



康辉集团国际会议展览有限公司会议协议书

***LETTER OF AGREEMENT FOR
COMFORT INTERNATIONAL M.I.C.M SERVICE CO.,LTD Metting***



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康辉集团国际会议展览有限公司会议协议书

Agreement for COMFORT INTERNATIONAL M.I.C.M SERVICE CO.,LTD Meeting

2019年10月25日

2019年10月23日

杨苗苗女士

康辉集团国际会议展览有限公司

北京市朝阳区农展馆南路13号瑞辰国际中心15层
1510室

2019-10-23

Ms.Molly

CMS

Rm,1510,Rulchen Int't Center,No13 Nongzhan South Rd
Chaoyang District
Beijing
China

尊敬的杨女士

Dear Ms Yang,

感谢您选择广州四季酒店作为即将到来的康辉集团国际会议展览有限公司会议活动的举办场地,根据贵方的要求,我们拟定了以下协议书,希望得到贵方的确认。

Thank you for selecting Four Seasons Hotel Guangzhou as the venue for your upcoming host COMFORT INTERNATIONAL M.I.C.M SERVICE CO.,LTD meeting. As per your specific requirements, we have outlined the following agreement for your confirmation:

会议/活动安排 FUNCTION & CATERING ARRANGEMENT

日期 Date	开始 时间 Start Time	结束 时间 End Time	活动名称 Function	场地名称 Room	布展形式 Setup	保证人数 Guaranteed	价格 Price
2019年 10月25日 October 25, 2019	2:00 PM	6:00 PM	会议 Meeting	玛瑙厅 3&4 Onyx Ballroom 3&4	课桌式 Classroom	100	场租费: 人民币 24,000 净价 Rental:24,000 net for whole room.
	3:00 PM	3:30 PM	茶歇 Coffee Break	玛瑙厅 3&4 前厅 Onyx Ballroom 3&4 Prefunction Area	站立式 Casual Reception	80	茶歇: 108/位 Coffee Break Menu at RMB 108 net per person
<p>-会议期间租用 4x8 米 LED 屏幕, 人民币 12,800 元净价 -活动预计总消费为人民币 45,440 元净价</p>							

Hotel Initial

Patron Initial



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活动场地安排程序 Modifications to program

有关活动细节, 如有任何变更, 贵方应在第一时间通知酒店, 以便酒店尽快作出相应调整。有关会议场地及相关需求的变更将根据酒店实际预定状况和场租的变更及相应的人数限制而决定。

The Patron agrees to advise the Hotel as soon as possible if the Patron anticipates any program revisions, so that the Hotel may make the appropriate arrangements. Any changes to the function space and service requirements, other than those outlined, shall be subject to space availability.

有关上述中所涉及的会议场地及相应时间安排, 如有任何超出的安排, 酒店将根据具体预定状况决定是否可行并收取相应额外费用。

The function space specified is reserved only for the time(s) indicated. If Patron subsequently requests the use of the function space for any time beyond the hours set forth, such request shall be subject to the approval of the Hotel and may be subject to additional fees at the Hotel's established charges that shall be payable on the day of the function, unless otherwise specified.

会议场租及影音设备 FUNCTION ROOM RENTAL, AUDIO & VISUAL EQUIPMENT

A. 会议场租包括以下会议设施 Meeting Facilities

- 会议室备有设施 (铅笔、书写板、瓶装水、薄荷糖) Meeting amenities (pencil, writing pad, bottled water and mints)
- 提供会议接待台 Reception desk arrangement
- 提供会议讲台及鲜花布置 Podium with flower arrangement
- 提供一套固定多媒体投影仪和屏幕 One set of built-in LCD projector with screen
- 提供两个无线麦克风 Usage either two wireless microphone

B. 影音设备租赁费:(以下费用以每日单次租赁计) Audio Visual Equipment Rental (based on daily rental charge)

- 如需增加投影仪及投影屏幕, 每套人民币 1800 元净价起 Additional LCD projector with screen from RMB 1800 Net per set per day.
- 如需增加无线麦克风服务, 每个人民币 298 元净价 Additional wireless microphone at RMB 298 Net per item per day
- 如需无线上网服务, 每个设备人民币 138 元净价 Wireless internet access service at RMB 138 Net per device.

