

  
**CROWNE PLAZA**  
 IHG® 旗下酒店  
 SANYA CITY CENTER  
 三亚中心皇冠假日酒店

To	李文博	From	孙倜玲
Date	2023年6月2日	Title	销售经理-会议
Tel No	135 2036 4865	Tel No	186 0891 2676
Fax No		Fax No	0898-3881 8888
Company	康辉集团北京国际会议展览有限公司	Hotel	Crowne Plaza Sanya City Center 三亚中心皇冠假日酒店
E-mail		Email	Carrie.sun@sanyacp.com
Event	2023年6月15日	Pages	4页

Dear Mr.Li,  
尊敬的李先生,

Thank you for considering Crowne Plaza Sanya City Center as the venue for your future event. We are pleased to propose the following arrangement for your perusal and confirmation.

感谢您选择三亚中心皇冠假日酒店举行 2023 年 6 月 15 日的活动。对于贵公司的此次活动，我方提供特别报价如下：

**Meeting Arrangement 会议安排**

Date 日期	Time 时间	Venue 地点	Type 活动类型	Setup 摆台形式	Attendee 人数	Rental 价格
2023年6月15日	14:00-18:00	大宴会厅	会议	课桌	100	RMB6,800/半天
						合计: RMB 6,800

**F&B Arrangement 餐饮安排**

Date 日期	Time 时间	Venue 地点	Type 活动类型	Setup 摆台形式	Attendee 人数	Rental 价格
2023年6月15日	15:00-15:30	廊厅	茶歇	自助	20	RMB38/位
						合计: RMB 760

**收费项目**

- ◆ Meeting provided free of charge 4 hours building to decorate, beyond as 500 yuan/hour to collect fees, meeting arrangement should be 72 hours in advance request and sign relevant structures, and accepting the deposit contract  
会议免费提供 4 小时搭建布置，超出按 500 元/小时计算收费，会议布置需提前 72 小时告知要求并签署相关搭建合同并预交押金
- ◆ 酒店提供正常灯光、音响的使用，如需搭建大型灯光、LED 屏幕等，需加收电量使用费用：500 元/2 小时  
场租租用时间定义：4 小时为半天 (8:00-12:00)，不足 4 小时按半天收取费用；8 小时为全天 (8:00-12:00, 13:30-17:30)，不足 8 小时按全天收取费用，如超出此合同中的时间则按照人民币 200 元/小时收取费用。

According to the requirements of your meeting, guests need to do these as following:

根据您的会议方面的要求，客户需要做到：

- ◆ Confirm all the details on the notice of the banquet in writing to the hotel 1 days prior to the meeting  
于会议前 1 天以书面形式向酒店确认宴会通知单上的所有细节
- ◆ According to the venue: If the meeting is expected to continue to the end after midnight, please 1 days in advance with written notice to the hotel specific time, so that the hotel can get government approval  
将根据场地而定。如果会议预计将延续至午夜后结束，请提前1天以书面形式通知酒店具体的时间，以便酒店获取政府批准

**Payment of account policy**

**预付金政策**

Please in advance before 12<sup>th</sup> Jun, 2023 100% of the total money is RMB 7,560 ,balance payment paid on Check Out.

请于 2023 年 6 月 12 日前预付活动总款的 100% 即人民币 7,560，所有的消费离店前结清。



## Cancelation

### 取消

All cancellation must be in written form to the hotel.

所有取消必须以书面形式交与酒店。

- ◆ As a cancellation notice in 5 days before the activity, we will charge 100% of the reservation days participation and room cost  
如取消通知在活动前 5 天收悉, 将收取 100% 的预订天数的会务费。
- ◆ As a cancellation notice 3 days before the activity, all reservation days participation and room cost will be charged.  
如取消通知在活动前 3 天收悉, 将收取所有预订天数的会务费及房费。

## 入住及退房规定

Hotel standard check-in time is after 15:00 PM, before the check-out time is 12:00 noon. Early or stay overtime must inform hotel in advance and pay additional fees.

