



## Events Contract 活动合同

19 May 2025

2025年5月19日

Party A: Lijiang Hefu Hotel Co. Ltd., InterContinental Resort Hotel

甲方: 丽江和府酒店有限公司洲际酒店

Address: 276 Xianghe Road, Old Town District, Lijiang City, Yunnan Province, P.R. China, 674100

地址: 丽江市古城区祥和路 276 号

Contact: Crystal He

联系人: 何佳琦

电话 Tel: (86) 180 8800 6993

传真 Fax: (86 888) 530 6420

邮箱 Email:

Party B:

乙方: 康辉集团国际会议展览有限公司

Address:

地址: 北京市朝阳区农展馆南路 13 号瑞辰国际中心 15 层 1510 室

Contact:

联系人: 张兆洁

Tel 电话:

Fax 传真:

手机 Mobile: 138 1183 0485

邮箱 Email:

Dear Ms.Zhang,

尊敬的张女士，

Thank you for choosing InterContinental Lijiang Ancient Town Resort as your final meeting venue.

非常感谢您选择丽江和府洲际度假酒店作为贵公司会议的场所。

After mutual discussion between both parties 康辉集团国际会议展览有限公司 has selected InterContinental Lijiang Ancient Town Resort as the venue for the upcoming event to be held during 24 May 2025 and both parties have reached the following contract.

甲乙双方经友好协商，双方就康辉集团国际会议展览有限公司于 2025 年 5 月 24 日在酒店丽江和府洲际酒店安排住宿、会议及餐饮的相关事宜，达成如下协议。

The Contract is comprised of four (4) main sections, each of which may be amended or supplemented from time to time by the mutual written consent of the parties:

1. Introduction
2. Bedroom and Meeting Room Requirements
3. Event Pricing and the advance payment schedule
4. General Information & Policy

合同包含 4 个主要部分，其中任意一部分的更改或补充都需经双方协商以书面形式确认。

1. 简介
2. 客房 / 会议 / 餐饮安排
3. 活动价格及预付款安排

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IHG HOTELS & RESORTS



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HOTEL  
INDIGO

VOCO

HUALUXE  
华乐酒店

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### 4. 总说明和政策

#### 1. Introduction

##### 简介

Located at 276 Xianghe Road, Old Town District, Lijiang City, Yunnan Province, P.R. China, InterContinental Lijiang Ancient Town Resort is the only international 5 star hotel to hold the high-end and big size events in Lijiang Ancient Town. The hotel is owned by Lijiang Hefu Hotel Co. Ltd.

丽江和府洲际度假酒店坐落于中国云南省丽江市古城区祥和路 276 号，是丽江古城内唯一一家具备接待高端大型会议的五星级酒店。酒店由丽江和府酒店有限公司持有。

#### 2. Guest Room / Meeting Room / F&B Arrangement

##### 客房 / 会议 / 餐饮安排

###### 2.1 ROOM ARRANGEMENT 客房安排

InterContinental Lijiang Ancient Town Resort 丽江和府洲际度假酒店

Room Type 房间类型	5月24日	5月25日	Total 合计	Room Rate (CNY) 优惠房价 (人民币)
豪华房 大床	21	C/O	21	800 元净价/间/夜
豪华房 双床	5		5	850 元净价/间/夜
Total 合计	26		26	¥21,050

##### Note 备注:

- Group rates included:  
团队房价包括:  
Coffee & tea facilities in room.  
客房内瓶装矿泉水两支，咖啡和茶包。  
Wireless network.  
无线网络。  
Hotel's swimming pool and gymnasium excluding massage and SPA.  
酒店游泳池及健身房，按摩和水疗除外。
- Above proposed rates are non-commissionable inclusive service charge and tax.  
针对此次会议的以上特惠房价均为净价含服务费和税款
- Above noted room rates include up to 2 buffet breakfasts per room per day at Seven Colors (Chinese Restaurant) on the first floor. (Additional breakfasts will be charged at RMB 120 per person in house guest.)  
以上房价已包含自助早餐,每间房每天最多不超过 2 个。(每多加一份, 住店客人按每位 RMB120 收取。)
- The above guest room rates are extended specifically for this group only. This group is defined as 24 paying rooms guarantee booked collectively at one time. Charges will be made according to the guaranteed number of booking or actual booking whichever is greater.  
以上房价为贵公司此次团队所享之特惠价格, 只有在保证总入住间夜数达到 24 房的基础上方可享有以上特价。如入住客房少于保证房间数, 我方将按保证房间数收费; 如超出保证房间数, 我方将按实际房间数收费。
- The Hotel reserves the right of offering a separate rate for the stays before or after the event official dates. The room booking should be made in advance and will be handled by the Hotel based on the room availability.

