



INTERCONTINENTAL®
ROME AMBASCIATORI PALACE

LETTER OF AGREEMENT BETWEEN INTERCONTINENTAL ROME AMBASCIATORI PALACE AND
COMFORT INTERNATIONAL M.I.C.E. SERVICE CO.,LTD.

GROUP:	COMFORT INTERNATIONAL M.I.C.E. SERVICE CO.,LTD.	Sales Contact:	Paolo Muzzeddu
Event Name:	CHINA COMFORT MICE Service	Hotel:	InterContinental Rome Ambasciatori Palace
Group Contact:	Contact Name: MA Ke / Li Qingzhi Contact Title: Account Director Address: Room 002, 12th Floor, No. 1510 13 13 Nongzhanguan South Road, Chaoyang District, Beijing, China Vat n.: 91110105597678665R Email: make@cct.com liqingzhi@cct.cn	Hotel Contact:	Contact Name: Paolo Muzzeddu Contact Title: Commercial Director Address: Via Vittorio Veneto 62, Rome Phone Number: +390642012890 Email: paolo.muzzeddu@ic-rome.com

**CONTRACT DUE BACK BY ** 16/01/2025

Event Name: CHINA COMFORT MICE Service

Thank you for selecting the InterContinental Rome Ambasciatori Palace for your guest accommodations. We are pleased to send you, here below, our best offer:

Booking Dates: 18/02/2025 - 22/02/2025

GUEST ROOM ACCOMMODATIONS:

Check-in	Check-out	Nº of rooms	Room category	City tax €10,00 pppn	Rate /night	Total
18.02.2025	22.02.2025	1	DBL King Classic	€80,00	€ 305,00	€1.300,00
18.02.2025	21.02.2025	1	DBL King Classic	€60,00	€ 305,00	€ 975,00
18.02.2025	20.02.2025	56	DUS King Classic	€1.120,00	€ 305,00	€ 35.280,00
18.02.2025	20.02.2025	6	TWIN Classic	€240,00	€ 305,00	€ 3.900,00
18.02.2025	21.02.2025	1	TWIN Classic Comp	€60,00	Complimentary	€ 60,00
20.02.2025	21.02.2025	11	DUS King Classic	€110,00	€305,00	€3.465,00
20.02.2025	21.02.2025	7	TWIN Classic	€20,00	€ 305,00	€ 325,00
Total rooms + city tax						€ 46.555,00

Total amount for City Tax: € 1,690,00 calculated for Single and double Occupancy Room.
 Accompanies (if any) will be charged directly at check in for the additional City Tax amount. Maximum Occupancy for all negotiated rooms is 2 people.



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Rate Conditions	The current guest room VAT included in the rate is 10% per room per night. Rates can be extended based on availability on pre and post-stays 3 days before or after the event dates indicated in the room block, subject to contracted room type and availability at time of request. In case of any tax variation regarding vat and city tax, or in case any new taxes will result applicable by the time of arrival, the rates will be adjusted accordingly
Commission	The group room rates include a commission of 10% on all consumed room nights NET of VAT for accommodations only stayed (does not include No shows, cancellations penalty or early departure) payable to Group's third party or intermediary, which is COMFORT INTERNATIONAL M.I.C.E. SERVICE CO.,LTD. Post extension guestrooms and forced overnight guestrooms rooms are also commissionable. No commission shall be paid on any F&B function, meetings or other income revenue. IHG Business Rewards points will be accredited for the effective accommodations to the IHG# <u>178764449</u> .
City Tax	Please note that the Municipality of Rome applies a City Tax (currently of 10.00€ per person and per night) that is included in the above proforma. This tax is charged to guests aged 10 and older and is subject to a maximum amount of 100€ per guest, per consecutive nights. In case of any tax variation regarding VAT and City Tax, rates will be adjusted accordingly.
Breakfast	Buffet breakfast is available daily from 7:00 a.m. to 11:00 a.m. and is included in the daily room rate.
Check-in / out time	Hotel check-in time is 15:00 on the day of arrival and check out time is 12:00 the day of departure. Please advise us of the estimated time of arrival and departure, daily itineraries, and any other pertinent information that will help us plan.
Rooming List	Guest room reservations will be made by rooming list that includes a clear listing of names, arrival/departure dates, and types of accommodations desired for each individual. The rooming list must be received no later than 15 days prior to group arrival day. All reservations made by rooming list will be guaranteed for arrival to the Master Account.

