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联系人/ Contact person : 赵敏莉 女士  
公司名/ Company Name : 康辉集团北京国际会议展览有限公司  
手机/ Mobile : 86 134 0850 2408  
邮箱/ Email : zhaominli@cct.cn

尊敬的赵女士：

感谢贵公司选择北京银河万达置业有限公司银河万达大饭店 2017 年 11 月 5 日的活动。

Thank you for your interest in Wanda Realm Beijing. We are extremely delighted to be selected as the venue for the above caption event.

根据我们所谈，特作如下安排，请查阅随附的合同。无异议的话请签名，并将将签名后的合同于 2017 年 10 月 27 日前回传至酒店。

With your specific requirements in mind, we have prepared the attached agreement outlining the terms and conditions for your perusal. Kindly confirm your acceptance by authorized signature and return to us

如您对合同有任何疑问，请致电 176 0408 0507 与我们及时联系。我们期盼着与您的合作并预祝活动圆满成功。  
Meantime, should you require further information or assistance, please do not hesitate to contact me. We certainly look forward to the working closely with you on this important event

致礼

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(姓名) /Sales Name:赵怡然  
(职位) /Title of Sales : 销售经理-MICE  
北京万达嘉华酒店  
电话 : 176 0408 0507  
邮箱 : abigale.zhao @wandahotels.com

## 酒店住宿/会议/宴会服务合同

### Accommodation/Conference/Banquet Service Contract

酒店 ( 甲方 ) /Hotel (Party A) : 北京万达嘉华酒店  
 联系人/ Contact person : 赵怡然  
 电 话/ Tel : 8610 8868 1188-6113  
 手 机/ Mobile phone : 176 0408 0507  
 邮 箱/ Mail box : abigale.zhao@wandahotels.com

客户 ( 乙方 ) /Client (Party B) : 康辉集团北京国际会议展览有限公司  
 联系人/Contact person : 赵敏莉 女士  
 手 机/ Mobile phone : 86 134 0850 2408  
 邮 箱/ Mail box : zhaominli@cct.cn

#### A. 客房安排/ACCOMMODATION

客房名称 Room Category	客房类型 Room Type	团队价 (人民币/净价) (已含 10%服务费及 X%税金/早餐见备注) Group Rate (RMB) Inclusive of 10% service charge and 6% Tax / WBF)	星期日	
			11.5	
豪华间	大床 ( 单人 ) Single Occupancy	800 元净价 ( net )	——	
	双床 ( 双人 ) Double Occupancy		70	
高级间	大床 ( 单人 ) Single Occupancy		15	
	双床 ( 双人 ) Double Occupancy		28	
行政间	大床 ( 单人 ) Single Occupancy		28	
	双床 ( 双人 ) Double Occupancy		24	
每日可提供房间总数 ( 间 ) Total Room Nights			165	
每日担保最低房间总数 ( 间 ) Guaranteed Room Nights			152	

**房间总费用 : 人民币 132,000 元**  
**Activity total cost RMB 132,200 Yuan**

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### **房价说明**

- 以上团队价为每间房每晚入住。
- 以上团队价格已含 10%服务费及 6%税金。
- 以上团队价格不提供任何佣金。
- 以上团队价格大床含一份自助早餐，双床含两份自助早餐，用餐地点一楼美食汇。未登记入住的客人，次日早餐将按每位人民币 148 元 + 10%服务费及 6%税金的价格收取费用。
- 以上团队价格基于最低总房量为 152 间夜所提供之特惠价，价格需严格保密，若达不到 152 间价格应按双方协议价或前台时价计收。
- 以上团队需达到每日最低担保付费房间数量，若达不到将会按每日担保最低付费房间数量收费。
- 以上团队在达到担保最低房量 152 间夜的前提下，免费升级两间房至豪华套房。
- 此团队价格亦适用于以上所示活动日期的前两天或后两天，但客房预定需视酒店客房预定情况及房间类型而定。
- 以上团队优惠房价仅限乙方本次活动使用。

