



5 January 2026

Daisy CAO
Project Manager
COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD
RM1510 · RUICHEN INT'L CENTER,
NO. 13 NONGZHANGUAN SOUTH RD.,
CHAOYANG DISTRICT,
BEIJING, CHINA 100025

Revision 4

Total (8) pages

Dear Ms Cao

**RE: COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD for Zaha Hadid Architects
Room only Group on 07 – 08 April 2026**

Warm greetings from Hopewell Hotel!

Thank you for confirming Hopewell Hotel as the assigned accommodation for your valuable guests' upcoming visit in Hong Kong. We truly appreciate your support.

I am delighted to share our Letter of Agreement for your perusal and approval after collecting all the necessary information from you side. Please advise your acceptance by return a signed agreement on or before **07 January 2026, Wednesday**.

Ms Cao, should you have any questions or further requests in the meantime, please do not hesitate to contact me. My contact details are listed below.

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

Yours sincerely

Michelle Low
Director of Sales
Hopewell Hotel (Wanchai) Management Limited
15 Kennedy Road, Wan Chai, Hong Kong

Direct Telephone: +852 2620 3830
E-mail: MichelleLow@hopewellhotel.com
Website: www.hopewellhotel.com



**Letter of Agreement
("Agreement")**

Between

**COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD
("Client")**

&

**HOPEWELL HOTEL (WANCHAI) MANAGEMENT LIMITED
("Operator")**

**COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD
For Zaha Hadid Architects Room only Group on 07 – 08 April 2026**

A. CONTACT OF THE CLIENT

Daisy CAO
Project Manager
COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD
RM1510 · RUICHEN INT'L CENTER,
NO. 13 NONGZHANGUAN SOUTH RD.,
CHAOYANG DISTRICT,
BEIJING, CHINA 100025

B. THE PARTICULAR COMPANY REFERRING BY THE 'CLIENT'

Ms Bianca Cheung
Senior Associate
Zaha Hadid (Hong Kong) Ltd.
Unit 2503, Tai Tung Building,
No. 8 Fleming Road,
Wanchai, Hong Kong.

C. GUEST ROOM ACCOMMODATION

1. Daily Room Block

Check-in date: 07 April 2026, Tuesday

Check-out date: 08 April 2026, Wednesday

Room Type & Daily Rate:

Run of House at **HK\$ 1,200** plus 10% service charge & 3% hotel accommodation tax

Premises: Hopewell Hotel, 15 Kennedy Road, Wan Chai, Hong Kong ("**Hotel**")



Dates	07 April 2026, Tuesday
Expected No. of King Rooms	235
Expected No. of Twin Rooms	45

*A maximum of ten (10) rooms from the daily room block may be upgraded if total actual room night meet two hundred (200), with the specific room category and the final number of rooms upgraded subject to the availability of accommodations at the Hotel.

Remarks:

- The room rate above is subject to 10% service charge & 3% tax per room per night
- Room rates are applicable for single and double occupancy for room only. Walk-ins Breakfast will be will be charged at special price at HK\$150+10% per person. Charges cannot be settled by any form of dining credit or apply any discount.
- Each room accommodates a maximum of two adults and one child under 11-year old who does not require extra bed. Third person supplement with extra bed is available at HK\$300 + 13% per bed per night for room only on selected room types only.
- Porterage service charge will be subject to group size.
- Room drop service will be charged per room, per drop.
- Special group rates apply to the requirement provided above. Any changes may alter the offer from the Hotel.

2. Attrition

Upon signing of this Agreement, the organiser can reduce the expected number of rooms from the block with the timeline below without any penalty:

On or before 02 February 2026, Monday	20% of the total expected no. of rooms (56 rooms)
After 03 February 2026, Tuesday	No more reduction can be made or charges apply (Amount of the shortfall in room nights times group daily room rate)

3. Room Rate Confidentiality

Hopewell Hotel is pleased to confirm this group rate to the Client by the decision date of this Agreement. The terms of this Agreement (and all rates set out herein) are not to be disclosed by the Client, directly or indirectly, to any third party unless explicit written approval is given by the Operator (save for any employee of the Client on a need-to-know basis and the Client shall procure that such employee(s) adhere to the provisions of this clause).