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会议团队前/后入住，需提前与酒店确认且价格另议，客房预定需视酒店客房预定情况及房间类型而定。

- The hotel is 27 km away from the airport and it usually takes 30 minutes for a single trip.  
机场距离酒店 27 公里，单程 30 分钟。

### Booking Policy 预定规则

#### Guaranteed Policy 担保

All reservations must be guaranteed by total room night advance deposit or by credit cards. For credit card guarantee, the

required information includes the name of the card holder as it appears on the card, the card number and expiry date.

所有预订将会被收取预定间夜的房费作为定金或用信用卡做担保。用信用卡做担保的预订，酒店需要客人出示书面通知，提供持卡人姓名，信用卡号，有效日期及信用卡背面有效签名式样。如果客人已做了担保，我们将会保留其预订。所有没有做过担保的预订，入住时酒店将根据当时的入住情况安排房间。

#### Check-in / Check-out 入住/退房

Check in time is 14:00.

For early check in, the 100% payment of the previous night room rate is required before 06:00 and 50% payment of the previous night room rate is required before 10:00.

Check out time is 12:00.

For late check out, the additional 50% payment of the night room rate is required before 18:00 and 100% payment of the night room rate is required after 18:00.

登记入住时间为 14:00。

如提前入住，在入住当日 06:00 前办理需支付前一晚 100% 房费；在入住当日 10:00 前办理需支付前一晚 50% 房费。

离店退房时间为 12:00。

如延迟退房，在退房当日 18:00 前办理需支付当晚 50% 房费；在退房当日 18:00 后办理需支付当晚 100% 房费。

#### No Show Charge 未入住客房

Should there be a no-show for confirmed reservations on day of arrival, the first night room charge will be levied as no-show charge and Master Account will be responsible for this no-show charge. Space for subsequent nights will be released for re-sales.

所有已担保的未入住预定将会被收取预定间夜的首晚房费作为担保违约金。公司总账将承担此首晚房费违约金。酒店有权将所有未入住客房重新出售。

#### Room Attrition Policy 客房预定缩减规则

Review Date 回顾日期

Guestroom Reduction 酒店允许客房减少幅度

3 days prior arrival 提前 3 天

Total 2 room nights of room nights blocked 最多可减少合同预定总数的 2 间夜

The number of rooms reserved by the Company 3 days prior to the event shall be regarded by the Hotel as the finalized number of rooms reserved and shall be liable to pay for the guaranteed rooms reserved even if the actual number of rooms occupied during the event is less than the finalized number of rooms and regardless of early check outs and cancellations

酒店以公司活动开始前 3 天（含第 3 天）确定的房间数量作为最终预定房间数量。如公司实际用房数量低于此最终预定房间数量，酒店将依照最终预定房间数量的房间数收取费用；公司入住后提前离店的房间酒店将按照酒店原预定的最终预定房间数量收取费用。

#### Booking Procedures 预定程序

To be made via Rooming List 提供入住客人名单预订

The Company or its official Travel Agent shall provide the Hotel with an initial rooming list by 21 May 2025. The rooming list should include the guest's name, ID number or passport number, arrival / departure dates, flight details, single / double

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occupancy, room category. Or Upon check-in, guests shall provide the personal information to hotel for registration. Any reservations made after this date will be subject to availability.

