

TO/致: 中国康辉旅游集团有限公司 Tel/电话:  
 Mr.Jin Fax/传真:  
 From/由: Ice He /何冰 Email/邮箱:  
 Department/部门: Sales & Marketing/销售部 Tel/电话:  
 Fax/传真: (86-571) 85271182  
 Subject/事由: 会议事宜 Email/邮箱: Ice.he@holidayinnhz.com  
 Date/日期: 2018年05月25日

**SUBJECT/主题: Meeting Proposal 会议报价**

Dear Mr.Jin

尊敬的靳先生, 您好!

Greetings from Holiday Inn Hangzhou!

来自杭州国际假日酒店的问候!

Thank you very much for your considering and support to Holiday Inn Hangzhou as the venue for your Company. We are delighted to extend to you a contract based on the following arrangements:

非常感谢您对杭州国际假日酒店的支持, 我们很荣幸地为您提供此次会议的(报价)。

**Accommodation Arrangements 客房安排:**

住宿费 33000 元

Check-In Date 入住日期	Check-Out Date 离店日期	Room Type 房型	No. of room 房间数	Price 价格
2018-06-08	2018-06-10	大床房	10 间/夜	550 元/间/夜
2018-06-08	2018-06-10	双床房	20 间/夜	550 元/间/夜

**Remarks 备注:**

The room rate are net ,inclusive of service charge and tax ; your group rate is inclusive of daily buffet breakfast up to two.

以上价格已包括服务费和税款, 包含次日 1或者2份自助早餐。

- Check-in time is 14:00 and check-out time is 12:00 at noon. Early arrivals and extensions of stay will be subject to availability of the room.  
酒店的入住时间为下午 14: 00, 请提前告知客人的抵达时间, 以便我们尽可能在客人到达前安排好房间。退房时间为 中午 12: 00。如需延迟退房, 需视当天住房率而定。请提前告知客人到店时间。
- Final details relating to room category and number of rooms required check-in and check-out date, will be finalized at least three (3) days before the first guest arrival. Please guarantee the minimum number of rooms for the check in day.  
请在入住前至少三天与酒店确认入住及离店日期、房间类型及最低保证房间数量; 酒店根据贵公司的要求, 可在上下浮动三间的范围内进行调整。入住当天 18:00 前确认最终用房数, 18:00 不再做取消。请在第一批客人入住当天中午 12 点前确认多预留的房间, 如无接到通知, 酒店以最低保证房间数为准。
- Should actual attendance exceed the minimum guarantee the actual attendance shall apply. Should actual attendance be below the minimum guarantee, the minimum guarantee shall apply.  
如实际人数低于保证房间数, 酒店将根据保证房间数收费; 如实际人数高于保证房间数, 酒店将根据实际房间数收费。



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**Remarks 备注:**

**Event Arrangements 会议安排:**

**会务费 13500 元**

Day 日期	Time 起止时间	Venue 地点	Set up 会议布置	Expected pax /guaranteed pax 预计人数/ 保证人数	Price 场地服务价格
2018-06-08	13:30-17:30	四楼杭州 B 厅	待定	60 人/60 人	4000 元/半天
2018-06-09	08:30-17:30	四楼杭州 B 厅	待定	60 人/60 人	5500 元/全天
2018-06-10	08:30-12:30	四楼杭州 B 厅	待定	60 人/60 人	4000 元/半天

**Remarks 备注:**

Meeting facility offer: Flipchart, screen, microphone, water, paper, pencil, basic AV equipment.  
 包含会议设施: 活页易纸板/白板, 投影屏幕, 麦克风, 矿泉水, 纸, 笔及基本的音响设施

**Meal Arrangements 用餐安排:**

**餐费 13990 元**

Day 日期	Time 起止时间	Venue 地点	Set up 会议布置	Expected pax /guaranteed pax 预计人数/ 保证人数	Price 价格
2018-06-08	17:30-21:30	二楼馨香园西餐厅	自助晚餐	20 人/20 人	238 元/人
2018-06-09	10:30-10:45	四楼杭州 B 厅	茶歇	35 人/35 人	58 元/人
2018-06-09	11:30-14:00	二楼馨香园西餐厅	自助午餐	40 人/40 人	180 元/人

Remarks 备注: 酒店按照晚餐 58 元/人、午餐 22 元/人的标准返佣给中国康辉旅游集团有限公司, 由中国康辉旅游集团有限公司出具正规的佣金服务费发票给酒店之后, 酒店打款到指定账户。

**DIRECTIONAL SIGNAGE 指示牌:**

Please advise the text for the Hotel directional signage. Prior approval by the Hotel is required should you wish to place any additional signage other than the designated location.

