

苏州W酒店  
中国江苏苏州工业园区  
苏州中心广场7楼（星海街与苏惠路交汇处）  
邮编：215021

**W Suzhou**

Building 7 Suzhou Center  
Corner of Xinggang Avenue and Sunui Road  
Suzhou Industrial Park, Jiangsu 215021, P.R. China

whotels.com/suzhou  
(86) 512 6988 7777

Suzhou Industrial Park Jinji Lake Urban Comfort (Beijing) MICE Service Co LTD  
Development Ltd. W Hotel

**苏州工业园区金鸡湖城市发展有限公司  
达博酒店**

**康辉集团北京国际会议展览有限公司**

Name/姓名: 季享 Jason  
Position/职务: 宴会客户总监  
T/电话: 0512-6988 7777  
F/传真: 0512-6988 7778  
M/手机: 135 0613 9597  
E/邮箱: [jason.ji@whotels.com](mailto:jason.ji@whotels.com)

Name 姓名: 何欢女士  
Position/职务: Manager  
T/电话: 010-6587 0599  
F/传真:  
M/手机: 186 1698 1545  
E/邮箱:

RE: Comfort (Beijing) MICE Service Co Ltd group, in Nov.24-25  
关于: 康辉集团北京国际会议展览有限公司, 11月24-25日

Hello Ms. He,  
何女士, 您好!

Thank you for selecting Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel as the venue for Comfort (Beijing) MICE Service Co LTD event, and with company's specific requirements, hotel has prepared the enclosed agreement for both parties' confirmation.

我们非常高兴地获悉贵公司已经选择苏州工业园区金鸡湖城市发展有限公司达博酒店作为2017年11月24-25日康辉集团北京会议展览有限公司活动的场地。

This Agreement between Comfort (Beijing) MICE Service Co., LTD and Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel is effective as of the date it is signed by Hotel. Hotel is delighted to receive the enclosed agreement with authorized signature and stamped, on or before (Nov.09, 2017)

以下协议已根据贵公司要求拟好并落实至各项条款。酒店将很荣幸于2017年11月09日或之前收到由您签署确认的协议, 以便于能为您的住宿/会议/餐饮做出及时的安排。如果截止此日期前没有得到您的确认, 将取消住宿/会议/餐饮安排及预订。本协议自双方签字之日起生效。

Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel is looking forward to working closely with you to inspire you and your guests to be at their best.

非常感谢您的支持与合作, 我们将热忱的期盼并欢迎您和您尊贵的客人莅临苏州工业园区金鸡湖城市发展有限公司达博酒店。如果您需要更进一步的信息或有任何疑问, 请随时与我们取得联系。

Yours sincerely,  
敬祝, 商祺!



**ACCOMMODATION REQUIREMENTS 住宿安排**

Room Type /Date 房型/日期	11/24 Fri/星期五	11/25 Sat/星期六
King Room 大床房	9	离店
Twin Room 双床房	3	
Total Rooms 总计	12	

Room Type 房间类型	Event Rate(Single/Double) (Service charge and VAT Included) 活动协议价格[每晚价格含税含服]
Wonderful King Room 奇妙大床房	人民币 1200 元含税含服
Wonderful Twin Room 奇妙双床房	人民币 1200 元含税含服

- The special rate quoted is inclusive of Service charge and VAT.  
以上团队优惠价已包含服务费及增值税。
- The above rate quoted is non-commissionable.  
以上团队优惠价不含返佣。
- The special rate quoted is inclusive of one breakfast per room per night.  
Additional breakfast is at CNY140net per person per meal.  
以上团队优惠价包含 01 份自助早餐；若需增加早餐，加收人民币 140 元净价。
- The special rate quoted is inclusive of Internet access, also FIT and WET usage.  
以上团队优惠价包含房间内上网费用，并可使用酒店游泳池和健身房。
- Additional charge for extra bed is at CNY 350net per night (including one breakfast) and subject to availability.  
加床情况视客房使用情况而定，每张加床每晚需加收人民币 350 元净价，该净价包含 01 份自助早餐。  
The special rate quoted is only applicable for not less than 18 room nights. In the event that the contracted 12 room nights does not materialize, the Hotel reserves the right to adjust the contracted rates.  
以上房价只适用于保证有效房不低于 12 房晚的团队，如果实际用房没有达到保证间夜数，酒店保留更改房价的权利。