### Room rates:

- The above room rates are for group.
- The above group rates are inclusive of 10% service charge and 6% Tax.
- The above group rates are non-commissionable.
- The above king room rates are inclusive of one daily buffet breakfast(s) in all day dining restaurant. The above Twin room rates are inclusive of two daily buffet breakfast(s) in all day dining restaurant - Feast, any non-registered guest will charge an additional breakfast rate at RMB 148 per person.
- Above group onrate are offered base on minimum guest room block of 152 room nights, ondate should the number drop below 152 room nights, the hotel reserves the right to evaluate and adjust the room rates to the Contracted Corporate rates or Best Available Rate.
- In these conditions, above group onrate are offered base on minimum guest room block of 152 room nights, free upgrade two rooms to deluxe suite room.
- The rates established for your group will be offered 2 days prior and 2 days after the group dates as indicated on the Group Room Block, subject to rate and space availability at the time of reservation.
- The above guest room rates are extended specifically for this group only.

### **入住客房可尊享以下服务/ Group room rate benefits include:**

- 使用健身中心及游泳池，但具体使用时间及相关要求应按现场提示要求执行。
- 高速宽带及无线上网。
- Complimentary entrance to Health Club and Swimming Pool.
- Complimentary high speed internet access, both wired and wireless

### **客房担保条款/ Guarantee terms and conditions**

乙方须 ( 于 2017 年 10 月 27 日 ) 确认团队最低担保房晚及房型，酒店将按双方确认的担保房晚及房型提前预留房间。签订合同后，任何形式的取消或减少担保房晚，每取消一间酒店仍将收取至少一晚之房费。乙方如需增加订房或更改房型,将按酒店当日房型及预订情况而订，乙方授权决策者须为增加的住房进行额外担保，担保额为豪华间人民币 800 元/间，豪华间人民币 800 元/间,行政间人民币 800 元/间。

- 若担保房间未入住，酒店有权取消客房预定，并将未入住之客房重新向他人安排。
- The company needs to confirm the guaranteed room nights and room categories **by Oct 27, 2017**, hotel will block rooms base on guaranteed room nights and room categories provided by your company. Any reduction or cancellation of guaranteed room nights from the points onwards will be subject to cancellation fee minimum one night. If additional rooms are required, an approved representative of the company must guarantee payment at Deluxe Room **RMB 800 PER ROOM PER NIGHT**, Deluxe Room **RMB 800 PER ROOM PER NIGHT**, Executive Room **RMB**

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**800 PER ROOM PER NIGHT** in advance before the rooms are released. All rooms are subject to availability.

- Hotel reserves the right to release the no show rooms and sell to other customers.

#### **付费方式/ Payment Terms and Conditions**

- 乙方确认，房费及杂费的付费方式为下述。如乙方在签订合同时无法确认的，乙方应于团队入住前确认：
- 上述团队房费由公司统一支付，杂费客人自付。如有其它付款方式，须经过协议双方当事人在签订本合同时确认。
- 任何形式的付费方式在入住前或登记入住时要有押金担保（含信用卡、现金、公司担保函等形式），客人自付费项目乙方要求免押金的，乙方有连带付款责任。
- Party B confirms that the payment methods for the group rooms is item [ ]. If the payment method can not be confirmed now, Party B shall confirm in advance. (Choose one from following three)
- All room charges will be paid by the company, and incidental charges of the group will be paid by their own, all balance need to be cleared upon check out.
- Any other payment methods should be discussed and accepted by both sides upon contract signed. Any charges to be paid should be guaranteed by deposit (including credit card, cash, company guarantee letter etc.) upon or before check in, if pay own accounts charges no deposit as require, the company will take the responsibility for any possible balance.

#### **登记入住和退房/ Group Check-in and Check-out Procedures**

- 客人的登记入住时间为下午两点后。若您的客人需要提早入住，并确保房间在此时间已准备好，我们建议您为客人预留前一晚客房，酒店将按该团队的团队价收取房费。如有需要提前在下午 2:00 前的入住，须经前台经理根据当日客房情况而定。
- 为了确保每位顾客都会顺利入住并有一个完美的体验，客户应提前七天提供完整的团队名单和客人具体要求。
- 如客人需要快速登记（check in），需在入住前提供客人身份证/护照的复印件（包括护照页、签证页和入境签章页）。  
我们的离店时间为中午十二点之前。如客人在中午十二点至下午六点之间离店的，将会收取半天的房费，下午六点以后离店，将收取全天房费。所有延迟退房将视酒店入住情况而定。
- Our official check-in time at the Hotel is after 14:00hrs. Guests arriving prior to this time will be allocated rooms as soon as they become available. To guarantee early check-in, clients are advised to reserve their accommodation from the previous night. The room charge for this booking will be based on the group contracted rate for the given room category.
- To ensure a good arrangement for the group, the rooming list should be provided at least 7 days in advance.
- Should any express check in, ID/Passport information should be provided in advance.
- Our official checkout time is 12:00hrs on day of departure. Guests requiring late checkout should make their request in advance. Rooms may be extended until 6:00pm at half day charge, subject to availability, thereafter rooms will be charged at the full contracted rate.

#### **团队入住名单/ Rooming List Details**

根据中国公安局要求，酒店需提供所有入住客人名单，所以乙方需于抵店前 3 个工作日（2017 年 11 月 1 日）提供入住名单及如下明细。乙方理解，公安局要求酒店必须每日提供入住名单，乙方对此将予以配合。如有调整，乙方应提前通知甲方且双方将另行协商。

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In order to facilitate the requirement of the China Public Security Bureau (PSB), the hotel requires a rooming list indicating the following details 3 working days (2017 年 11 月 1 日) prior to the arrival date. By Chinese regulations it is compulsory for hotels in China to submit hotel guest lists to PSB on daily basis.

- 客人全名/Full Name of Guest
- 国籍/Nationality
- 身份证 /护照资料/ID / Passport Number (Visa Number and Validity Date)
- 公司名/职位/Company Name / Position
- 预计抵店日期、航班、离店日期/ Estimated time of arrival (ETA) and flight details / Departure Date
- 单/双人入住/ Single / Double Occupancy
- 吸烟/不吸烟喜好/Smoking / Non-smoking Preference
- 信用卡明细(信用卡类型、卡号及有效期) -供选择/ Credit Card Details (Type of card, card number & expiry date) – optional

**B.付款方式/ TERMS OF PAYMENT**

团队担保总消费：人民币 132,000 元

The Group guarantee total cost RMB 132,000 Yuan

**定金** :乙方应于本合同签订当日支付人民币 105,600 元相当于总费用的 80%作为团队预付款,预付款将不能退还及转让。如无预付款, 甲方及酒店无义务保留客房且不构成甲方违约。

**Deposit** : A non-refundable deposit of RMB 105,600 Yuan equivalent to 80 % of the estimated Events and the F&B charges is required upon signing contract in order to hold the entire arrangement on a definite basis.

**余款** : 实际消费金额与预计总额 (担保最低消费除外) 之间的差额将采用多退少补的原则在会议结束前或乙方客人离店前即时结算。如当日无法结清余款, 需提供相当于余款总额的预授权作为担保, 并在约定时间(2017 年 11 月 6 日) 内付清款项。如乙方未能在规定时间付清会议款项, 甲方有权利每日收取乙方所欠款项 1%的滞纳金。

**Balance:** Actual consumption amount and total expected (Except for the lowest cost of security) The difference between the use of the principle of multi back and less compensation in the end of the meeting or before the guests from the store immediately settled. If the day cannot settle the balance, To provide the equivalent of the total balance of the pre authorization as a guarantee, And the payment of the amount in the **(Nov 6, 2017)**. If Party B fails to pay the meeting at the specified time, The hotel has the right to charge your daily amount owed 1% surcharge.

未履行协议/ Non-Compliance

如果客人未能在规定期限内交付定金或预付款, 酒店有权取消所有场地及客房之预订。重新恢复预订只能在酒店接到付款后视酒店的客房及场地情况。

If the deposit or payment is not received by the date indicated, regrettably the reservation for the Group may be subject to cancellation. Reinstatement of the reservation can only be made upon receipt of payment and to the extent that guest rooms and function space are subject to availability.

客户总账户/ Master Account

酒店将于客户入住当日为客户建立一个总账户, 乙方须于活动开始前三天确认以下总账户付款方式:

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A Master Account will be established for the Organizer. At least ten (3) days prior to the event date, the Organizer shall reconfirm the following billing arrangement with the Hotel.