C. 其他杂项 Miscellaneous

- 请于会议活动 3 天前提供标志牌内容 Please provide signage content 3 days prior to the function date
- 提供共 80 小时停车票 Offer 80 hours parking tickets
- 如需额外增加停车票, 每小时 16 元净价 Additional parking ticket at RMB 16 Net per hour

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会议及餐饮担保 FOOD & BEVERAGE GUARANTEES

贵方必须在本协议规定的会议/活动开始三个工作日前, 向酒店确认最终保证出席人数。酒店将根据保证出席人数并按照协议增加百分之五(5%) 来准备宴会食品。确认的保证出席人数将不得减少, 否则按原确认的保证出席人数收费。若实际出席人数多于确认的保证出席人数, 酒店将按实际出席人数收费。

The Patron must provide the Hotel with the final minimum guaranteed table/attendance of each function no later than 3 working days prior to the scheduled function. The final minimum guaranteed table/attendance must be no less than above listed minimum guaranteed table/attendance. Hotel agrees to set 5% over the guaranteed table/attendance for banquets and to indicate on each food and beverage invoice the number served as well as the number guaranteed. Guarantees of table/attendance are not subject to reduction. The Hotel will charge to the Master Account, the total function charges in accordance with the guaranteed table/attendance or actual table/attendance, whichever is higher.

餐饮&会议服务 CATERING & CONFERENCE SERVICE

活动开始前, 酒店销售部与贵方就活动相关事项及细节提前沟通。涉及到菜单, 场地布置及视听设备的具体要求, 应至少提前2周与酒店确认。

Prior to the Event, a representative of the Hotel's Catering Sales Department will contact Patrons' authorized representative to assist in detailed planning and preparations for the catered functions comprising the Event. The menu(s) and all other details of the catered functions are to be finalized a minimum of two weeks prior to the scheduled commencement date of the Event.

会议期间, 所有食品及饮品将由酒店负责准备及服务。酒店将根据相关法律规定拒绝向任何未达到国家规定年龄的人群提供酒精饮料。对任何疑似未达到年龄限定者, 酒店有权要求其出示相应的身份证明。如未能提供相关证明, 酒店将拒绝为其提供酒精饮料服务。对于任何酒店认为其已处于醉酒状态的客人, 酒店将拒绝为其继续提供酒精饮料。

It is agreed that all on-site food and beverage arrangements will be made through the Hotel. Licensing restrictions require that only food and beverage prepared by the Hotel be served on Hotel property. The Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the state or provincially mandated age limit are present at the function and attempt to receive service of alcoholic beverages. In addition, the Hotel may request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if either the person is under age or proper identification cannot be produced, and refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears to be intoxicated.

由客人自行安排的任何形式的娱乐 (现场乐队、卡拉OK、迪斯科等)以及与使用视听设备有关的事项, 客人需在宴会活动前得到酒店的批准方可进行。为了酒店其他客人着想, 酒店有权在晚上十一点后控制任何娱乐节目及其他活动的音量。

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Any form of entertainment and presentation related to audio output (i.e. live band, karaoke and disco), arranged by customer, shall be approved by the Hotel prior to the event. The Hotel reserves the right to control the volume of such entertainment or presentation form after 11:00pm for the comfort of other guests.

价格变动 PRICING CHANGES

由于任何因商品原材料价格、劳务、税费而引起的菜单的未预期的调整，酒店在知会贵方后，如贵方接受相应的价格变动，酒店将根据实际价格重新计算。或酒店将根据先前价格提供相应的菜单变更方案。

Menu prices quoted are subject to change due to unforeseen changes in costs of commodities, labor taxes or other reasons subsequent to the signing of this Agreement and Patron agrees to pay such revised prices. Alternatively, in the event of such cost increases the Hotel may, at its option, make reasonable substitutions in menu items and Patron agrees to accept such substitutions.

布置、展览及装饰 DISPLAYS, EXHIBITS & DECORATIONS

有关活动的布展及装饰，贵方应提前取得酒店书面授权。如因贵方原因发生任何导致酒店员工及客人受伤或设施损坏的情况，贵方将承担全部责任。

All displays, exhibits and/or decorations proposed by Patron shall be subject to the prior written approval of Hotel in each instance. The Hotel assumes no responsibility whatsoever for displays, exhibits and/or decorations, etc. brought into the Hotel by the Patron or any third party in connection with the Event, including, but not limited to, claims of personal injury or property damage related to the displays, exhibits and/or decorations.