  
  
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### **Relocation 重新安置**

If any guaranteed guest room reservation cannot be accommodated by Hotel, Hotel will provide:

如果酒店无法为任何预定提供客房，酒店可以：

- (i) accommodations at a comparable Hotel reasonably nearby at no charge for the first night;  
(1)提供合理附近的同等级酒店的客房，首个房晚免费；
- (ii) one complimentary round trip ground transportation between Hotel and the alternate hotel for each day the guest is displaced;  
(2)为其提供每天一次往返酒店与客户被另行安置的替代酒店之间的地面交通服务；
- (iii) one 5-minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail;  
(3)提供一次电话及为转发被另行安置的客户的电话留言及邮件的必要安排；
- (iv) an offer to relocate the displaced guest back to the first available guest room;  
(4)一旦有可用客房，即安排被另行安置的客户返回酒店入住；
- (v) upgraded accommodations at Hotel upon return (if available) and a welcome expression from the General Manager.  
(5)在客户返回酒店入住时为其免费升级（视届时客房入住的情况而定）并提供由总经理签发的欢迎函。

### **Check-In & Check-Out 登记入住和退房离店时间**

- Hotel check-in after 15: 00  
登记入住时间：15:00 后
- Hotel checkout prior to 12:00  
退房离店时间：次日中午 12:00 前
- Our check-in time is 1500hr on the day of arrival. We will make every effort to accommodate arrivals prior to this time.  
Should you prefer to ensure all guest rooms be ready prior to guests' early arrival, may we suggest that rooms are reserved for the day before. The room charge will be based on a daily room rates as indicated.  
酒店的入住时间为到达当日的 15:00 后。酒店会竭尽所能在下午 15:00 前做好充分的准备。若贵方客人提早抵店，酒店建议其预定前一晚的房间。
- Our check-out time is 1200hr on the day of departure. Should your guests wish to check out after the normal check-out time, we would be pleased to offer an agreed number of rooms as hospitality rooms at no extra charge. If additional late check-out rooms are required, they may be subject to 50% of the room rate quoted.  
酒店的离店时间为离店当日中午的 12:00 前。若贵方客人退房晚于正常退房时间，酒店可根据实际酒店入住情况为一定数量的房间安排延迟退房服务。若客人要求延迟退房，需另行向贵方收费。

### **Rooming List 名单**

It is the obligation of the organizer and company to submit to the hotel the initial rooming list at least 07days prior to arrival. The organizer and company should submit the final rooming list to the hotel with the necessary information listed below to expedite the pre-registration procedure.

贵公司负责把此团客人的初始名单于抵店前 07 天(2017 年 11 月 17 日前)交给本酒店。最终名单及信息务必在入住当天交给本酒店以配合便捷妥善的入住登记，客人入住必须提供必要的证件以配合本地政府的规定。客户信息包括：

- Guest Name and ID Number  
客人姓名及有效证件号码
- Arrival & Departure Date  
预计入住和退房日期
- Room Type and payment  
所预定客房类型及付费方式

### **Room Block Utilization and Policy 房间取消政策**

Any cancellation shall be notified to Hotel according to following time table. In the event of cancellation, all deposits will be forfeited in addition to the following charges:

若需要取消房间，需按照以下时间以书面形式告知酒店，贵方将损失定金如下：

- 07 days prior to Group arrival Nov.17 团队抵达 7 天前 (2017 年 11 月 17 日)  
Rooms (Room Nights) cancelled in excess of 01 of the revised rooms block will be subject to one night room charge for each room cancelled under this agreement.  
此时允许取消最多 01 间客房即 01 间夜，房间的取消超过 01 间，将按此额外取消房间数收取一晚本协议下的房费。
- Within 03 days to Group arrival Nov.21 团队抵达 3 天内 (2017 年 11 月 21 日)  
Rooms (Room Nights) cancelled of the revised rooms block will be subject to one night room charge for each room cancelled under this agreement.  
任何房间取消将收取一晚本协议下的房费。

Remarks: The maximum rooms cancellation allowance is 01 rooms at the appointed time and shall not be accumulated.

备注：团队只允许在指定时间取消最多 01 间客房，不得累加。

  
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Any additional rooms required exceed from the room block are subject to hotel availability; Any cancellations exceed the conditions above will be incurred of cancellation charge as 1 night's accommodation fee. Any room block cancelled or no show after group checked in will also be charged for one night's accommodation fee. Hotel will charge for original room block or charge at the Best Available Rate for the actual room consumed for early departure.

在上述增加条件允许的范围外的任何额外增加，将视酒店实际出租率而定。

在上述取消条件允许的范围外的任何额外取消，将按此额外取消房间数收取一晚的房费。在团队入住后的取消，或未入住的每一间将被收取一晚的房费。提前退房离开酒店的客人，酒店仍然要按原预定的住房夜收取房费，或者对实际住房夜，按酒店门市折扣价收取房费。

### **Confidentiality 保密协议**

All information contained in this Agreement is private and confidential and may not be disclosed to third parties for whatsoever reason or purpose.

本合同中所涵盖的所有信息都是保密的，不可以任何原因或目的向第三方泄露。

### **Security 安全**

The Hotel will not accept responsibilities for loss or damages to any equipment or merchandise left on the premises prior to, during or after the Event.

酒店将不会对活动期间或活动结束后任何设备的遗失或损坏以及活动前预先留在酒店的物品承担责任。贵公司必须安排公众责任和财产保险以保护其财产/雇员/承包/第三方的安全。此外，酒店可以根据需要提供特别保安服务，价格另行收取。

### **Exclusion of Liability 免责**

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly, occasioned by or through or in consequence of war, change of statutes of the Chinese government, strikes, riots and acts of God or conditions beyond the control of the Hotel. In the event of non-performance due to the above reasons, the Hotel shall refund in full the deposits received for this function.

Organizers confirm and guarantee that activities will be obtained a license or approval in accordance with national laws, regulations and departmental rules in Suzhou relevant industry regulations on time. If organizers cannot obtain final licenses or approval from local / national authorities and government, Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel will reserve the right to cancel the event and charges partially or retain the full amount due of the event as per contract between hotel and clients. Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel will as well not be responsible for fines which could occur by hosting event with no proper approval from local authorities. Meanwhile, Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel preserve the right to pursue legal actions if

  
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have an adverse effect on hotel reputation. Organizers confirm and guarantee that Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel does not assume any responsibility.

因不可抗力因素（如战争、政变、罢工、天灾等）所引致的损失或额外支出，本酒店不承担相关责任。基于以上原因不能参加活动的，酒店会退还定金。

主办方确认并保证活动依照国家法律，法规和有关行业法规的规定并获得许可或批准。如果不能获得当地 / 国家当局和政府审批手续，主办方没有得到当地政府批准，苏州工业园区金鸡湖城市发展有限公司达博酒店依照与客户签署的合同将有权取消活动，收取部分或全额款项。苏州工业园区金鸡湖城市发展有限公司达博酒店将不会对因主办方活动而产生的罚款负责，如果因为主办方原因导致酒店的声誉产生不利影响，酒店保留采取法律行动的权利，主办单位需确认并保证苏州工业园区金鸡湖城市发展有限公司达博酒店不承担任何责任。

#### **Dispute Resolution 争议解决**

This Agreement shall be governed by and construed in accordance with the laws of the People's Republic of China, without regard to any conflict of law principles. The parties hereby agree to submit any disputes arising out of or relating to this Agreement that cannot be resolved mutually through good faith negotiations to litigation. Either party shall be entitled to bring a lawsuit to the people's court where Hotel is located.

本协议由中华人民共和国法律管辖。由本协议产生或与本协议相关的争议，双方应协商解决，协商解决不成的应交由酒店所在地有管辖权的人民法院起诉。

#### **Language 语言**

This Agreement will be signed in the Chinese and English languages. Both Chinese text and English text shall have the same legal effect. In the event that there is any conflict between the Chinese version and English version, the Chinese version shall prevail.