酒店标准入住时间为下午 15:00 点之后, 离店时间为中午 12:00 点之前。早到或逗留超时必须提前通知酒店并需支付额外费用。

## Payment method

### 结帐方式

The charge can pay by credit card or remit to hotel's bank account.

费用可以信用卡支付或直接汇款至下列酒店帐户。

Bank name and account number:

酒店开户行及银行帐号如下:

Name 户名: 海南铭博达房地产开发有限公司三亚中心皇冠假日酒店分公司

Bank Name 开户行: 中国光大银行股份有限公司三亚大东海支行

Account Number 人民币账号: 3939 0188 0000 07851

## General clauses and items

### 总条款及事项

#### Rate change

价格提增:

- ◆ As food and beverages due to supply and use other brand, the hotel has the responsibility to inform the client as soon as possible  
如食品及饮料由于供应状况而采用别的品牌代替, 酒店有责任尽快通知客户。
- ◆ All rates change will be decided by the hotel, the hotel has the responsibility to inform the client as soon as possible  
所有价格变化将由酒店决定, 酒店有责任尽快通知客户。
- ◆ If the meeting/banquet until the time stipulated in the notice or later, we will charge for the labor cost  
如果会议、宴会持续到宴会通知单上所规定的时间以后, 需加收劳工费用。

◆

#### Facilities and Venue

设施和地点:

According to this clause, the hotel will arrange the venue and facilities according to the requirement of the banquet notice.

根据此份条款, 酒店将根据宴会通知单的要求布置会场和设施。

Please sign the set-up contract upon check in

请根据酒店要求, 签署搭建协议

#### Failure

失效:

For any other irresistible factors, including strikes, labor disputes, accident, government restrictions, alert, tourism control, hotel operations or supply goods, war, natural factors, such as that the hotel could not fulfill agreement according to this contract, the hotel will terminate the agreement. And return guests prepaid deposit. In this case the hotel will not responsible for any losses caused by the termination of this agreement.



对于任何其他不可抗拒的因素,包括罢工,劳动争议,事故,政府限制,戒备,旅游管制,酒店运作商品或供给,战争,自然因素、疫情等使酒店不能按此合同履行协议,酒店将终止此协议或延期举办,并将已预付的定金退还客户。在此情况下酒店将不对由本协议终止引起的损失负责。

### Compensation

#### 赔偿:

Guests will be paid during the period of risk when participate in the activities, and compensate the hotel due to dinner injuries and property losses caused by all kinds of costs. This does not apply to the situation caused by the negligence of the hotel personnel injury and loss. (Normal use hotel facilities and racks, etc are not included.)

客户参加活动将自己承担在此期间的风险,并且赔偿酒店方由于宴会时造成人员受伤和财产损失而引起的各种费用。这种情况不适用于由酒店人员的玩忽职守引起的受伤和损失。(正常使用酒店设施器具等不包含在内)

### Buildings Damage

#### 损坏建筑物:

Clients will responsible for the losses of venue and the equipment of buildings caused by guests or hire contractors that attend to the banquet (except for the hotel staff), and according to the items of repair cost compensate the hotel immediately. Prior to hire contractors for this activity, Clients have to get the hotel's written approval. As the banquet organizer is not our client of agreement, who has to confirm he has the right to perform this agreement on behalf of the client.

客户将对所有参加宴会的客人或聘用的合同商(酒店下属人员除外)引起的对场地及建筑物设备的损坏负责,并立即按照损坏物品的修复费用赔偿酒店。客户为此活动而聘用合同商前必须获得酒店的书面认可。如宴会组织者非我们的协议客户,此人必须确认他有权代表客户方履行本协议。

### Default

#### 违约:

As the guests do not pay off the charge that indicated on the contract, or not in conformity with the contract, the hotel will terminate the contract and confiscate the prepaid deposit.