公司须最晚不超于 2025 年 5 月 21 日之前以传真或电邮方式通知酒店具体客人之名单，并须列出客人名字，身份证件号码（中国客人须使用身份证号码；外宾客人护照需要到酒店前台影印登记），房间类型,到达酒店日期及时间,航班信息,房费,杂费之付款安排等。或是在客人登记入住时，客人自行提供以上信息给予酒店。为确保团队所有房间得以妥善安排,若未能于时限内提供则会对客房编排造成一定的困难，且酒店不承担与之带来的一切后果，如生命安全、财产保障及公安机关的盘查处罚。

### Master Account 总账

A master account will be created by the Hotel on the group check in date. The organizer shall confirm the master account policy 7 days prior to the event date:

酒店将于团队入住当日为主办方建立一个总帐户。请务必于此活动开始前 7 天确认以下总帐户管理方式。

- All charges to be settled by the organizer will be channeled to master account, such as Rooms, Meals & banquet charges.  
所有将被转入主办方总帐户的消费，如房费,餐饮，宴会费用等。
- All charges to be applied to the Master Account must be signed by an authorized Person upon making a charge to the Master Account. All outstanding Master Account charges shall be due and payable at time of check-out. 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.  
所有转入主办方总帐户的费用必须由主办方提供有签单权的员工签字认可。所有主办方总帐户中的费用将于团队离店当日予以全额付清。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帐户费用担保。
- The organizer to confirm all personnel who are authorized to sign hotel bills to the master account.  
请提供所有具有主办方总帐户签单权的主办方员工的姓名。

### Individual Account 个人账户

It is agreed that the following charges are on individual account, and will be settled by the guests upon departure from the hotel. Individual charges to be settled by guests need to be settled either by cash, traveler's cheque or approved credit cards upon the guests' checkout. For room charges, a method of guarantee will be requested upon check-in.

经同意以下费用是由独立账户核算，客人将在离酒店前把所有费用结清。个人消费客人可用现金、旅行支票或信用卡在离店前结清，房间费用需在入住时交付押金。

### 3. Event Pricing and Payment Schedule

#### 活动价格及付款安排

Items 项目	Price 价格
Guestroom Pricing (see 2.1) 客房费用（详见 2.1）	¥ 16,800 (公付) ¥ 4,250 (自付)
Total Estimated Contract Price 合同预计费用总和	¥ 21,050
1 <sup>st</sup> advance payment of 70% before 21 May 2025. 2025 年 5 月 21 日前支付第 1 笔预付款，相当于预计公付部分支付总费用的 80%	¥ 13,440
Do authorization upon C/I. The payment should be balanced when check out. 其余费用在入住时支付，离店前按实际金额结清尾款。	As actual 按实际消费结算

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### 4. General Information & Policy 总说明和政策

#### Force Majeure 不可抗力因素

It is expressly agreed that hotel shall be relieved of its obligations under this Letter of Agreement in the unlikely event of acts of nature, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities or any other emergency will make it illegal or impossible to provide the facilities or to hold the event.

如遇到不可抗力因素像自然灾害,战争,政府强制规定,灾难,罢工,暴乱,交通设施缩减及其他紧急状况,使得酒店无法提供支持会议的服务和设施,在协议书中的每一方将免于承担法律责任。

#### Damage 破坏

The meeting organizer is responsible for any damages during the event caused by any of your guests or any other persons attending meeting events, whether in the rooms reserved or in any part of the hotel.

在会议期间如您的客人或者其他任何参加会议者对酒店设施设备造成破坏,会议组织者将负赔偿责任,不管是在房间内或者酒店的任何其他地方。

#### Storage 仓储

The hotel does not have secured storage facilities to store merchandise prior to or after your event. All merchandise must be delivered no more than three (3) days prior to the commencement of your event and collected at the conclusion of your event, otherwise a storage fee will be incurred.