本合同分别用中文和英文签署，如两种语言版本的合同之间有冲突和异议，则以中文版本的合同的释义为准。

#### **Counterparts 副本**

This Agreement may be executed in one or more counterparts, each of which will constitute an original and all of which taken together will constitute one and the same Agreement. The parties may sign facsimile copies of this Agreement which will each be deemed originals.

本协议可以签署一式多份，每一份副本都应视为本协议之原件；该等副本一起仍构成同一份文件，不应区别对待。各方可以签署传真副本，且该等部分亦应视为本协议之原件。



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**ESTIMATED BILL (Including service charge and VAT)****活动费用预览（包含服务费和增值税）**

Accommodation 住宿(9间大床, 公司支付)	RMB人民币 10,800.00
Miscellaneous 杂项（公司支付）	RMB人民币 280.00
Accommodation 住宿(3间双床, 客人自付)	RMB人民币 3,600.00
Total 共计	RMB人民币 14,680.00

**PAYMENT OPTIONS 付款方式:**

Payment will be made as indicated below. Please check applicable option.  
付款将按照下述方式支付, 请勾选使用的选项。

Rental (including service charge and VAT) 会场（包含服务费和增值税）:	<input type="checkbox"/> Company 公司	<input type="checkbox"/> Guest 个人
Beverage & Food Expense (including service charge and VAT) 餐饮（包含服务费和增值税）	<input type="checkbox"/> Company 公司	<input type="checkbox"/> Guest 个人
Accommodation (including service charge and VAT) 住宿（包含服务费和增值税）:	<input type="checkbox"/> Company 公司	<input type="checkbox"/> Guest 个人

**BILLING INSTRUCTION**

Master Account: 主账单

A master account will be established for the Company, all kinds of charges as indicated in the following will be posted into the master account, and the master account shall be settled by the Company prior to departure.

在此住宿/团队住店期间, 酒店将为客户提供一个主账单的账号, 本协议列出的消费项目将会挂账到贵公司的主账单里, 客户将在住宿结束/团队离店前结清主账单。

Guest's Individual Account: 客人自付账单

Guests are required to provide credit card imprint / deposit upon checking in at Front Desk. All kinds of charges as indicated in the following will be posted into the Guest's Individual Account and will be settled by each individual guest upon departure.

住店客人需在办理入店手续时提供现金或信用卡作为押金。本协议列出的消费项目将会挂账到客人自己的账单里, 客人将于退房时结清所有相关的费用。

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### **DEPOSIT&PRE-PAYMENT AND PAYMENT**

#### **定金及预付款付款方式:**

Deposit & Pre-payment is non-refundable and cannot be used for postponed event or any other purpose

公司需要按以下要求支付款项作为此次活动的定金及预付款，定金及预付款不可退还或转让。

<u>On / Before</u> <u>付款日期</u>	<u>Deposit &amp; Pre-payment Account (RMB)</u> <u>付款内容 (人民币)</u>
<u>Before Nov.17,2017</u> <u>2017年11月17日之前</u>	RMB 11,080 net, 100 % of total expected total charges 约人民币11,080元，预计总费用的100%作为活动预付款
<u>Before Nov.25</u> <u>2017年11月25日之前</u>	Remain balance 活动余额

If the required deposit or pre-payment is not received by the date indicated, regrettably the reservation for the Group may be subject to cancellation with prior notice. Reinstatement of the reservation can only be made upon receipt of payment and to the extent that rooms and function space are then available.

如酒店在以上指定时间未收到贵公司的定金及预付款，酒店有权取消住宿 / 会议 / 活动的预定。只有在收到定金及预付款且酒店房间 / 会场预定允许的情况下，酒店将为贵公司恢复预定。

### **The bank details for telegraphic transfer payment are as follow**

#### **酒店账户信息**

Account Name 账户名称	SUZHOU INDUSTRIAL PARK JINJI LAKE URBAN DEVELOPMENT CO. LTD W SUZHOU BRANCH COMPANY 苏州工业园区金鸡湖城市发展有限公司达博酒店
RMB Account No 人民币账号	4741 6822 9625
Name of Bank 开户行	China Bank, Suzhou Branch SIP SUBBR 中国银行苏州工业园区支行
Band Address 银行地址	No.8 Suzhou Avenue, Industrial Park, Suzhou 苏州工业园区苏州大道8号