如客户没有支付合同上应付的费用,或者与合同款项不符,酒店将终止合同并没收已预付的定金。

#### 备注:

According to relevant national laws and local regulations, the sales of goods, contract signing and capital transaction (including but not limited to: cash transaction, credit card transaction, bank transfer, WeChat/alipay payment) and other commercial activities are prohibited during the meeting. Meetings involving relevant content shall be reported and approved by the regional police station before proceeding. During the meeting and activities, the hotel has the right to immediately stop providing services, terminate the contract, and report to the police if any commercial activities such as commodity sales, contract signing and capital transaction (including but not limited to: cash transaction, credit card transaction, bank transfer, WeChat/alipay payment) occur. All guest complaints and business disputes caused by the illegal operation of the hotel are irrelevant to the hotel, and the hotel will not refund the fees already collected. Meanwhile, the hotel reserves the right to pursue legal liabilities.

根据国家相关法律和本地相关法规规定:会议活动期间禁止商品销售、合同签署及资金交易(包括但不限于:现金交易、刷卡、银行转账,微信/支付宝支付)等商业行为发生。涉及相关内容的会议需在辖区派出所报备、获得许可后方可进行。

会议、活动进行期间如发生商品销售、合同签署及资金交易(包括但不限于:现金交易、刷卡、银行转账,微信/支付宝支付)等商业行为,酒店有权立即停止提供服务、终止合同,同时作报警处理。因违规操作造成酒店停止服务后所产生的所有客人投诉、商业纠纷均酒店无关,已收取的费用酒店概不退还,同时酒店保留追究法律责任的权利。

As the following arrangement, please refer to the contract attached, no question please make signature, and please send signed contract before Jun 6<sup>th</sup> 2023 by fax to the hotel.

Fax: 38818229

特作如下安排。请查阅随附的合同。无异议的话请签名,并请将签名后的合同于2023年6月6日之前传真至酒店。传真:38818229。

Any question, you can call (0898)3881 8888, you can contact with me by extension number 8322. We expect our cooperation and thank your support again.

如您对合同有任何疑问,请致电(0898) 3881 8888, 分机 8322 与我及时联系。我们期盼着与您的合作并预祝会议圆满成功。再次感谢您的支持。



Thank you again for considering Crowne Plaza Sanya City Center as the venue for your future event on 15<sup>th</sup> Jun.2023 We hope that arrangements of above can meet your requirements. Any question, you can call (0898)3881 8888.

再次感谢贵方选择三亚中心皇冠假日酒店来举办 2023 年 6 月 15 日的活动。我们希望上述的提议能满足你们的要求。如有任何疑问, 欢迎及时垂询电话(86-898) 3881 8888。

Best Regards

A handwritten signature in black ink, appearing to read "孙倜玲 Carrie Sun".

孙倜玲 Carrie Sun  
皇冠会务销售经理

A handwritten signature in black ink, appearing to read "庞雪姣 Joanna Pang".

庞雪姣 Joanna Pang  
市场销售总监



李文博  
康辉集团北京国际会议展览有限公司



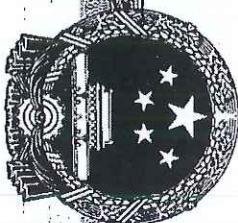
海南铭博达房地产开发有限公司  
三亚中心皇冠假日酒店分公司



统一社会信用代码  
91110105597678665R

# 营业执照

(副)本(5-2)



扫描市场主体身份  
码，了解更多登记、  
备案、许可、  
监管信息、体验  
更多应用服务。

注册资本 1000万元

成立日期 2012年05月30日

住所 北京市朝阳区农展馆南路13号12层1510内002  
此复印件与原件一致，仅限于该企业办理  
分立、合并、名称变更、使用，再次复印无效

名 称 康辉集团北京国际会议展览有限公司

类 型 有限责任公司(法人独资)

法定代表人 张楠

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登记机关

2023

年 05月24日

