉集团北京国际会议展览有限公司	Company 公司	宜兴陶都半岛酒店
TEL 电话		TEL 电话	0510-6866 8250
FAX 传真		FAX 传真	0510-6866 9999
Mobile Phone 手机	15210370021	Mobile Phone 手机	13812221718
E-mail 邮箱	wangfengyu@cct.cn	E-mail 邮箱	amy.tan@tdpeninsula.com

Dear Miss Wang:  
尊敬的王女士：

Greetings from Yixing Taodu Peninsula Hotel !  
来自宜兴陶都半岛酒店的问候！

Thank you very much for your support of our Hotel. Please find the contract below :  
非常感谢您对本酒店的支持。我们很高兴有机会将安排细节汇总成书面合同请您加以确认：

**Accommodation Arrangement**

**住宿安排**

Room type 房型	Day 1 第一天	Day 2 第二天	Day 3 第三天	MICE Group Special Offer 会议团优惠房价
	5.12	5.13	5.14	
豪华双床房	16	16	退房	人民币 430 元/间/夜
Total Room No. 总房数	16	16		免费使用宽带及无线网络

**房费共计：430\*16\*2=13760**

**Remarks :**

**备注：**

- The above MICE Group Special Offer include one or two breakfasts,15% service charge and government tax  
以上会议团队优惠房价含次日 2 份自助早餐，已包含 15%的服务费和政府税。
- Each extra breakfast will be charged at RMB 115 net.  
如需增加早餐则需支付每人人民币 115 元净价
- The MICE Group Special Offer is non-commissionable and applicable only for the event. A group is defined as paying rooms booked collectively at one time. Should the number of rooms fall below 100 rooms, the above rate will be reviewed.  
上述会议团队优惠房价无佣金且只限于此次会议团队。上述价格仅适用于合同所注明日期的团队使用。如果订房数减少至 100 间房间以下的，该房价由酒店进行重新调整。
- The MICE Group Special offer include on-site Internet access.  
以上会议团队优惠房价均提供免费宽带上网。
- When checking in, the MICE group should present their ID cards or the passport.  
酒店入住需办理入住手续需出示身份证、护照等有效证件。
- Check-in time start from 14:00. In order to make sure the rooms for your guests are set up, please inform us of their arrival times.(Room assignments for arrivals prior to the time provided are subject to availability)







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酒店的入住时间为下午 14:00 开始办理入住, 请提前告知客人的抵达时间, 以便我们尽可能在客人到达前安排好房间(房间的安排将视酒店情况进行调整)。

- Check-out time must be before 12:00 noon. Any early check-in or late check-out charges are subject to how many hotel rooms are available.

退房时间为中午 12:00。如需提前入住或延迟退房, 需提前一天通知酒店, 由酒店视当天住房率等情况予以答复。

- The rate include free access to the Fitness Centre (swimming pool and health club)  
住店客人可免费使用健身房和游泳池。
- Please note that for the convenience and safety of yourself and other hotel guests, rooms can not be used for any purpose other than the accommodations of a maximum of two (2) guests

为了您和其他住店客人的方便安全, 酒店房间不得用于除住宿(最多两人)以外的其他用途。

## **TERMS & CONDITIONS**

### **交易期限和条款**

#### **CONFIRMING YOUR BOOKING**

##### **确认您的预定**

We are delighted that you have chosen our hotel to host your next event. Once we receive your signature on the contract and terms and conditions and have gotten the applicable deposit we will confirm your booking.

我们很高兴您选择本酒店为您主办您的活动。一旦我们收到了您签字确认的合同, 期限条款和适当的定金, 我们将确认您的预订。

#### **RATES**

##### **费用**

All rates are quoted in local currencies and are based on the original requirements set out (RFP/Document/Dated). Should your requirements change, all rates are subject to review and may change accordingly.

所有报价是基于本地货币和您最初要求的基础上的, 如果要求改变货币选择, 所有的价格都需要相应调整。

#### **DEPOSIT AND PREPAYMENT POLICY**

##### **定金和预付条款**

The following deposits are required to be received by the hotel according to the schedule below. If payments are made by credit card, the applicable credit card transaction fee will be applied to the total tax invoice.