SUZHOU

苏州W酒店



### **SPG PRO 喜达屋SPG商务俱乐部会员计划**

The client acknowledges that such SPG PRO points have been offered in connection with the rooms and services purchased under this Contract, and that client consents to the awarding of such points as set forth below. By signing this Agreement, represents and warrants that he/she is authorized client to accept such points. Once full payment is received by the Hotel for the rooms and services purchased under this Contract, points will be awarded according to the SPG PRO Program Rules to the following people(s) and/or charitable organization(s) up to a maximum of three recipients:

客户知悉喜达屋SPG商务俱乐部会员的有效积分是以本合同中所确认的房间数量和相关服务消费的基础上获得的，客人同时确认以下获得积分的途径：合同一经双方签订，即代表他 / 她是有效的积分获得者。当本合同中所确认的房间和相关服务的全部消费全部结清，酒店将按照喜达屋SPG商务俱乐部会员计划的相关规定在以下最多三位会员 / 慈善机构的账户中进行积分：

Member Name or Charity Organization 会员名称或慈善机构	Starwood Preferred Guest Membership Number SPG商务俱乐部会员号码

Points will be divided equally between / among the individuals listed above.

Eligibility to Receive Benefits. By accepting any SPG Program benefits, amenities, offers, awards or services, including, without limitation, any Starpoints, SPG Awards and or SPG Promotion Rewards, an SPG Member acknowledges that he/she is responsible for determining whether he/she is eligible to receive, and that he/she is eligible to receive, such SPG Program benefits, amenities, offers, awards or services (including, without limitation, Starpoints, SPG Awards or SPG Promotion Rewards) under applicable laws, gift policies and incentive policies. Each SPG Member must immediately notify SPG program if he/she is not eligible to receive any SPG Program benefits, amenities, offers, awards or services at any time.

公司同意，酒店将按照喜达屋SPG商务俱乐部会员计划的相关规定将本次活动所产生的积分平均分配以上会员）。（如只有一位，将全数获得本次活动所产生的积分）获得礼遇的资格：通过接受 SPG 俱乐部计划的任何礼遇、设施、优惠、奖励或服务，包括但不限于任何Starpoints积分、SPG 俱乐部奖励、SPG 俱乐部促销奖励，SPG 俱乐部会员即确认他/她负责确定根据适用法律、礼品政策和激励政策，自身是否有资格获得相关 SPG 俱乐部计划礼遇、设施、优惠、奖励或服务（包括但不限于Starpoints积分、SPG 俱乐部奖励、SPG 俱乐部促销奖励）。如果在任何

  
**W**  
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苏州W酒店

时候不可获得相关 SPG 俱乐部计划礼遇、设施、优惠、奖励或服务, SPG 俱乐部会员必须立即通知SPG俱乐部。

Currently, your booking is held on a tentative basis and we would appreciate your confirmation by signing this agreement with your company stamp and returning the copy by (Nov.09,2017).

We trust that the above arrangements are in order. Please feel free to contact us if we can be of any further assistance. We are looking forward to provide our service to your company soon

若您对以上条款无异议, 请签署此协议, 一式二份, 一份由您保留, 一份请于(2017年11月09日)前返回于我司。我们衷心希望您对我们的安排感到满意, 如需任何效劳之处, 请随时联系我们。

Jason Ji

季亨

Catering Account Director

宴会客户总监

Suzhou Industrial Park Jinji Lake

Urban Development Ltd. W Hotel

苏州工业园区金鸡湖城市发展有限公司达博酒店

季亨 2017.11.09

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Sky Zhao

赵玉正

Director of MICE & Catering  
宴会销售总监

Suzhou Industrial Park Jinji Lake Urban  
Development Ltd. W Hotel

苏州工业园区金鸡湖城市发展有限公司达博酒店

Comfort (Beijing) MICE Service

康辉集团北京国际会议展览有限公司

Vicky Lee

李荣恩

Director of Sales & Marketing  
市场销售总监

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Nov-9-2017

Henry Shi

侍信慧

Financial Controller  
财务总监

Suzhou Industrial Park Jinji Lake Urban  
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Ugur Lee Kanbur

General Manager

总经理

Suzhou Industrial Park Jinji Lake Urban  
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