酒店没有绝对安全的设施在会议前后对货品进行仓储。所有货品需要在会议开始的3天之内送抵并在会议结束后收回,否则仓储费将产生。

#### Venue Set up and Tear Down 会场布置及拆除

- All venue set up will be granted based on the following requirements: 1. Event contract has been signed. 2. Detail description and relevant drawing are provided 3 days prior to the event date.  
所有会议活动的布展及搭建需在本合同签订后,于布展及搭建前3天前提供书面说明及效果图并与酒店签订相关权责申明。
- All venue set up has to be transport by the designated passenger way and the Hotel's InterContinental meeting team will handle entry procedures.  
所有会议活动的布展及搭建物品需从酒店指定通道运入及运出酒店,并由洲际会议小组办理进出手续。
- All the organizer's staffs have to wear name tag in the Hotel's entry point and venue. Otherwise the Hotel security has the rights to stop or suspend on site activities. All the organizer's staffs must observe the Hotel's policy and procedures.  
贵公司工作人员,在进出酒店宴会及会议活动场所时需穿着统一服饰或佩戴胸卡,否则酒店安保人员有权阻止其进行任何行动;在工作过程中请严格遵守酒店的各种规章制度。
- In the event of tear down, the organizer has to ensure the proper protection in place to avoid any damages on hotel's floor and wall. Organizer is responsible for the expense incurred.  
在会议活动前布展及活动后拆除过程中,出于保护酒店设施的目的,施工单位必须提供材料保护现场地面、墙面等。由此引起的费用由贵公司支付。
- In the event of set up and tear down, Organizer can use hotel's facilities and tools only if hotel's permission is obtained.  
在布展前及展后拆除过程中如需使用酒店物品及工具,需获得酒店许可后方可使用
- In the event of multiple days set up or tear down, the organizer has to ensure all set up materials are stored in the designated venue. The meeting venue has to be in proper order and all passengers' way remains free of obstacles.  
若因布展工期较长,中途停工,隔天再次进行的;贵公司必须在中途停工后将所有布展物品按照酒店安排并指定的场所,进行归位整理,保证会场整齐有序并保障道路疏通。

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g) The Hotel offers 2 hours set up at free of charge in the event of no reservations on the venue. The Hotel may charge the set up time beyond hours.  
在不影响酒店场地使用的情况下，酒店提供 2 小时免费布展时间；若超出部分，将视情况及超出时间加收贵公司超时布展费用。

h) The organizer is responsible for the removal of all the set up materials including back drop and relevant rubbishes. All meeting venues shall be resumed to the pre-meeting status.  
在会议活动结束后，贵公司必须及时拆除所有具有代表贵公司的布展物品（包括喷绘画面、布展垃圾等）；并将所有撤展垃圾、物料带出酒店大厦外部；将酒店宴会厅内恢复为布展前原始状态。

i) No nails or any other similar tools are allowed in the meeting venue including ceiling, wall and floor. Glue or double side tape has to be approved by the Hotel. All damages due to set up are organizer's responsibility.  
特别申明：不可在酒店的天花板、墙面、地面及任何非经允许的地方钉或任何生根施工；如要粘贴双面胶或其它胶纸，必须获得酒店确认许可后施工。所有因施工原因或材料原因而造成酒店损失的均需由贵公司做出赔偿。

j) The Hotel offers security service to the meeting venue. However in the event of loss and damage of organizer's valuables, the Hotel does not assume any responsibilities. The organizer is responsible for the losses and damages caused by its employees.  
酒店将对宴会及会议场地提供正常的保安服务，但不负责对贵公司任何贵重物品（包括资料、设备设施、工具等）的丢失或损坏而进行赔偿。由贵公司工作疏忽或由此造成酒店任何损失，贵公司须予以赔偿。

### Public Relations 公众资讯及传媒

The Hotel reserves the right that, without the consent of the organizer (referring to written authorization), the Hotel will not be responsible for the disclosure of the activities involved in this contract. Without the written consent of the Hotel, the organizer is no allowed to disclose the contents of this contract to any third parties in any forms, including verbal, writing. All the hotel relevant information must be in the approved format by the Hotel. The Hotel reserves the right of legal action against any violation of this contract.

