

致/To: Ms.陈微微  
公司名称/Company: 康辉会展 / CMS  
电话/Telephone: 50851207/13564403156  
传真/Fax:  
邮箱/Email :chenweiwei@cct.cn

自/From: 王旭峰 Alex Wang  
电话/Tel: (8621) 50554666\*1468  
传真/Fax: (8621) 50303322  
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## 宴会 (会议) 协议 BANQUET (MEETING) AGREEMENT

尊敬的 Ms. 陈微微:

承蒙阁下爱戴, 感谢你们选择上海浦东华美达大酒店承办贵公司的活动, 根据您的要求, 我们特作如下安排, 请确认:

Thank you for choosing the Ramada Plaza Pudong Shanghai as the venue for your company's forthcoming event. With our discussion, I have the pleasure in submitting the following agreement for your confirmation:

| 日期<br>Event Date        | 时间<br>Time |       | Description<br>活动内容 | Set up<br>布置形式 | Venue<br>地点            | Attendance<br>人数 |            | Price<br>价格       |
|-------------------------|------------|-------|---------------------|----------------|------------------------|------------------|------------|-------------------|
|                         | Start      | End   |                     |                |                        | Expected         | Guaranteed |                   |
| 2018年<br>12月14日<br>(周五) | 09:00      | 17:30 | 会议                  | 课桌室            | 多功能 3, 4 楼<br>(71 平方米) | 30 人             | 25 人       | ¥5000 净价/全天       |
|                         | 10:30      | 10:45 | 茶歇                  | 自助式            | 多功能 3 外                | 待定               |            | ¥60 净价/每人/<br>每次  |
|                         | 12:00      | 13:00 | 自助午餐                | 自助式            | 二楼 意浓坊西餐厅              | 待定               |            | ¥138 净价/每人/<br>每次 |
|                         | 15:00      | 15:15 | 茶歇                  | 自助式            | 多功能 3 外                | 待定               |            | ¥60 净价/每人/每<br>次  |

请在会议前的 48 小时内确认保证人数。保证人数与预计人数之间的相差比例为 10%。若出席人数低于保证人数, 按保证人数计算。出席人数高于保证人数, 按实际出席人数计算。

Please review and confirm the guaranteed number of attendance in forty-eight (48) hours prior to the function. Any variance between the expected and guaranteed number should be within 10% difference. Charges will be made according to guaranteed number or actual number whichever is higher.

活动细节安排:

会议:

- 会议室课桌式布置供 30 人会议。
- 提供每位纸、笔、薄荷糖及饮用水。
- 咖啡/茶歇桌设置在多功能 3 外。

设备设施:

- 免费提供投影幕布一块, 投影仪一台, 电脑由客人自带;
- 免费提供无线话筒 2 只, 拖线板 1 根;
- 酒店将免费提供 1 块活页夹及马克笔。

工作午餐:

- 意浓坊西餐厅内将安排一个区域供与会者午餐。
- 酒店提供午餐时每人可乐、雪碧或矿水。

茶歇:

- 上午 10:30-10:45 提供咖啡/茶、丹麦面包及一道热点;
- 下午 15:00-15:15 提供咖啡/茶、曲奇饼干及切片水果。

指示牌:

酒店将为您的会务免费提供指示牌, 分别放置于一楼大堂、会议室区域及餐厅; 请提前 7 天告知指示牌文字内容。

晚宴:

费用

CHARGES:

- 会议室全天场租 ¥5000 净价/全天
- 午餐自助餐¥138 净价/每人/每次 (人数待定)
- 上下午各一次咖啡茶歇¥60 净价/每人/每次 (人数待定)

按会场租金计算总价: ¥5000 净价

备注: 实际结算价格会因保证人数的改变而增加;

REMARK: The actual prices will be increased if the guaranteed number changes.