EVENT ROOM: Cameo Event Room will be reserved for the event as follows:

DATE	TIME	EVENT	FUNCTION SPACE	SETUP STYLE	ATT.	RENTAL REV.
Wednesday / 19/02/25	13:00-17:00	Meeting China Comfort MICE	Cameo	Theatre	74	EUR1,250.00

The above rates are inclusive of taxes and basic setup (THEATRE layout confirmed for 71 people +1 podium, 2 microphones, 1 amplifier + 98-inch high-quality screen monitor). In case of special A/V materials needed, if not available on premises, additional rental costs might apply.

BILLING:

We agree that Group COMFORT INTERNATIONAL M.I.C.E. SERVICE CO.,LTD will be subsidizing their guests, by covering the full prepayment as indicated here below in the deposits scheme for all rooms, VAT, meeting spaces and F&B functions, city tax and incidentals who will be billed accordingly. All bookings will be guaranteed by deposits due by the group COMFORT INTERNATIONAL M.I.C.E. SERVICE CO.,LTD. The company credit card will be requested upon check-in and pre-authorized for € 1,000.00 for the incidental expenses of all the rooms. Please note that it is necessary to sign at the Reception, every day the day after, the proforma with the charges.

After the event, The Group COMFORT INTERNATIONAL M.I.C.E. SERVICE CO.,LTD will receive a refund of the amount of the prepayment by the hotel only after all guests will have settled the amount to the hotel, only in accordance with cancellation policy and no shows policy described and accepted in this agreement. The Group COMFORT INTERNATIONAL M.I.C.E. SERVICE CO.,LTD will be responsible for all meeting rooms and other facilities and functions related to the event as well as late room cancellations as specified in the related

Initial  Date 19/01/25



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clause, and according to cancellation policy. The Group appoints Li Qingzhi to review and approve all charges and incidentals to be billed to the Master Account.

GUARANTEED RESERVATIONS: All reservations must be accompanied by a 50% room revenue deposit non-refundable due by 16/01/2025. The amount of the first transaction is calculated on the current generated revenue, i.e., will be €23.277,50. Hotel will not hold any reservations unless secured by the above method. The company credit card will be requested upon check-in and pre-authorized for € 1,000,00 for the incidental expenses of all the rooms.

PAYMENT:

Bank wire transfer is the preferred method of payment for the hotel. Please kindly find our bank transfer here below:



COR CUST CARE ITA - L.GO FRANCESCO ANZANI, 13
00153 ROMA RM

Paese Eur Cin Abi Cab N° Conto
Iban IT 47 S 02008 05364 000103714966
Codice BIC SWIFT: UNCRITMMORR
Conto Corrente: 000103714966 - Valuta in EURO

AMBA ROMA SRL
VIA VITTORIO VENETO 62
00187 ROMA RM

If Group wishes to pay any portion of its obligation by credit card, please kindly let us know and we will send you a credit card secure link to process the payment. If Master Account will be required by Group, a further link for credit card guarantee will be sent before group arrival.

CUT-OFF DATE: Final rooming list complete of all reservations must be received by 15 days prior to group arrival. After this date, any remaining rooms (Rooms without a guest name) will be released. Reservation requests received after the cut-off date and time will be subject to space availability and current public rates.

ROOM REVENUE DEPOSIT POLICY:

DATES	DEPOSIT %	DEPOSIT AMOUNT	
16/01/25	50%	€23.277,50	First Deposit Time of Booking
05/02/25	50%	€23.277,50	To be adjusted on final Balance

All deposits as listed above are to be considered non-refundable and in case payments are not made in accordance with the scheme above, the hotel has the right to cancel the reservations.