酒店将按照下列时间表和比例收取您所预定的房间和会议费的定金。如果使用信用卡支付, 适当的信用卡交易费用将被包含在合同的总税金中。

When first signing the contract, a deposit of event charges is due before, the rest will be payed on  
在前 预付人民币元作为定金, 剩余尾款活动当天结清。

#### **CANCELLATION POLICY AND PROCEDURE**

##### **取消条款和程序**

Within 7 days of arrival,

60% of the total estimated accommodation and events charges will be charged

到达前 7 天, 已预定的房间和会议费用的 60% 将被收取, 并不予退还。

Within 5 days of arrival, 100% of the total estimated accommodation and events charges will be charged and there will be no refund of any deposits paid to the hotel

到达前 5 天以内, 已预定的房间和会议的全部费用将被收取, 酒店不退还任何费用。

#### **ATTRITION POLICY AND PROCEDURE**

##### **损耗条款和程序**

Accommodation and event charges are based on the delegate numbers advised at the time of enquiry and are used to generate your business proposal and quotation. Should your numbers change prior to confirming your booking your quotation may change accordingly.





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房间和会议的费用是基于询价时认真仔细的考虑, 并被用来生成合同, 在确认预定之前任何的改变都会导致报价相应地改变。

From the signing of this contract and up to 30 days prior to the commencement date of the event, a partial reduction no more than 10% of the bedrooms blocked may occur. In the event of any cancellation in excess of the above stipulated threshold, the hotel shall assess the cancellation fee based upon the scale above.

从签署本合同及会议开始前 30 天, 部分确定房间的减少不超过 10%, 可以被允许, 在本次会议中, 任何房间和会议场地的取消超过上述的规定, 酒店将根据合同价格, 收取超出 10% 的取消部分的费用。

### **SETUP AND MENU CHANGE**

#### **会议室布置或菜单的变更**

Any changes to the menu or setup require advance written notice received no less than 72 hours prior to the event. In the event of any cancellation in excess of the above stipulated threshold, the hotel shall assess the cancellation fee based upon the scale above. 在会议前有任何变更请提前 72 小时以书面的形式通知我们, 临时的变更 (在会议当天) 将视酒店的具体情况而定。

### **DAMAGE**

#### **设施损坏赔偿**

The organizer is responsible for any damage to the hotel's property during the event. Hotel property includes equipment hired by the hotel for use on the occasion. If your company and your company's conference organizers, meeting contractors, external staff, intermediary in the use of the process caused damage to the hotel facilities, in accordance with the market value of the damaged equipment for compensation.

会议组织者需确保酒店的设施在会议使用的过程中不被损坏。如果贵公司以及贵公司的会议组织者、会议承包商、外部工作人员、中介在使用过程中造成酒店设施的损坏, 按照被损坏设备的市价进行赔偿。

The organizer will not erect any exhibition stands or displays within the hotel premises or make alterations without the hotel's prior written consent. Your company will pay at least RMB10,000 as a deposit for any meeting room that the company set up its own. At the end of the event, the organizer shall be responsible for removing all leftover decorations, props and other event related items. The hotel will return the deposit if no damages or loss reported.

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。贵公司自行对会议室的布置, 需交付人民币 10,000 元押金, 在确保酒店设施未受到任何损坏或遗失后, 酒店将退还该押金。任何布置, 摆台仅限于宴会厅区域。

Any decoration or setup by your supplier must fully follow by local government safety and fire policies. Your company undertakes all responsibility for any losses or damage that occur due to non compliance with policies. 贵公司或贵公司指定的承包商请保证任何装饰、布置或安装机器之行为都必须符合当地政府的消防安全和消防规范。饭店对任何由于不符合规范引起的不良后果不承担任何责任。因不规范的施工引起饭店的任何损失, 需由贵公司或贵公司指定的承包商承担。

### **Your company must obey the following rules for setup by a third party.**

#### **如提前布场, 需遵守酒店以下规章制度 (包括贵公司聘用外部工作人员或者中介)**

The car park staff must be notified in advance.

凡需停泊在酒店的会议用车及来宾用车必须提前与销售部协调沟通。

The hotel must be advised to the number of incoming constructors no less than 48 hours prior to the event date. 需提前四十八小时通知酒店贵公司参与场地布置人员之人数。

The constructors can not use guest facilities, such as the guest lift, guest paths, guest rest rooms and telephones, etc.

所有布场人员不可使用酒店客用设施, 例如: 客用电梯, 客用通道, 客用洗手间电话等。

Smoking is banned in all non-smoking areas.