请提供文本便于酒店制做指示牌。如果您希望在酒店指定区域外设置指示牌, 需事先得到酒店的批准。

**Remarks 备注:**

- Final details relating to meeting time, meeting room set up, menus and audio visual requirements will be finalized at least **three (3)** days before the event

For all food and beverage arrangement, please review and confirm the expected and guaranteed number of attendance **three (3)** days prior to the function. Any variance between the expected and guaranteed number should be within **5pax**. The Hotel may re-allocate an appropriate venue according to the number of guaranteed attendance, with prior notification to and consent by the company.

- 请在会议开始前至少三天与酒店确认宴会菜单、活动时间及场地、布置和视听设备及最低用餐保证人数; 酒店根据贵公司的要求, 可在最低保证人数上下浮动五个人的范围内进行调整。请在开餐 4 个小时前确认多订的餐位, 如无接到通知, 酒店以最低保证人数为准预留餐位。

- 酒店在实现通知贵公司的前提下, 可能会根据贵公司的保证人数重新安排合适的场地。



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- Should actual attendance exceed the minimum guarantee the actual attendance shall apply. Should actual attendance be below the minimum guarantee, the minimum guarantee shall apply.  
- 如实际人数低于保证人数，酒店将根据保证人数收费；如实际人数高于保证人数和低于预计人数，酒店将根据实际人数收费。
- If the meeting can not be ended according to the contract, the extra fee will be charged.  
- 如会议不能根据合同规定的时间结束，酒店将加收相应的费用：如会议服务费。
- No food or beverage products will be allowed to bring from outside and eat in Hotel public area.  
- 任何外带食物或饮品不可在酒店公共区域食用。

#### **TERMS & CONDITIONS 预定条款**

##### **1. Cancellation 预定取消**

- A) For CANCELLATIONS done between 5 days and 3 days in advance, 70% of the total estimated sales price based on rental and guaranteed covers will be charged by the Hotel.  
如在会议抵达前 5 天内 3 天前的取消，酒店将按所有取消项目的总价收取 70% 的损失费
- B) For CANCELLATIONS done within 3 days in advance, 100% of the total estimated sales price based on rental and guaranteed covers would be charged by the Hotel.  
在会议入住前 3 天内的任何取消，酒店将按所有取消项目的总价收取 100% 的损失费。

##### **2. Damages 设施损坏赔偿**

- C) The Organizer is responsible for any DAMAGE sustained to the Hotel's property during the event.(Hotel's property includes equipment hired by the Hotel for the use on the occasion).  
会议组织者需确保酒店的设施设备在会议使用的过程中不被损坏。
- D) The organizer will not erect any Exhibition Stands or Displays within the Hotel premises or make alterations without Hotel's prior written consent. And your company should pay at least RMB500 as deposit for any meeting room set up by yourself. At the end of the event, the organizer shall be responsible for removing all Leftovers decorations materials, props and other event related items. Hotel will return back this deposit once no DAMAGE will have been reported.  
未经允许，会议组织者不得在酒店的公共区域设置展览架等。会议结束后，会议组织者需确保清除所有与会议相关的装饰。贵公司自行对会议室的布置，需交付 500 元押金，在确保酒店设施未受到任何损坏后，酒店将退还该押金。

##### **3. MODE OF PAYMENT/DEPOSIT 付款方式/定金**

The above expenses will be paid by your company, the other incidental fees will be paid by the guests themselves. Your company will not guarantee the incidentals of the in-house guests, so we will ask guests for the deposit. Your company will pay 62000 RMB as deposit; the other deposit will be paid on the date the guest check in and settled upon guests check out. If you can not pay the deposit, the company guarantee letter is needed.  
以上所列费用均由贵公司支付，杂费由客人自己支付。此次会议预计消费总金额为房费 33000 元+会议室  
场租 13500 元+餐费 13990 元=60490 元。酒店将于客人入住当天向客人收取杂费押金。贵公司将在 2018  
年 06 月 05 日前支付 RMB48000 元作为预付款。尾款由会展公司在会议结束 1 周内完成结算。

For Telegraphic Transfer (T/T), please bank-in to the following account:



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No.289 North Jian Guo Road  
Hangzhou 310003 P.R.C  
Tel: (0086)-0571-85271188  
Fax: (0086)-0571-85271182

请将相关款项汇入如下帐号:

Beneficiary Name Holiday Inn Hangzhou  
Bank Name Industrial and Commercial Bank of China, Hangzhou Branch  
Bank Add: 90QinChun Road, Hangzhou, P.R .China  
Bank Acc: 1202021109006507897 (RMB)  
收款人全称: 杭州国际假日酒店有限公司  
开户行全称: 中国工商银行股份有限公司杭州分行营业部  
开户行地址: 杭州庆春路 90 号  
银行帐号: 1202021109006507897 (人民币户)  
Swift Code: ICBKCNBJZJP  
工行系统行号: 25120002  
跨行系统行号: 102331002116

**Note: Please advise your remitting bank to include a message to notify the hotel immediately upon receipt of the remittances.**

注意事项: 收到汇款凭证后, 请立即通知本酒店。

#### **4.LETTER OF AUTHORIZATION 授权书**

We shall require a letter of Authorization from the company stating full extent of Hotel charges to be paid by the Company. A list of authorized event signatories with their signature need to be included.  
我们需要公司提供的所有酒店收费项目的签单授权书, 并提供有签字样本的有效签单人名单。

#### **5.OPTION DATE on May<sup>08th</sup> 2018 有效期: 截止 2018 年 06 月 08 日**

This contract commitment will be held until May<sup>08th</sup> 2018 after which failure to hear from you by allows the Hotel flexibility to release all guest rooms and function spaces for resale without any liabilities.  
本合同有效期保留至 2018 年 06 月 08 日, 此后允许酒店灵活操作以释放所有的客房和会议室做二次销售, 且不承担任何责任。

#### **6.FORCE MAJEURE 不可抗力**

If for any reason beyond the Hotel's or Patron's reasonable control (including but not limited to strikes; labor disputes; acts, regulations or orders of governmental authorities; civil disorder; disasters; acts of war; acts of God; fires; flood or other emergency conditions; any delay in necessary and essential repairs of the Hotel) it is impossible for the Hotel or the Patron to perform its obligations under this Agreement, such non-performance is excused and such part may terminate this Agreement without further liability of any nature, upon return of the Patron's Deposit.

如遇不可抗力, 超出了酒店的或贵公司的控制能力范围(包括但不限于罢工, 劳资纠纷; 政府当局的行为、规章或命令; 内乱、灾害、战争、天灾、火灾、水灾或其他紧急情况下, 任何拖延必要和必需的维修酒店), 使酒店或贵公司无法履行本协议规定的义务, 如不履行是原谅和部分可终止本协议无需进一步的赔偿责任任何性质的, 酒店将返还贵公司的押金。

This contract shall be governed by and constrained in accordance with the laws of People's Republic of China.  
本合同受中华人民共和国法律的管理和限制。

我们相信以上安排是为贵公司此次活动的最佳策划方案。希望您对上述细节满意, 请注意, 我们现在并未帮您预留房间与场地。我们将尽快与您联系讨论以上各项安排细节及进一步事宜。请您于 2018 年 06



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月 03 日之前回复给酒店。我们将为您正式预留场地。如有任何问题, 请随时赐电告示。

We thank you once again for considering Holiday Inn Hangzhou as the event of choice and we look forward to making this event a success.

再次感谢贵公司对杭州国际假日酒店的信任, 并预祝此次活动举办成功。

Yours sincerely



Confirmed and signed by:

Mike Zhang 张公译  
Acting Director of Sales & Marketing 执行市场销售总监

Morris Tiedemann 戴德民  
General Manager 总经理  
HOLIDAY INN HANGZHOU CITY CENTRE  
杭州国际假日酒店



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