4. Extensions of Stay

Any additional reservation and/or extension of stay will be subject to availability upon request. Should the group rate be unavailable, reservation of the rooms will be confirmed at the prevailing rate of the day.

5. Complimentary Benefits & Privileges For All Guest Rooms

- Paperless arrival and departure experience
- Mini bar service is available upon request
- Coffee machine and selection of teas and infusions
- Interactive hotel IPTV with easy connectivity for computer and smartphone
- Luxury down bedding
- Digital newspaper & magazine access
- Spacious bathrooms with dressing area, walk-in rain showers
- Complimentary wired and wireless high-speed internet access (WIFI)
- Complimentary access to fitness centre, outdoor swimming pool and sauna

6. Check-in/Check-out Time

Check-in time is from 3:00 pm onwards. Should any guest wish to occupy a guestroom before 3:00 pm, placing a reservation a night prior to the arrival date is recommended, otherwise it will be subject to availability.

Check-out time is at or before 12:00 noon. Any request for late check-out beyond 12:00 noon is subject to availability and may be subject to a charge imposed at the Operator's sole discretion.

D. DEPOSIT PAYMENT

Rates quoted in the Agreement are in Hong Kong currency. All rates quoted are subject to adjustment without prior notice from time to time in order to align with any changes in Hong Kong government policy which may affect the service & tax levels.

1. Billing Instructions

Master Account

It is understood that all room charges will be responsible by **the Client** and all incidental charges will be responsible by guest's own account which will be settled upon check out. Guarantee deposit may require upon check in for each room.

Master Account Settlement

The master account can be settled with cash, credit card or bank transfer base on the agreed timeline below:



Deposit:

On or before 03 February 2026, Tuesday	50% of the total expected room revenue is required (" Total Expected Room Revenue ")
On or before 10 March 2026, Tuesday	Remaining 50% of the Total Expected Room Revenue is required

Bank Details

Bank Account Name: HOPEWELL HOTEL (WAN CHAI) MANAGEMENT LIMITED

	<u>ATM / Electronic Transfer</u>	<u>Cash/Cheque – Over the Counter Service</u>
Bank Name:	CITIBANK, N.A.	OCBC Bank (Hong Kong) Limited
Bank Code:	006	035
Branch Code:	391	802
Account Number:	91354331	226324-051
SWIFT No.	CITIKHXX	WIHBKHH
Bank Address:	3 Garden Road, Central, Hong Kong	161 Queen's Road Central, Hong Kong

2. Guarantee

Signing of this Agreement will be served as a form of guarantee by the Client for any outstanding balance, cancellation charges and/or no-show charges (if any) for this group.

E. CANCELLATION POLICY

The Client will be responsible for the following cancellation fees, as applicable:

Upon Contract signing to 02 February 2026, Monday	50% of the Total Expected Room Revenue to be charged as cancellation fee (guarantee number of room nights times daily room rate)
On or after 03 February 2026, Tuesday	100% of the Total Expected Room Revenue to be charged as cancellation fee (guarantee number of room nights times daily room rate)

It is mutually understood that room block and rate have been tentatively reserved and will not be guaranteed to **the Client** until a duly signed of this Agreement is received. If a signed copy of this Agreement is not received by **07 January 2026, Wednesday**, the Organizer reserves the right to release all the accommodation without prior notice.

The cancellation fees set out on the above shall be inclusive of the deposits forfeited by the Operator (if any) in accordance with this Agreement.



F. CUTOFF DATE

A final rooming list is required to be finalized on or before **21 March 2026, Friday** in order for the Hotel to properly reserve the whole room block for the group. Otherwise, room availability and rate will be subject to Hotel availability.

G. NO ROOM TRANSFER BY THE CLIENT

The Client shall not, and shall not permit any intermediary to, assign any rights or transfer any obligations under this Agreement, or to resell or otherwise transfer to any other person or entity any reservation for guest rooms, or any other facilities made pursuant to this Agreement.

H. ILLEGAL USER PROHIBITED

The Client and any of its affiliates and employees shall not use or cause, permit or suffer the guest room(s) to be used for any illegal purpose at any time during the stay.