为确保客人及酒店内人员的安全，酒店要求贵方及贵方所聘用的布展公司遵守酒店的防火规定。所有展示品、展览和装饰品必须符合相关的建筑规范和防火条例，且有独立的支撑支架，不与酒店的墙面、天花或地板上直接连接。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必须保持畅通。若贵方在活动期间需要使用易燃物品，必须提前通知本酒店并获得酒店管理层书面批准后才可以使用。

To ensure guests and staff safety, any third party in connection with the event is requested to abide by the fire & safety provisions from the hotel or local government. All displays, exhibits and decorations must conform to the applicable Building Code and Fire Ordinances and should be free standing without attachment to walls, ceilings or floors. In any case, none of the fire exits, emergency exits are allowed to be blocked. For combustible materials that may use during the event, a written approval from the hotel management in advance is required.

所有布展所需物品，在出入酒店前须提前与酒店方协调并在酒店规定的装卸货区域进行。

All displays, exhibits, decorations, equipment and musicians must enter and exit the Hotel through the receiving entrance and/or security office. Delivery and pick-up times must be coordinated with the Hotel in advance.

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2019年10月25日

预付款 PREPAYMENT

请贵方于2019年10月24日前支付人民币**32,640**元作为此次活动的预付款。贵方可以选择现金、银行汇票或电汇的方式将款项转至下面帐户：

Before 24/10/2019, the Patron shall prepay Hotel, the sum of RMB **32,640** in the form of cash, bank draft or via telegraphic transfer to the following bank account.

帐户名称:	广州越秀城建国际金融中心有限公司四季酒店分公司
Account Name:	Guangzhou Yuexiu City Construction International Finance Center Co., Ltd.,
Four Seasons Hotel Branch	
银行帐户:	726 358 672 517
Account:	
银行名称:	中国银行广州国际金融中心支行
Name of the Bank:	BANK OF CHINA GUANGZHOU INTERNATIONAL FINANCE CENTER -
BRANCH	
银行地址:	广东省广州市珠江新城珠江西路5号7楼
Bank address:	7F, No5,Zhujiang Xi Road,Zhujiang New Town ,Guangzhou, Guangdong province,China
银行代码:	BKCHCNBJ400
SWIFT Code:	

付款程序 PAYMENT PROCEDURE

贵方应按下列时间支付如下预付款项：

The patron shall make the following payment to the Hotel according to the schedule set below:

付款期 Payment Schedule	付款内容 Group Function
2019年10月24日 24 Oct 2019	活动预计发生费用的百分之七十二（72%），即人民币32,640元 seventy-two percent (72%) of total expected function charges, which is RMB 32,640
2019年10月25日 25 Oct 2019	全部活动发生费用的剩余部分 Balance of the total function charges

预订保留 RESERVATION REQUIREMENTS

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如在协议条款上列之约定日期内酒店未收到预付款或应付款项, 酒店有权将所有活动预定在预先通知后予以取消。所有取消之宴会/会议预定只在酒店方收到预付款或应付款项, 且活动场所供应允许的情况下方可恢复。

If the amount of the prepayment listed is not received by the date indicated, space required for the Event may be subject to cancellation with prior notice. Reinstatement of the reservation of function space can only be made upon receipt of payment and subject to the space availability.

结账方式 ACCOUNT SETTLEMENT

所有关于本次活动的餐饮、视频、音频设备、会议室租金, 以及其他会议相关费用应在活动结束当天一次性以现金或信用卡/银行卡方式付清。

Food and Beverage, audio visual, meeting room rental and all other meeting related expenses in addition with the agreed function charges will require full settlement at the end of the event by cash or credit/debit card.

取消与推迟 CANCELLATION & POSTPONEMENT

活动变更 Changes to the Event

贵方应提前并及时告知酒店有关活动的任何变更。所有的变更, 最终确定前应视酒店实际出租情况, 并经过双方书面确认。在所有最终确认日期后贵方提出的变更, 如导致低于先前所约定的最低保证数, 酒店将收取相应差价。The Patron will provide to the Hotel, on a timely basis, any changes to its attendance projections and function space requirements for the Event. All changes are subject to availability, and all agreed upon changes will be confirmed by the parties in writing prior to the Event. After the Option Date, any changes resulting in a reduction of revenue to the Hotel shall be subject to cancellation or attrition fees.