禁止在非吸烟区域吸烟。

Any equipment used can not be dragged on the ground.  
禁止在地上拖拉设备。

Wood working or heavy construction is not allowed, including wood cutting, jointing, etc.  
禁止在酒店内作粗加工，如切割木材，烧焊等。

Prior approval by the hotel is required should you wish to paste items on the wall, tack anything on the wall, Any use of the ceiling or floor for pasting, tacking, etc. is forbidden.  
所有张贴墙上的物品，须提前向酒店申请，禁止在墙面、天花板或地板上钉物品。

Luggage barrows must be requested no less than 48 hours prior to the date they will be needed..  
酒店可提供行李车，但须提前 48 小时申请，并只供在酒店内部使用。

The hotel has the rights to stop any noise caused by event decoration.  
酒店有权立即停止任何造成严重噪音的布场工作。

Meeting equipment should be checked before. Your company will be responsible for compensating the hotel for any damages or loss caused by your staff or guests. Compensation will be determined according to the hotel's standard pricing.  
会场内仪器设备如话筒等入场前后双方应仔细清点，如贵公司的员工或客人损坏、遗失酒店的任何设备或财产，由贵公司按酒店价格进行赔偿。

The event decoration plan must be approved by the hotel in advance. The hotel is entitled to stop any event decorating that occurs without permission.  
所有酒店的布场请提前告知摆放位置和形式（包括有礼仪公司负责策划的活动，请提前提供活动布置计划书），如未经酒店许可情况下进行布置施工，酒店有权立即停止和撤消布场。

No flares or fire works are allowed inside the hotel.  
不得在酒店内使用明火，燃放烟花冷烟花等。

If the contract is controversial, the two parties shall settle the dispute through consultation. Negotiation fails, the two sides should bring a lawsuit to the people's Court of Yixing.  
如有争议，双方协商一致进行解决。协商不成，双方应向酒店所在地人民法院提起诉讼。

This contract has two versions, both English and Chinese. In the event of any dispute, the Chinese test of this contract will prevail.  
合同内容中英文表述，如果中英文有冲突，则以中文表述为准。

### **FORCE MAJEURE** **不可抗力**

If for any reason beyond the hotel's or patron'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 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.

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、水灾或其他紧急情况下，任何拖延必要和必需的维修酒店），使酒店或贵公司无法履行本协议规定的义务，如不履行是原谅和部分可终止本协议无需进一步的赔偿责任任何性质的，酒店将返还贵公司的押金。





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## **MODE OF PAYMENT/DEPOSIT/CREDIT AGREEMENT**

### **付款方式/定金/信贷协议**

If using a telegraphic transfer (T/T), please send to the following account:

以上所列费用均由贵公司支付，杂费由客人自己支付。酒店将于客人入住当天向客人收取杂费押金。  
请将相关款项汇入如下账号：

Account name: Yixing Taodu Peninsula Hotel Co.,Ltd

户名：宜兴陶都半岛酒店有限公司

Bank: Bank of China ZhouTie-BRANCH

开户行：中国银行周铁支行

RMB Account No: 541772924218

账号：541772924218

Taxpayer Identification Number : 91320282MA1W4D611P

纳税人识别号：91320282MA1W4D611P

## **LETTER OF AUTHORISATION**

### **授权书**

We shall require a letter of authorization from the company stating the full extent of hotel charges to be paid by the company. A list of authorised event signatories and their signatures is to be included as well.

我们需要公司提供的所有酒店收费项目的签单授权书，并提供有签字样本的有效签单人名单。

This contract shall be governed by and constrained in accordance with the laws of the People's Republic of China.  
本合同受中华人民共和国法律的管理和限制。

Dear Ms Wang, I hope you find everything is in good order and the above offer satisfactory. We would be delighted to give you additional information or further assistance, should you require it. At the moment, the hotel can arrange accommodation and meeting space for your group, but we have not book the rooms or the meeting space yet. If you accept the above arrangement, please sign the draft contract and send it back to my office by 2023/5/10 Once it has been received, we will officially block all the rooms and meeting space accordingly.

尊敬的王女士，我们希望以上安排和报价能够满足您的要求。如您有其他需求，请及时与我联系以便为您提供更多信息与进一步的协助。在此，酒店仅为您会议团队的房间与场地提供报价，望贵方尽快做出决定，以便为您预留客房和场地。如果您同意本条款，请您于 2023 年 5 月 10 日之前回复给酒店。

If you have any question, please contact me at 13812221718 or by e-mail: amy.tan@tdpeninsula.com

如有任何问题，请赐电 13812221718 或邮件 amy.tan@tdpeninsula.com

We thank you once again for considering our Hotel, to host your event and we look forward to making this event a success.

再次感谢贵公司对本酒店的信任，并预祝此次活动举办成功。

Best regards,

顺祝商祺



Confirmed and signed by  
确认并回签：

\_\_\_\_\_  
客人签名