



杰华酒店集团

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GROUP CONTRACT

合同书

Company Name 公司名称: 康辉集团北京国际会议展览有限公司

Contact 联系人: 丁凯旋

Tel 电话: 021-50851600

Fax 传真: 86-10-65870596

Email 邮箱: dingkaixuan@cct.cn

Thank you very much for choosing Holiday Inn Shanghai Nanxiang to be the venue for your upcoming event.

Please see the following contract pertaining to your event.

非常感谢您选择上海南翔假日酒店作为此次活动的场所。根据您的要求, 我们为此次活动准备了一份合同书。(详见后附)

Your booking is currently held on a tentative basis until May 22, 2018. It will be changed to a confirmed status upon receipt of this signed contract, which indicated your acceptance of our deposit requirements and booking terms and conditions. If you do not return this contract by this date, the hotel reserves the rights to cancel all arrangements without notice or obligation.

酒店将暂时保留您的预订, 经过您签字确认合同后, 将确定为您保留场地。如贵公司未能在2018年5月22日前签字并回传此份合同书, 酒店有权在不通知的情况下取消所有的预定。

Please sign the last page of contract and fax all the pages back to (86 21-39925888*6820). Should you have any questions regarding this, please do not hesitate to contact me directly.

请在后附的合同上签字确认并回传至(86 21-39925888*6820), 如果您有其他疑问, 请直接与我们联系。

The entire team at Shanghai Nanxiang look forward to the opportunity of serving you to ensure a thoroughly enjoyable meeting experience.

上海南翔假日酒店全体员工将热诚的为您及您的客人提供优质专业的服务, 确保您此次活动圆满成功。



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Accommodation Arrangement

住房安排

Group 团队

Room Type 房型	Super Room 高级房	Room Rate

Remark 备注:

- Above rates are in RMB and per room per night bases.

以上优惠价为人民币计价，按每间每晚收取。

- Above rates are net and non-commission able.

以上优惠价格为净价（包含 15% 服务费）并不含佣金。

- Above rates are included one or two breakfasts.

以上优惠价格包含 1 或 2 份早餐。

- Above rates are confidential and special to above group only

此优惠房价仅适用于此次所指定的团队入住。

- Complimentary high speed internet access in all guest rooms;

房间免费上网。

- Extra Bed per person will be charged at RMB200/day including 1 Breakfast.

加床每人每天加收 RMB200 包括 1 份早餐。



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Check-In/ Check-Out Time 房间入住及离店时间

- The check-in time is 12:00 am on the day of arrival and. Early arrivals can be accommodated, but subject to room availability.

根据特殊情况，贵团的入住时间为当天上午十二点后办理入住手续。若您的客人早到，我们将尽量提供入住，但在没有提前预订的情况下，酒店不能保证您可以办理提前入住。

- If you wish to ensure that all guest rooms will be ready for guest's early arrival, we suggest that rooms be reserved from the day before and will be charged accordingly.

若希望能确保客人提前到达的住房，建议提前预订一晚的住房。

- 50% contract rate would be chargeable if check in is before 08:00am.

若提前入住时间在早上八点前，酒店有权收取合同价的 50%作为提前入住的费用。

- The check out time is 12:00 on the day of departure. If the check out is delayed, please inform the hotel in advance and additional chargeable amount will apply.

标准退房离店时间为中午十二点前。若延迟退房，请提前通知酒店，酒店有权收取相关费用。

- 50% contract rate would be chargeable if check out before 18:00.

若延迟退房时间至下午六时前，酒店有权收取合同价的 50%作为延迟退房的费用。

- 100% contract rate would be chargeable if check out is after 18:00.

若延迟退房时间至下午六点后，酒店有权收取合同价的 100%作为延迟退房的费用。

Information Required 住房信息

- Company is required to submit the necessary information listed below to expedite the pre registration procedure before

Should the company be unable to do so, the hotel has to register guests upon arrival individually. Guest will be required to sign the registration form and provide a credit card imprint to cover incidental charge.