全部取消/推迟 Fee for Full Cancellation/Postponement

如贵方推迟或完全取消活动安排而导致酒店损失, 酒店将根据先前约定的餐饮需求综合评估因贵方推迟或完全取消活动导致酒店的损失及应支付违约赔偿金(以下简称“违约金”)。经双方同意, 违约金将按照以下比例支付:

If the Patron postpones / fully cancels the Event arrangement, the Hotel shall have suffered damages equivalent to the revenues that the Hotel would have made from the sale of food and beverages, and use of recreation facilities, etc. in connection with the Event. The parties acknowledge that it is difficult to quantify such damages and have agreed that the Hotel shall assess a cancellation or attrition fee, (the "Cancellation Fee") against the Patron as liquidated damages and not as a penalty. The parties agree that the Cancellation Fee will be calculated as a percentage of Lost Revenue (as defined below) in accordance with the following scales:

贵方取消 / 推迟日期

Notification of Cancellation / Postponement

合同签署即日起

After the contract is signed

须支付酒店之赔偿费用

Compensation from the Patron

相当于此次活动总费用的 100%。

100% of total estimated revenues of events reserved

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Patron Initial



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违约金支付 Payment of Cancellation Fee

如全部推迟或取消活动, 贵方应在通知酒店后 30 日内向酒店支付违约金。如超出 30 日, 酒店将收取每月 1.5% (年度 18%) 滞纳金, 直至贵方全额付清所有费用。如本滞纳金比例超出法律规定的最高限额, 将使用法律规定的最高限额收取。

In the case of postponement or full cancellation, the Cancellation Fee is payable within 30 days of the date of notification after which time the Cancellation Fee will bear interest at the rate of 1.5% per month (18% per annum) until paid, unless this rate exceeds the maximum rate permitted by applicable law, in which event the maximum legal rate shall apply. The Prepayment paid by the Patron will be applied against the Cancellation Fee owed.

如活动取消部分超过先前规定之比例, 违约金将在活动结束后一起结算。

Where part of the Event is cancelled or attrition exceeds the permitted attrition allowance, the Cancellation Fee will be added to the Event's final Invoice.

转售被取消 Resale for Cancellation

尽管有上述规定, 如果取消整个活动, 酒店同意采用合理的销售措施转售自合同签订之日起已为预留的被取消的活动场所。在贵方全额支付取消费用的前提下, 如果酒店转售所预订活动的场所, 将获偿被转售客房的转售价格或其支付的取消费用金额, 以前述两费用金额较低者为准。该等款项将在活动日后 90 天内获偿。在此进一步明确说明, 取消预留的活动场所必须在合同约定活动日期酒店其余可用活动场所已被出售/预订的前提下方可视为可转售活动场所。

Notwithstanding the above, should CMS cancel the entire Event, the Hotel agrees to undertake reasonable sales efforts to resell the cancelled function space, which had been set aside for CMS as of the contract date. Provided the Cancellation Fee has been paid in full, if the Hotel resells spaces, CMS will be reimbursed for the lesser of the resale price and the amount of the Cancellation Fee paid by CMS that is attributable to the resold spaces. Reimbursement will be made within 90 days from the date of the Event. For greater certainty, all function spaces in inventory at the time of cancellation must be sold before any spaces are considered resold.

不可转让 NOT TRANSFERRABLE

本协议仅为向提供服务为目的, 不能让与、转售或以任何方式转让给任何其他方。试图这样做的, 被视为本协议项下活动的取消, 并且贵方须向酒店方支付违约金。

This Agreement is for the provision of services exclusively to CMS and cannot be assigned, resold or in any way transferred to any other party. Any attempt to do so shall be considered a cancellation under this Agreement and the Cancellation Fee will apply.

遗失/损坏 LOST / DAMAGES

酒店对由客人本人及客人的随行人员所自带的设备、家具、物品及其他财产所产生遗失和损坏不负任何责任。

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The Hotel accepts no responsibility for loss and damage to any items of equipment, furniture, stock or any other properties brought on to the premises by the customer or persons authorized by the customer.