如因公众资讯及传媒的需要，在得到贵公司（以书面的形式）通知的情况下，酒店有义务对贵公司在合同范围内所涉及之一切资讯包括活动内容、出席人员等信息予以保密，但不承担信息泄漏的一切责任和损失。贵公司不得在未获酒店书面授权的情况下，以任何形式包括书面、口头或经由任何第三方向公众或传媒透露合同及任何相关内容。酒店对任何形式的违反保留诉诸法律的权力。贵公司公布任何相关酒店信息，均需采用酒店书面确认的标准版本，诸如酒店名称、地址等。

### Cancellation / Postponement Policy 活动取消及推迟

The following cancellation / postponement policy shall apply should the entire group is cancelled or postponed:  
若此次活动在以下所示日期期限取消/推迟，则酒店将按照以下规定收取费用：

Cancellation and postponement 取消/推迟日期	Charges applicable 酒店收取费用
10 days prior to the scheduled event cancellation 活动开始前 10 天	80% of the contracted total revenue 相当于 80% 的预定总收入
7 days prior to the scheduled event cancellation 活动开始前 7 天	100% of the contracted total revenue 相当于 100% 的预定总收入

### Agreement Administer 合同执行

The Agreement will be honoured based on the payment. In the event of the payment delay or deficit, the Hotel has the rights to change, suspend or cancellation of any part of this contract, including the event venue and services described in this contract.

本合同将视付款情况予以最终执行，但酒店保留在贵公司未按时并足额交付应付款项的情况下对已签订合同之宴会及会议活动的场地和服务方式以及履行方式进行变更或最终取消的权利。

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### Feedback duration 回复期限

We expect that you confirm this offer within 2 working days upon receipt of the contract, namely 21/5/2025. If the expected written confirmation is not received by then, The Hotels has the absolute right of change the rates described in the contract or ultimately cancellation of the contact. The hotel is not responsible for any losses caused to the Company. 贵公司在收到本合同后 2 个工作日内，即 2025年5月21日前回复。如果没有得到贵公司的书面回复，酒店将有权调整原定价格或作废本合同，并对贵公司由此而发生的任何损失不承担任何责任。

### Hotel Bank Account Information 酒店银行信息

丽江和府酒店有限公司洲际酒店  
税号: 91530700686178259E  
单位地址: 丽江市古城区祥和路 276 号  
电话号码: 0888-5588888  
开户银行: 中国银行丽江分行  
银行账户: 134000243894

### Law and legal statement 遵循法律

This Agreement shall be governed and construed in accordance with the laws of the People's Republic of China. Any dispute arising out of or in connection with this Agreement, including any question regarding its existence, validity or termination, shall be referred to and resolved first by mutual discussion, failing which, by third arbitration.

本协议经双方同意以中华人民共和国法律为准。每一方均陈述和保证，在谈判和履行其在本合同项下义务的过程中，其已遵守并将遵守一切适用的中华人民共和国法律、法规和监管规定，包括但不限于反腐败、反贿赂方面应适用的法律法规。若在本协议范围内双方产生分歧，在诉诸于法律之前，协议双方均同意通过友好协商进行解决，并且允许通过第三方协调仲裁。

This agreement is written in both English and Chinese. Both the English and Chinese versions of this agreement shall have equal force and effect.

本协议为中英文版本，本协议中文和英文版本具有同等法律效力。

We hope the above arrangement is satisfactory to you. Should you agree with me on the offer above, please return this contract with signature and your organization's official chop.

我们希望以上安排能符合您的要求。如果您没有任何异议，请在合同上签字并加盖公章后回传至丽江和府洲际度假酒店，以便我们立即予以安排。

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Thank you once again and we are looking forward to working closely with you on this important event!  
再次感谢您选择丽江和府洲际度假酒店，我们期待着与您共同完成此次重要活动！

Kindly regards!  
顺祝商祺！

Lijiang Hefu Hotel Co. Ltd., InterContinental Resort Hotel  
丽江和府酒店有限公司洲际酒店

Company Name:  
公司名：康辉集团国际会议展览有限公司

何佳琦 9/5  
Crystal He 何佳琦  
Senior Sales Manager 高级销售经理



Vicky Jiang 蒋珏  
Director of Sales 会务销售总监

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