贵司需在前提供下述重要信息，否则客人在到达时需在前台亲自办理入住登记。客人需要填写入住登记表并提供信用卡或现金作为其他费用的担保。



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- Rooming list(room category, number of rooms, guest name and address)

分房表 (房间类型、房间数量、客人姓名和地址)

- Arrival and departure date

入住及离店日期

- Any transportation request and arrival flight details

是否需要安排接机服务以及到达航班的详细信息

- Passport/Visa or ID number

有效身份证件号码

- Payment method

房间各项费用担保及结算方式

Guaranteed Numbers-Guest rooms 客房保证数:

Final guaranteed numbers must be confirmed in written before 年 月 日 and will be subject to following terms:

请至少在 年 月 日 前与酒店书面确认所有客房的最终保证数,并遵守下述条款:

- If the actual guest rooms are below the guaranteed rooms nights , the hotel will charge the guaranteed rooms nights;
- 活动期间如实际到达房间数少于保证间夜, 酒店将根据保证用房间夜数收费。
- If the actual guest rooms are over guaranteed number, the hotel will charge the actual number of guest rooms

活动期间如实际到达房间数多于保证房间数, 酒店将根据实际到达房间数收费。

Conference and Function Arrangement

会议和餐饮安排



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Date	Start Time	End Time	Event	Venue	Set Up	Exp/Gtd	Rate
日期	开始时间	结束时间	活动	场地	摆台	预计/保证 人数	价格
2018.5.31	08: 30	11: 30	会议	太白二厅	课桌式	65/60	4000 元/场
2018.5.31	13: 00	17: 30	会议	太白二厅	岛屿式	65/60	4000 元/场
2018.5.31	12: 00	14: 00	午餐	全日制餐厅	西式自助	60/50	158 元/人
2018.5.31	10: 15	10: 45	茶歇	太白厅外	西式自助	40/40	38 元/人

Date	Start Time	End Time	Event	Venue	Set Up	Exp/Gtd	Rate
日期	开始时间	结束时间	活动	场地	摆台	预计/保证 人数	价格

➤ Above rates are in RMB and net.

以上优惠价为人民币计价净价。

➤ Writing pads, pencils & mineral water, mints, one white board or flip chart with mark pens

会议室提供纸，笔，矿泉水，薄荷糖，白板或活页板一块及白板笔。

➤ Screen for LCD projector.

投影仪以及投影屏幕。

➤ Reception Registration table

会议接待台/签到台。

➤ Lobby and meeting room LCD signage



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会议指示牌(大堂及会议室门口)。

- If time using for meeting is over than written on agreement, hotel may receive extra money as actual situation.

如会议室使用时间超出合同规定时间，酒店将视实际情况另行收取费用。

会议开始前两个小时布置搭建免费，超出两个小时，每小时收费标准为_800 元。

如会议室使用时间超出合同约定时间，应当征得酒店书面同意；在酒店书面同意的情况下，超过半小时内免费，超过半小时以上，则按每小时 1000 元收费，超过时间不足一个小时的按一个小时计算。

如用餐时间超出合同约定时间，应当征得酒店书面同意；在酒店书面同意的情况下，超过半小时内免费，超过半小时以上，则按每小时 500_元收费，超过时间不足一个小时的按一个小时计算。

关于预定及付款的相关条款

Our philosophy is to always provide event facilities and services of the highest quality. In order to fulfil this expectation, the following terms and conditions have been designed to ensure your event runs smoothly and professionally.

我们的宗旨是提供高质量的会议设施和服务。为了实现这一目标，双方签署以下条款确保贵公司活动顺利地完成。

The parties agree the cancellation fees in this clause are a genuine per-estimate of the revenue lost by the hotel if the function is cancelled or changed.

双方同意所收取的取消费用是指因贵公司活动的取消或改变而造成酒店在预计收入方面的损失。

Deposit policy 定金：

Pre payment can be made in the form of cash, credit card or bank transfer. Deposit will be required prior to the event unless previous credit has been established with the hotel and approved.

定金可以使用现金，信用卡或银行转帐的形式支付。所有的活动均需提前交付定金，除非与酒店签有信贷挂帐协议。

- Received the deposit is at RMB14000 is required by May 24, 2018. After event is over and rest charge is balanced, the deposit will be returned.

收到贵公司在 2018 年 5 月 24 日前 交付此活动的定金为人民币 14000 元整，2018 年 5 月 18 日到店刷预



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授权 5000 元整。整个活动结束所有款项付清之后，此笔定金将给予退回。

若贵公司在支付定金后活动开始前的期间，取消本次活动，我司将不予退还贵公司已经支付的定金。

Payment 付款方式

- All function rooms/banquet charge will be paid by All guests will pay the room rate by themselves at front desk

餐饮费用由康辉集团北京国际会议展览有限公司 支付；所有房费由 支付。

- All the guest incidental charges will be paid by individual guest. And cash or credit cards are required upon check in to guarantee the incidental charges.

所有杂费由客人自行支付。请于入住时提供有效信用卡或现金作为担保。

- All the event total balance will be paid by within 30 days upon group check out on. Any losses caused due to this delay should be taken by the company. In addition, the hotel will charge 10‰ for overdue payment each day.

所有的房费，宴会餐饮消费由康辉集团北京国际会议展览有限公司支付，客房所有的杂项消费由客人自行承担，每位客人入住当日需预付杂项消费定金，所有的活动费用均需贵公司提前交付定金并支付，并且余款需在离店前付清。贵公司若不能在此活动结束时支付全部消费费用，本酒店将保留款项的追索权，由于延迟付款所产生的经济及法律后果，贵公司必须承担全部法律责任，另外酒店将加收 10‰/天的逾期滞纳金。

酒店银行帐户信息（人民币帐户）

开户名： 上海杰诺酒店管理有限公司

银行账号: 439067267271

开户行： 中国银行南翔支行

Security and Damage 安全及损失

Hotel can provide security services, it will be charged accordingly.

酒店可执行特殊保安任务，费用另计。



- Financial responsibility for any damage sustained to hotel property and fittings during the event lies with the client. No attachments are to be used on the walls without prior arrangement and approval with the Hotel.

若贵公司的员工或客人在此活动期间及活动后对本酒店的财产造成任何的损坏，酒店将向贵公司索赔修理或置换的费用。在未得到酒店方许可及安排前，墙面上不准安装任何物品。

- Any damage to or loss of items before, during and after an event, is the client's responsibility.

若贵公司的员工或客人在这次活动期间及活动后由于个人行为或者第三人行为发生自身财产的损失，酒店对此不予负责。

Permit and License 许可及许可证

- Should the Function require permit /license from the government agencies, the Company must secure such permits and /or license and furnish the Hotel copies, at least seven days before the date of the event.

如果活动需要得到政府许可及要求有许可证的，贵公司必须至少提前七天提供一份相关部门的许可证复印件为酒店备案。

- Should the Company fail to submit the required permits and license, the Hotel will cancel the Function and charge a cancellation representing 50% of the contracted rooms and banquet revenue.

如果贵公司无法提供政府许可证的，酒店将有权取消活动，并收取此活动预计总费用的 50%作为取消赔偿费。

Fire and Safety Regulations 安全及防火规定

- In order to ensure the safety of our guests, the hotel requests the company and any outside contractors hired by the company to adhere to the hotel regulations, that the obstruction of any fire escapes inside the Ballroom or any meeting rooms by seating, stages, equipment and set up etc, are not permitted under any circumstances.

为了确保客人的安全，本酒店要求贵公司及贵公司的供应商遵守本酒店的消防规章制度。在任何情况下，大宴会厅或多功能厅的防火通道和紧急出口均不准被座椅，舞台，设备和布置等所堵塞，否则由此发生的任何经济损失或人身伤亡均由贵公司承担。

- In addition, the company must inform the hotel of any use of flammable materials in the Ballroom and meeting rooms together with the quantity well in advance and such flammable materials could be used only



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with the permission granted by the hotel's management.

若贵公司在活动期间需要使用易燃的物品，必须尽早通知本酒店及具体数量并在获得酒店书面盖章批准后方可使用。

Exclusion and Liability 责任排除

The Hotel or the Company will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, strikes, riots and acts of God or conditions beyond the control of the Hotel or the Company. In the event of non-performance due to the above reasons, the Hotel shall refund in full the deposits received for this event.

如果在不可抗力的情况下，如战争，暴乱，罢工，天灾人祸及因一切非人为可控制的因素而直接或间接造成贵公司的活动无法举行或本酒店无法提供各项服务与设施，酒店将会全额退还贵公司已支付的定金。

酒店根据本协议载明的联系方式发出的任何通知，自发出后第五日视为已送达。贵公司如需变更上述通讯地址、联系电话等信息，需提前七日告知到酒店。否则，贵公司需承担因未及时通知酒店而造成的一切责任及书面文件未收到的一切责任，酒店如仍按照未变更的方式递交文件视为文件已送达。

在履行合同期间，酒店发出的任何书面文件资料均须加盖酒店印章才有效，未经加盖酒店印章仅有酒店有关员工个人签字的文件无效，酒店一律不予认可，对外不发生法律效力，由此带来的法律后果由贵公司自行承担。

合同及附件如用中英文两种文字书写，出现两种语言文本不一致时，以中文语言文本为准。本合同的成立，生效与解释均适用中华人民共和国法律。

本合同一式叁份，酒店执贰份，贵公司执壹份，具有同等法律效力，自双方签字盖章并且贵公司支付定金之日起生效，双方权利义务履行完毕终结。

I have read and I agree to the hotel bookings terms and conditions.

我已阅读并同意以上活动安排及预定合同条款。

上海杰诺酒店管理有限公司
SM 销售经理 张晓
Date 日期 2018.5.23



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DGM 副总经理兼市场销售总监

Date 日期 2018, 5, 23

签署人

Date 日期

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