贵方须对在活动区域内所产生的费用、物品损坏、财产损失或任何人身伤害负全部责任；包括（但不限于）对酒店工作人员、客人或受邀请出席此次宴会的来宾、活动所使用的服务设施以及任何外聘为活动服务的人员造成直接或间接的任何财产损失和人身伤害。

The Patron shall be responsible for all liabilities, losses, demands, damages, costs and expenses, including (without limitation) property damages and/or personal injuries suffered or incurred by the Hotel or any employee or staff member of the Hotel or other guest or invitee of the Hotel and arising as a direct or indirect result of the attendance at the Event or the use of services and facilities of the Hotel by the Patron or any invitee of or outside contractor hired or engaged by the Patron.

不可抗力因素 FORCE MAJEURE

如协议双方因不可抗力因素（包括罢工，劳资纠纷，政府法案，法规或命令，自然灾害，战争，火灾，洪水或其他紧急情况，或酒店必要工程修葺延误）而不能履行此合同中的义务，预付款将被退还，双方不再履行合同中的任何义务。酒店将在合同终止之日起30日内向贵方退还所有的预付款项，双方无须为此造成的损失负责。

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 party may terminate this Agreement without further liability of any nature, upon return of the Patron's Prepayment within 30 days. In no event shall the Hotel or Patron be liable for consequential damages of any nature for any reason whatsoever.

争议解决 DISPUTES

双方同意，以履行本合同而产生任何争议可提交原告方所在地人民法院解决。

The parties agree that any dispute relating to this contract may be resolved by the local court.

有效日期 OPTION DATE

本协议中列出各项在酒店内的活动安排至 **2019年10月24日**，贵方拥有暂时优先选择权。若到期时，贵方仍未签署此协议，则店方有权在未通知的情况下取消所有安排。

The arrangement outlined in this Agreement will be held on a first option tentative basis until 2019-10-25. If the Patron does not sign and return this Agreement by this date, the Hotel reserves the right to cancel all arrangements without notice or obligation to the Patron.

确认 CONFIRMATION

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Patron Initial



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若此协议的条款达到贵方的要求, 贵方在每一页签名确认并在最后一页签字、盖章, 然后将原件交还店方。店方在原件上签署后将一份协议交还贵方。双方签字确认后, 协议正式生效。

Should the arrangements outlined in this Agreement meet with your approval, please indicate your acceptance by initializing all pages including the enclosed General Terms and Conditions, signing the final page, and returning the original agreement to the Hotel. Upon receipt, the Hotel will countersign and return a copy. Once countersigned, this document shall then constitute the full and complete binding agreement and the arrangements shall be considered confirmed and definite.

价格 PRICES

以上所有费用均以人民币计算, 除明确说明“净价”外, 均需加收 15% 服务费 (以及相关税收)。

The above mentioned charges are subject to 15% service charge (applicable government taxes included), unless selected items are being identified in “Net” price.

Hotel Initial

Patron Initial



酒店方代表(“酒店”)

ON BEHALF OF THE HOTEL (The Hotel)

广州越秀城建国际金融中心有限公司
四季酒店分公司

Guangzhou Yuexiu City Construction
International Finance Center Co.,Ltd
Four Seasons Hotel Branch

活动主办方代表(贵方)

ON BEHALF OF THE ORGANIZER
(The Organizer)

康辉集团国际会议展览有限公司

COMFORT INTERNATIONAL M.I.C.M SERVICE CO.,
LTD

2019年10月23日

廖红

Anna Liao

宴会高级销售经理

Senior Catering Manager

2019年10月23日

杨苗苗

Ms Molly Yang

2019年10月23日

曾佩琦

Crystal Zeng

宴会销售总监

Director of Catering



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康辉集团国际会议展览有限公司会议协议书

Agreement for COMFORT INTERNATIONAL M.I.C.M SERVICE CO,LTD Meeting

2019年10月25日

茶歇菜单

Coffee Break Menu

迷你牛角包, 芝士火腿三明治

Mini croissant, cheese ham sandwich

香草奶冻配杏果酱

Vanilla pannacotta, apricot coulis

草莓巧克力雪糕筒

Strawberry chocolate cone

时令鲜果盘

Sliced fresh fruit platter

每位人民币 108 元净价, 包含 15% 服务费 (以及相关税
收)

**RMB 108 net per person, inclusive of 15% service
charge (applicable government taxes included)**

(最低出席人数不少于 10 人)

(Minimum of 10 guests)

Hotel Initial

Patron Initial