- 所有将被转入客户总账户的消费，如房费、杂费及会议服务费等费用。
- 请务必于活动开始前 3 天提供有效签单人及签字字样，并明确其签单权限范围。
- 所有需签字的消费账单必须由有效签单人签确，变更有效签单人需提前正式通知酒店方。
- 所有客户总账户中的费用将于活动结束后当日予以全额付清
- All accommodation and incidental charges; Function related charges that are to be on the account of the Master Account.
- The authorized person and his signature sample and the permission range should be provided (3) days before the event.
- The hotel should be officially informed of any change of the authorized person.
- All outstanding Master Account charges shall be due and payable at time of checkout.

**酒店银行账户信息**

**Hotel Bank Account Information**

账户名 SWIFT Code : 北京银河万达置业有限公司银河万达大饭店

银行名称 Account No : 北京银行右安门支行

账号 Company Name : 01090348500120109124048 ( Swift Code: BJCNCNBJ )

客户总账户的结算可通过现金、支票或信用卡，信用卡付款方式仅适用于事先与酒店做过安排的情况之下。如用信用卡支付，需在活动开始之前在前台出示有效信用卡作为此总账户费用担保。贷记转账的付款方式须视酒店信贷部的审批而定。乙方应预先告知结算客户总账户的付款方式,公司支票使用需于活动开始前 10 个工作日提交给酒店。

Settlement of Group Master Accounts can be made in the form of Cash or Credit Card. Credit card settlement of the Group Master Account will only be accepted if previous arrangements have been made with the Hotel. If credit card is used, the card must be presented to the cashier at the beginning of the event in order to estimate charges for pre-approved. Credit billing will be subject to the approval of the Hotel's Credit Department. **Kindly inform the Hotel in advance for method of payment.**

**C.取消及推迟活动/ CANCELLATION/POSTPONEMENT POLICY**

如果客户取消或推迟本合同的相关活动，酒店有权收取相关费用。费用将按收到的书面通知的日期及受影响的金  
额来计算。收取费用意为补偿酒店合理损失不构成任何意义的处罚。如果客户整个团队活动取消或推迟，酒店将  
按下述标准收取费用：

The Hotel shall be entitled to charge a cancellation fee in the event you cancel or postpone this agreement. The fee will be based on the revenue required above in effect at the time written notice of cancellation is received. These amounts are due as liquidated damages and not as a penalty. The following charges will be levied if the entire group is totally cancelled/postponed:



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### 提出取消或推迟

### 酒店收取费用

合同签订之后

相当于 100%的预期活动总费用

After the signing of the contract

100%estimated contracted fee

若乙方推迟会议日期，甲方将据酒店预订情况给予调整。除另有约定外，无论双方就推迟会议是否重新达成新的安排，甲方有权按乙方提出取消或推迟情形按上述约定向乙方收取费用。

If Party B has postponed the party, Party A will be adjusted according to the hotel reservation, except as otherwise stipulated, Party A shall have the right to cancel or postpone the Party A Party B according to the above mentioned contract.

如果上述费用不足以弥补甲方及酒店损失的，乙方还应对甲方及酒店的损失承担赔偿责任。

Party B shall compensate all the loss of Party A if the Cancellation fee cannot cover Party A's losses

### 税金及服务费/ Tax & Service Charge

所有价格须另加 10%服务费及 6%政府税金，除非已在价格后标明净价。如果中华人民共和国政府增加或减少在客房价格之上的税额，酒店将相应保留随时调整价格的权利。本合同所约定价格均建立在合同签订日中国税收政策下。

All prices are subject to 10% service charge and 6% Tax, unless it is in the price after the market value. If the government of the People's Republic of China increases or decreases the amount of tax on the guest rooms, the hotel reserves the right to adjust prices at any time. This contract agreed prices are based on the date of signing the contract by the Chinese tax policy.

## **E.其他事项/ TERMS & CONDITIONS**

### 不可抗力/ Force Majeure

甲方对由于战争，暴乱，罢工，天灾人祸、政府行为及因一切非甲方可控制的因素而直接或间接造成甲方酒店不能正常履行此合约上的协议，甲方对此不负任何责任。另外，若由于以上任何一项原因而使甲方酒店不能安排活动，甲方应在不可抗力发生后两日内通知乙方，并将在扣除按照合同约定已发生的费用、赔偿或违约金等（如有）后退还全部定金及预付款。

Due to the war, riots, strikes, natural disasters and government behavior and for all non can control factors and directly or indirectly caused by, the hotel not to be able to the normal performance of the contract agreement, the Party of the first part of this will not be responsible. In addition, if any of the above reasons for the party a hotel cannot arrange the event, the company should inform our hotel within two days after the occurrence of force majeure, and will return all the deposit and advance payment after deducting relevant fees, compensation or penalty already occurred.