I. CANCELLATION POLICY UPON ADVERSE WEATHER CONDITIONS AND "EXTREME CONDITIONS"

The below policy will be applied to cancellation of the Client due to adverse weather conditions and "Extreme Conditions":

When the Hong Kong Observatory has issued Typhoon Signal Number 8 or above, or Black Rainstorm Warning Signal or "Extreme Conditions" on the day of check-in, the group reservation may be rescheduled to another date or other dates within three (3) months, subject to availability and confirmation by the Operator. Should the Client wish to cancel the booking, please note that the regular cancellation policies set out above will apply.

In the event of cancellation or postponement due to adverse weather conditions or "Extreme Conditions", at least 12-hour's written notification is required via email or text message to the sales contact person concerned.

J. FORCE MAJEURE

Upon the occurrence of any circumstance beyond the control of either party (such as acts of God (except adverse weather conditions and "Extreme Conditions" in Hong Kong set out in Clause H above), war, acts of terrorism, government acts & regulations, disasters, strikes, war or civil disorder) to the extent that such circumstance makes it illegal or impossible for the Operator to provide, or for groups in general to use, the Hotel facilities, the Operator and the Client will discuss and mutually agree on the possible alternative arrangement(s), subject to availability and confirmation by the Operator. For the avoidance of doubt, deposits and any payments already made to the Operator prior to the date of the force majeure group shall not be refundable in any circumstances. The operation of this Clause is conditioned upon the delivery of a written notice to the other party setting forth the basis for such termination as soon as reasonably practical but in no event longer than ten (10) business days after learning of such basis.



K. CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either the Client or the Operator ("**Parties**") will not be considered agreed to or binding on the other party unless such modifications have been initialed or otherwise approved in writing by both Parties.

L. RIGHTS OF THIRD PARTIES

The Parties hereby declare that nothing in this Agreement confers or purports to confer on any third party any benefit or any right to enforce any term of this Agreement pursuant to the Contracts (Rights of Third Parties) Ordinance (Cap. 623).

M. DAMAGE TO HOTEL FACILITIES

The Client and any of its affiliates and employees agrees to pay for any damage to the Hotel or the facilities therein (including but not limited to any guest room that occurs while the Client is using the same. The Client will not be responsible, however, for ordinary wear and tear or for damage that it can show to the Operator's reasonable satisfaction was caused by persons other than the Client.

N. DISCLAIMER AND INDEMNITY

- (a) The Client agrees, to the fullest extent permitted by law, to protect, indemnify, defend and hold harmless the Operator and any of its affiliates and employees against and from all claims, liability, damages, losses and expenses, including attorney fees, however the same may be caused by reason of any suit, claim, demand, judgement or cause of action initiated by any person or entity arising or alleged to have arisen directly or indirectly from the Group or from this Agreement.
- (b) This Agreement constitutes the entire agreement between the Client and the Operator regarding the subject matter of the Agreement, and supersede all prior communications, correspondences, understandings and writings, in whatever form. This Agreement can be amended only by a document duly executed between the Parties. The Client has not relied on any representations, warranties or covenants not contained in this Agreement.

O. FIRE AND SAFETY REGULATIONS

In order to ensure the safety of the Hotel's guests, the Operator requests the Client (and any of its affiliates and employees) to adhere to the Hotel regulations, including that the obstruction of any fire escapes within the Hotel premises are not permitted under any circumstances.

In addition, the Client must obtain prior approval from the Operator for the use of any flammable materials within the Hotel premises.



P. "BUSINESS DAY"

For the purpose of this Agreement, "**business day**" shall mean a day which is not a Saturday, Sunday or public holiday on which banks in Hong Kong are open for general banking business.

Q. GOVERNING LAW

The terms, provisions and conditions of this Agreement shall be governed by the laws of the Hong Kong Special Administrative Region of the People's Republic of China (without regard to such jurisdiction's principles of conflicts of law), and the Client consents to be subject to the jurisdiction of the courts of such jurisdiction for all purposes.

R. LANGUAGE

This Agreement is prepared and made in English. In case of any inconsistency between the English version and the version of this Agreement in other languages or any translated version, the English version shall prevail.

S. ELECTRONIC SIGNATURE

Each party agrees that this Agreement may be electronically signed and that any electronic signature(s) appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Thank you for your support to Hopewell Hotel. We all look forward to working with you and your team ensuring a pleasant stay for your valued guests.

Upon signature by both Parties, the Client and the Operator shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

Michelle Low
Director of Sales
Date: 5 January 2026



Ms Daisy Cao
Project Manager
Date: 2026/1/3



合和酒店