结算方式:

TERMS OF PAYMENT:

你可以选择以现金, 信用卡支付; 上海浦东华美达大酒店账单信息如下:





Payments can be made by, cash, credit card. The Ramada Plaza Pudong Shanghai account details are as follows:

**RMB Account:** 上海民航置业有限公司浦东华美达大酒店  
**0763054135018538**  
浦东发展银行金桥支行

预付金和定金政策及结算方式:

**ADVANCE PAYMENT, DEPOSIT AND MODE OF PAYMENT:**

为了确保此次活动的顺利举行, 请于 **2018-12-7** 之前支付 **RMB2500** 净价, 剩余的费用请在活动结束后当天结清。

确认:

**CONFIRMATION:**

客户需遵循以下条款:

The client must:

1. 于会议前 14 天以书面形式向酒店确认此宴会协议及协议上的所有细节。  
Confirming the function is to proceed in writing to the Hotel within 14 days of the original reservation.
2. 如果客户未给本酒店以书面确认, 酒店将有权取消此次宴会的预定。  
If the client fails to give such confirmation the Hotel takes the right to cancel the booking.

**保证人数: GUARANTEED NUMBER:**

会务保证人数将于会务开始前的 48 小时内给予确认。宴会协议中包含最低保证人数的条款, 酒店将以保证人数为基础收取费用, 客户实到人数低于保证人数, 按保证人数收费, 客户实到人数高于保证人数将按实到人数收费。

Minimum number of attendees to be confirm to the Hotel 48 hours prior to the function. The Hotel will charge the client based on such number or the actual number of guests that attend the function, whichever is greater.

**取消政策: CANCELLATION:**

客人以书面形式通知酒店取消宴会(会议), 酒店有权向客户收取以下费用作为违约补偿金:

The Client may cancel the Function by written notice, the Hotel reserve the right to charge;

1. 在宴会(会议)日期前 14 天收到通知取消, 酒店将向客户收取宴会(会议)总费用的 30%;  
If the cancellation notice is received 14 days prior to the function date, the hotel will charge the client 30% of total estimated expense.
2. 在宴会(会议)日期前 7 天收到通知取消, 酒店向客户收取宴会(会议)总费用的 50%;  
If the cancellation notice is received 7 days prior to the function date, the hotel will charge the client 50% of total estimated expense.
3. 在宴会(会议)日期前 3 天收到通知取消, 酒店向客户收取宴会(会议)总费用的 70%;  
If the cancellation notice is received 3 days prior to the function date, the hotel will charge the client 70% of total estimated expense.
4. 在宴会(会议)日期前 1 天收到通知取消, 酒店向客户收取宴会(会议)总费用的 100%;  
If the cancellation notice is received 1 day prior to the function date, the hotel will charge the client 100% of total estimated expense.

**价格提增: PRICE INCREASES:**

1. 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。  
The Hotel may make reasonable substitution in food and beverage items dues to non-availability and will promptly inform the Client of such substitution.
2. 所有价格由于酒店综合原因有所变动, 酒店有责任尽快通知客户。  
All prices may be subject to change at the Hotels discretion and the Hotel will promptly inform the Client of any changes.
3. 食品及饮料价格将在节假日内增收相应的附加费用。  
An additional surcharge is applicable on total food and beverage account on public holidays.
4. 如果会议、宴会延迟, 酒店将收取额外的场地或会议费用。  
Additional extra expenses will be applicable if the Function continues after the time of conclusion specified on the Event Order.



**不可抗力因素: FORCE MAJEUR:**

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,旅游管制等,酒店食品或场地酒店不能按此合同履行协议,酒店有权将终止此协议,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而引起的损失负责。

If for any reason beyond its control including and without limitation, strikes, labor disputes, accidents, Government requisitions, restrictions or regulations on travel, hotel operation, commodities or supplies, acts of war or acts of God, the Hotel is unable to perform its obligation under this Agreement it may terminate this Agreement and refund to the Client the advance payment paid. In such case the Hotel will not be liable for any damages caused as a result of the termination.

If for any reason the Venue is not available for the Function, the Hotel may substitute another Venue in the Complex and will promptly inform the Client of such substitution. The Client will accept such substitution without compensation.

**赔偿: INDEMNITY:**

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而引起的各种费用。这种情况不适用于由酒店的玩忽职守引起的受伤和损失。

The Client attends the Function at his own risk and indemnifies the Hotel against all costs, charges and expenses which may be incurred by the Hotel due to any person suffering injury while at the Function or due to any loss of property related directly to the Function. This provision does not apply where such injury or loss of property arises due to the negligent act or omission of the Hotel.