### 正式许可证执照/ Permit and License

如活动需要政府机构的许可证/执照，客户必须确保获得该许可证/执照，并至少在活动举行前七个工作日将复印件交给酒店。乙方应保证该等许可证/执照在本合同有效期内持续有效。如果客户未能获得所需的许可证和执照，酒店有权取消此次活动的进行，并按照合同上鉴定确认担保参加人数的该活动总消费 100%收取取消费。

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Should the Function require permits / license from the government agencies, the Client must secure such permits and/ or license and furnish the Hotel copies, at least seven (7) working days prior to the date of the function. Party B shall assure the continues efficiency of the permits / license during the term of the contract. Should the client fail to submit the required permits and / or license, the Hotel has the right to cancel the Function and charge a cancellation representing full percent (100%) of the total cost of the booked Function based on the guaranteed number of the guests contracted for.

活动超过 300 人请见“无需许可大型社会活动报备需提交的文件” ( 附件 )

Conference & Banquet over 300 persons see Attachment

乙方在此同意,在法律许可下,如甲方北京银河万达置业有限公司银河万达大饭店, 以及其任何关联公司或雇员需对任何第三方 ( 包括个人 ) 的索赔负责、或为此承担责任、赔偿、或因此遭受任何损失或承担任何费用 ( 包括律师费 ), 且该等索赔、责任、赔偿、损失或费用系因乙方履行其在本合同项下工作或义务所直接或间接而引起, 则乙方应对他们予以保护并赔偿,以使其免受损害。

Party B agrees to the fullest extent permitted by law, to protect, indemnify defend and hotel harmless **wanda Realm Beijing** and any of their affiliates and employees against and from all claims, and any of their affiliates and employees against and from all claims, liability, damages, losses and expenses, including attorneys' fees, however the same may be caused by reason of any suit, claim, demand, judgment or cause of action initiated by any person or entity arising or alleged to have arisen directly or indirectly out of the performance of the Party B work or obligations under this agreement.

**语言/ Language**

本合同以中文和英文签署。如中文和英文内容不一致的, 应以中文约定为准。

This contract is signed both in Chinese and English. The Chinese version shall prevail if there is discrepancy between the Chinese version and English version

**F.场地/预留/ Booking Conditions**

希望以上安排能满足您的要求。如果您有任何需要或修改, 请随时联系我们。请您在(2017 年 10 月 27 日)之前签字确认本合同, 在酒店收到确认合同及全额定金后, 您的场地方确认保留。本合同签订后, 酒店销售人员将与您商洽其他细节问题。We expect the above quotation can meet your requirements, if any changes pls contact us. In order for the Hotel to confirm the function rooms on a definite basis, the Hotel requires this letter to be signed and fax back to 86 27 5959 9999 with deposit paid **before 2017 年 10 月 27 日**, after this date, the Hotel may release the space or revise the charges and the terms and conditions based on the availability of function rooms.





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再次感谢您选择北京银河万达置业有限公司银河万达大饭店，我们期待着与您共同完成此次重要活动。

Thank you once again and we are looking forward to working closely with you on this important event.

您诚挚的

With best regards

北京银河万达置业有限公司银河万达大饭店

接受方签字

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赵怡然/ ( Abigale Zhao )

销售经理-MICE

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姓名 Name: : 赵敏莉 ( 女士 )

(公司盖章)

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任婧瑶 / ( Renee.Ren )

宴会销售副总监/ Assistant Director of Catering

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杜向珏 ( Claudia.Du )

市场销售总监/ Director of Sales & Marketing

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财务总监/ Financial Controller

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福纳德 ( Fuat.Koroglu )

总经理/ General Manager

姓名/ Name	签名样本/ Signature	签单消费范围（例如：餐饮、住宿、全部等） / Cost For (F&B/ Rooms/ All)