CANCELLATION AND ATTRITION:

The allowed attrition is only referring to a room released for the entire stay. Block spaces can be released at no penalty according to the following schedule:

ROOM BLOCK CANCELLATION DATES	PARTIAL INVENTORY CANCELLATION
From 16/01/25 to 02/02/25	3 of total rooms block remaining from previous wash can be cancelled at no penalty
From 03/02/25 to 13/02/25	2 of total rooms block remaining from previous wash can be cancelled at no penalty

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From 14/02/25 to arrival date	No cancellation and attrition allowed
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Attrition: The allowed attrition is only referring to a room released for the entire stay.

No shows: If room reservations are not taken as originally reserved (e.g., no show, early departure), the master account will be charged full stay.

MEETING ROOM CANCELLATION DATES	PARTIAL INVENTORY CANCELLATION
From 16/01/25 to 03/02/25	50% of total meeting room rental can be cancelled at no penalty
From 04/02/25 to arrival date	100% cancellation penalty applies

MISCELLANEOUS:

FORCE MAJEURE: The performance of this Agreement by either party is subject to acts of God, government authority, disaster, strikes, civil disorders, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for the Event. The performance of such party shall be excused for such reasonable time as may be required to resume performance following cessation of such cause. If unable to resume performance, it is provided that this Agreement may be terminated without liability for any one or more of such reasons by written notice from one party to the other.

JURISDICTION:

This Agreement, and any non-contractual rights arising out of or in connection with this Agreement, is governed by the laws applicable in Italy and precisely within Foro Legale of Rome and each party submits to the exclusive jurisdiction of the courts of Rome.

The undersigned represent that they are authorized to sign and enter into this Letter of Agreement

On behalf of Group:

By (print name): 马可 make _____
 Title: Director _____



On behalf of Hotel:

By (print name): Paolo Muzzeddu _____
 Title: Commercial Director _____
 Date: 10/01/25 _____



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PRO FORMA INVOICE

Intercontinental Rome Ambasciatori Palace

Conf.

Attn. COMFORT INTERNATIONAL M.I.C.E. SERVICE CO.,LTD/ MA Ke
 Room 002, 12th Floor, No. 1510, 13
 Nongzhangguan South Road, Chaoyang District, Beijing, China
 VAT n. 91110105597678665R

Group CHINA COMFORT MICE Service

Date	Text/Descripción	N. rooms/Pax	Nights	Rate EUR	Total EUR
Cl 18.02.25 CO 22.02.25	DBL King Classic Room 10% VAT included City Tax	2	4	€ 305.00	€ 1,220.00
Cl 18.02.25 CO 21.02.25	DBL King Classic Room 10% VAT included City Tax	1	3	€ 305.00	€ 915.00
Cl 18.02.25 CO 20.02.25	DUS King Classic Room 10% VAT included City Tax	2	3	€ 10.00	€ 60.00
Cl 18.02.25 CO 20.02.25	Twin Classic Room 10% VAT included City Tax	6	2	€ 305.00	€ 34,160.00
Cl 18.02.25 CO 21.02.25	Twin Classic Room Complimentary 10% VAT included City Tax	12	2	€ 10.00	€ 1,120.00
Cl 18.02.25 CO 21.02.25	Twin Classic Room Complimentary 10% VAT included City Tax	1	3	€ 305.00	€ 3,660.00
Cl 20.02.25 CO 21.02.25	DUS King Classic Room 10% VAT included City Tax	2	3	€ 10.00	€ 240.00
Cl 20.02.25 CO 21.02.25	Twin Classic Room 10% VAT included City Tax	11	1	€ 305.00	€ 3,355.00
Cl 20.02.25 CO 21.02.25	Twin Classic Room 10% VAT included City Tax	11	1	€ 10.00	€ 110.00
19.02.25	Half day Meeting Room Cameo- theatre setup	1	1	€ 1,250.00	€ 1,250.00
Room total stay				€ 46,555.00	
13.01.2025				€ 23,277.50	
05.02.2025				€ 23,277.50	

Please refer to the confirmation number upon payment.
 Please include a reference when sending your email remittance/ proof of payment to: events@ic-rome.com

Bank Name: UniCredit s.p.a.
 Account Name: Amba Roma s.r.l.
 Account No: 000103714966

IBAN: IT47S0200805364000103714966
 BIC/SWIFT: UNCRITM0R0R
 VAT: 12805911000