**饮料: BEVERAGE:**

没有征得酒店的预先书面认可,客户将确保参加宴会的客人不能将任何饮料带进酒店。如发现客人自带饮料,酒店将收取开瓶费。

The Client must not and must ensure that the people in attendance at the Function do not bring any beverages of any kind into the Complex without the written prior approval of the Hotel. A Corkage charge will apply in such circumstance.

**会场布展: DISPLAYS:**

客户对会场的所有布展和装饰必须预先得到酒店书面认可,否则不可在会场的墙上及建筑物上粘贴及悬挂任何物品。

All displays and/or decorations proposed for the Function by the Client must be approved in writing by the Hotel. No items are to be attached, pinned or glued to the wall surface of any part of the complex without prior writing approval by the Hotel.

**损坏建筑物: DAMAGE TO THE COMPLEX:**

所有酒店以外的布展公司在我酒店进行会场布置及舞台设置时,必须提前 14 天告知,并得到酒店工程师及音效工作人员的许可方可进行。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。客户在为宴会活动而聘用合同商之前,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。

For all exhibitions and stage set-ups produced by outside contractors the plans must be approved by the Hotel's Chief Engineer and Audio Visual Technicians a minimum of 14 days prior to the event. The contractors must liaise with the Hotel's Chief Engineer in all matters of delivery, set-up and breakdown. The Client will be responsible for all damage caused either to the Venue or any other part of the Complex by any person in attendance at the Function (other than those under the control or direction of the Hotel) or any contractors engaged by the Client for the Function and must immediately pay to the Hotel on demand the cost of rectification of any damage. The Client must obtain the prior written consent of the Hotel before it engages any contractor for the Function.

**能源提供: Energy supply:**

酒店将根据宴会需求提供合理的能源使用,若在展会或促销展会中过度浪费能源,酒店将根据实际消耗收取相应的费用。

The hotel will provide you a reasonable energy supply for the function in question. For excessive consumptions as for exhibitions and trade shows the hotel will charge the consumed energy according to the meter.

**火灾预防 Fire work:**

使用明火设备必须持有政府部门颁发的许可证;严禁在任何室内场所燃放烟火,爆竹及使用明火,任何有安全隐患的需求都不会得到特殊批准。



Outside fireworks require permission by the government and is at the Clients responsibility. Any inhouse fireworks, crackers or open fires are strictly prohibited and will not get any special approval for security reasons.

**违约: DEFAULT:**

如客人不能履行本协议内容或不遵循协议条款, 酒店将有权终止该协议并收取相应的违约金。

If the Client fails to perform this agreement, due under this Agreement or otherwise does not comply with its terms, the Hotel may terminate this Agreement and forfeit any deposit.

**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天将复印件交给酒店。如果客户未能获得所需的许可证和执照, 酒店可取消此活动的进行, 并按照合同上签定确认担保参加人数的该活动总消费的 50% 收取取消费。

Should the Function require permit /license form the government agencies; the Client must secure such permits and /or license and furnish the Hotel copies, at least 7 days before the date of the function. Should the client fail to submit the required permits and license, the Hotel will cancel the Function and charge a cancellation representing fifty percent (50%) of the total cost of the booked Function based on the guaranteed number of the guest.

尊敬的 Ms. 陈微微, 再次感谢您选择上海浦东华美达大酒店举办贵公司的会议, 我们希望上述的安排能满足您的要求, 如您有任何疑问, 欢迎及时垂询, 电话 021-50554666\*1233.

如同意接受本协议, 请在此协议书上签名。一份留贵公司自己保存, 另一份请于 2018 年 12 月 7 日 前送交回本部。

我们期待着贵宾的到来, 我们将确保最好的服务

We look forward to welcoming your valued guests at Ramada Plaza Pudong Shanghai.

此致  
敬礼

Yours sincerely,

王旭峰 Alex Wang  
销售经理

Sales Manager

上海浦东华美达大酒店

Ramada Plaza Pudong Shanghai

日期/Date:

公司代表:

Company representative:

公司名字:

Name of Company:

日期/Date:

公章/Chop:

刘燕/ Diana Liu

市场销售副总监

Assistant Director of Sales & Marketing

上海浦东华美达大酒店

Ramada Plaza Pudong Shanghai

日期/Date: