

上海王宝和大酒店有限公司 Shanghai Wang Bao He Co., Ltd.

WBH-QE 餐-17

NO:

To: 康辉集团北京国际会议展览有限公司 宋净菲 (Tel: 18101055630)
From: 上海王宝和大酒店有限公司宴会销售部 赵云飞 (Tel: 13601848596)
Catering Sales Department of Shanghai Wang Bao He Co., Ltd.

会议合同-2019年11月15日

MEETING CONTRACT - On November 15, 2019

感谢您选择上海大酒店作为您此次会议的活动场所，很高兴与您确认以下内容：

Thank you for considering **Grand Central Hotel Shanghai** as the venue for your group.

We are pleased to offer the following:

会议室 MEETING ROOMS

以下会议室将根据您的保证人数进行安排。如不到保证人数，酒店有权重新安排宴会厅：

The following function rooms are tentatively assigned according to the guaranteed attendance. If attendance is below the guaranteed numbers, the hotel will reserve the right to reassign the function rooms.

日期 Date	时间 Time	事项 Function	布置 Set up	人数 Pax	场地 Meeting Room	价格 Price
2019.11.15 (星期五)	13:00-18:00	会议	课桌型	50 人	二楼百合厅	场租: 8000 元/半天
	15:30	茶歇	/	30 人	百合厅前厅	70 元/人
	18:00	自助晚餐	/	30-40 人	一楼咖啡厅	258 元/人

会议:

- 课桌型摆放 50 人，提供纸、铅笔、矿水、讲台 1 个、签到台 1 个、投影设备 1 套、无线话筒 2 个
- 提供免费停车券 4 张，其余车辆停地下车库按 15 元/小时收费
- 如有大型背景板之类的搭建，需付搭建押金 3000 元，如没问题 5 个工作日之后退还

茶歇:

- 提供咖啡、红茶、三种水果、三种小西点（桑莓芝士、酸奶杯、烟熏鸡肉三明治）

自助晚餐:

- 自助餐菜单同酒店当日菜单（含软饮料畅饮），客人凭酒店制作的自助餐券至餐厅指定区域就餐

最低收费 MINIMUM CHARGE

任何会议保证人数的增加必须在会议开始前 48 小时以书面的形式通知宴会销售部。在食品供应上，酒店会在保证人数的基础上多准备 5%。如在会议开始前少于 48 小时通知酒店所增加的人数，酒店将尽可能的提供，但将在多增加的人数上多加收 10% 的服务费。

Any increase in guaranteed numbers attending the event should be notified in writing to the Events Office 48 hours prior to the commencement of the event. In the food supply, the hotel will ensure 5% more food on the

No.505 Jiujiang Road, Shanghai, China 中国上海九江路 505 号
Post Code/邮编: 200001 Tel/电话: 86-21-53538888 Fax/传真: 86-21-53965396
Website/网址: <http://www.wbh-sh.com> E-mail: f.b.sales@centralhotelshanghai.com



扫描全能王 创建



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basis of guaranteed numbers. If the hotel is notified the increasing numbers less than 48 hours before the start of the meeting, it will provide more food as possible, but will charge an additional 10% service charge for the additional numbers.

指示牌 SIGNAGE

请提供会议指示牌内容:

Please advise us your signage for the meeting: _____

付款方式 PAYMENT

所有会议费用将由公司支付。酒店接受现金或银行转账

All the meeting charges will be paid by company. We accept cash/bank transfer

所有会议费用: 大约人民币 17840.00 元

Totally Meeting Charges: About RMB 17840.00

定金: 人民币 3500.00 元 (请于 2019 年 11 月 05 日之前付至酒店)

Deposit: RMB 3500.00 (Please pay to the hotel before November 05, 2019)

余款将于会议结束后支付

The balance would be paid after the meeting

银行汇款信息如下:

The bank details for telegraphic transfer payments are follows:

人民币账号:

Account No: 076363-4292118591

银行帐号: 076363-4292118591

Account Name: Shanghai Central Hotels Co., Ltd

账户名称: 上海王宝和大酒店有限公司

Bank Name: Shanghai Pudong Development Bank Huangpu Sub-Branch

银行名称: 浦东发展银行黄浦支行

Bank Address: No.50, Ningbo Road, Shanghai 200001, P.R.CHINA

银行地址: 上海市黄浦区宁波路 50 号

取消条款 CANCELLATION

2019 年 11 月 05 日以后取消, 将收取已支付的定金作为补偿金

Cancellation after November 05, 2019 will receive the paid deposit as compensation

会议开始前 30 天, 收取总费用的 20%

会议开始前 14 天, 收取总费用的 70%

会议开始前 07 天, 收取总费用的 100%

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30 days prior to arrival date, 20% of total charge
14 days prior to arrival date, 70% of total charge
07 days prior to arrival date, 100% of total charge

主办方责任 Organizer Responsibility

主办方要对酒店任何财产的损失或损坏承担责任，无论是由主办方的客人，助手或承包者在酒店施工时所造成的损坏。产生的任何损失由主办方全权负责赔偿。

The sponsor shall be liable for the loss or damage of any property of the hotel, whether caused by the guest, assistant or contractor of the sponsor during the construction of the hotel. The sponsor is solely responsible for any loss caused.

物品保管与储藏 Storage and storage of articles

酒店将不承担储存物品损坏或丢失的责任。

客人搬运物品请走酒店货运电梯，如损坏酒店设施照价赔偿。

The hotel will not be liable for damage or loss of storage items.

Guests should take the hotel freight elevator to carry the goods. If the hotel facilities are damaged, compensation should be paid according to the price.

备注 Remarks

按酒店规定，外带食品及饮料将不得在酒店的餐饮区域内食用。

According to hotel regulations, your own food and beverages should not be eaten in the hotel's catering area.

合同有效期 VALIDITY OF OFFER

此合同的条款与条件请在 2019年11月05日 之前确认并回传给酒店。否则，所有已预订的房间将被取消并且此合同被视为无效。合同内任何修改必须以书面形式并且需双方签字。

我们将竭诚为您服务，并期待您的到来。

The terms and conditions of this offer should be accepted by you and received by us on or before November 05, 2019. Otherwise all function rooms reserved will be released and this offer will be considered null and void. Any changes to this contract must be in writing and signed by both parties.

合同语言 Language

本合同以中文和英文书写，若有任何歧义，以中文为准。

This Contract shall be written in Chinese and English. If there is any discrepancy, the Chinese version shall prevail.

Please be assured of our continued efforts to serve you and your company at all times.

We look forward to welcoming your guests to our hotel.

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Yours sincerely

赵云飞

Anson Zhao
宴会销售经理

Catering Sales Manager
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