



上海新虹桥  
SHANGHAI NEW HONGQIAO

## Conference Reservation Agreement 会务预订服务协议

2018.6.1

甲方：康辉集团国际会议展览有限公司  
联系人：王风雨  
Tel: (86-010) 6587 0572

乙方：上海伊锦辉置业发展有限公司  
Sales Manager  
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马文娟 136 3657 2712  
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协议康辉集团国际会议展览有限公司会议于 2018年6月3日-2018年6月9日

甲乙双方按照互惠互利的原则，就酒店客房预订业务达成如下协议：

### 1. ACCOMMODATION

住宿

#### 1.1 GUEST ROOM REQUIREMENT AND RATES

乙方向甲方提供房间及价格如下

Room Type 房型	Jun.3 6月3日	Jun.4 6月4日	Jun.5 6月5日
Superior Room 高级房	1间双床房 1间大床房	4间双床房 3间大床房	4间双床房 1间大床房
Total 总数	2	7	5
Rate 价格		390 元/2 早餐 (净价)	

Room Type 房型	Jun.6 6月6日	Jun.7 6月7日	Jun.8 6月8日
Superior Room 高级房	4间双床房	4间双床房	4间双床房
Total 总数	4	4	4
Rate 价格		390 元/2 早餐 (净价)	

Remarks:

备注：



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- Early arrivals and extensions of stay will be subject to availability of the room category and different rates shall apply at the time of reservation.

提早入住及延迟退房是根据酒店不同房型与不同房价来决定的,请甲方在预定时申请。

为了确保甲方在上述日期内享受协定的特殊房价,在已定房间数量上乙方允许甲方最多减少 10%; 否则所有协议上的房价将根据甲方实际使用的房间数量而改变,并以乙方的房间价格为准。

## 1.2 ROOM BLOCK ATTRITION

预定房晚的变数

为了保证预订信息能即时反映甲方的要求,甲乙双方应定期回顾预定的房间及出席人数;如有必要,应做相应的调整。

<p><b>On or before (30days prior to Group arrival):</b> 在团队到达 30 天或 30 天前</p>	<p>First review of room block will be conducted. Expected room block will be confirmed to the Party B in writing. The unused rooms will then be released. Function space will be reviewed and subject to changes based on number of attendees. Any cancellation in excess of 10% of the original room block will be subject to a cancellation charge of one night's room rate for each room cancelled.</p> <p>初次回顾已经预订的房间情况。预期的订房数将以书面形式确定给乙方,多余用房将取消预定。会议厅的使用面积将根据人数的变化而变化。若在预定的房间总数上取消超过 10%,超出的每一间房都需要支付每房一晚的房费做为取消赔偿金。</p>
<p><b>2<sup>nd</sup> Review: On or before (15days prior to Group arrival)</b> 第二次回顾更新: 在团队到达 15 天或 15 天前</p>	<p>Room block will be reviewed again and a guaranteed room block will be confirmed to the Party B in writing. The unused rooms will then be released. Function space will be reviewed and subject to changes based on number of attendees. Any cancellation in excess of 10% of the previous revised room block will be subject to a cancellation charge of one night's room rate for each room cancelled.</p> <p>预定的房间数将再一次更新,预期的订房数将以书面形式确定给乙方,多余用房将取消预定。会议厅的使用面积将根据人数的变化而变化。若在上一次修改的预定的房间总数上取消超过 10%,超出的每一间房都需要支付每房一晚的房费做为取消赔偿金。</p>

## 1.3 NO SHOW

预定未到

In the event of any no shows on the arrival list, the company master account should be held responsible for the payment equivalent to total room night charge for each no show room.

在会议当天任何在入住名单的预定未到情况,公司负责支付未到房间的等价房价。

## 1.4 MINIMUM GUEST ROOM BLOCK

客房预定底线

Holiday Inn Express Shanghai New Hongqiao  
No. 1917 HuQingPing Road, Shanghai, 201702 P.R. China  
Tel: (86) 21 3976 6655 Fax: (86) 21 3976 6668



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A maximum 10% decrease of the total guest-room block or function space or catering numbers is allowed during aforementioned date to hold the rooms or function space or catering numbers on reserved basis. Should the total rooms' number or catering numbers drop down below 90% daily, the hotel reserves the right to evaluate the function room rental and meeting package rates or room rates. 为了确保在上述会议期间保留所预定的客房数、会议厅或宴会人数，最多允许在总预定数量上减少10%。若总房间数或宴会人数不足原预定人数的90%，酒店保留更改会议厅的租金、会议套餐价格及房价的权利。

### 1.5 CHECK IN/OUT TIME

登记入住及退房时间

The check-in time is 14:00 and Party B will make every effort to accommodate arrivals prior to this time (subject to availability).

甲方客人正式的登记入住时间为14:00，乙方也会根据实际情况尽可能的安排客人提前入住。

The check out time is 12:00 on the day of departure. Should Party A's guests wish to check out after the normal check-out time, 50% of the applicable room rate will be charged. A full night's rate per room will be charged for check-out required after 18:00.

甲方客人的退房时间是中午12:00。若客人希望延迟退房，乙方将收取协定价格的半价。若延迟到18:00后退房将收取协定价格的全额房费。

### 1.6 ROOMING LIST DETAILS

入住名单详细资料

In order to facilitate the requirement of the China Public Security Bureau (PSB), the hotel required a rooming list with details. By Chinese regulations, it compulsory for hotels in China to submit hotel guest lists to PSB on daily basis.

根据中国法律，中国境内酒店必须每日递交酒店入住客人名单给当地公安局。

The final rooming list is required 3 days in advance before guest arrival.

最终的入住名单需在客人入住前3天交予乙方。

#### Remarks:

备注

- Please advise if any other equipment will be needed with 3 days advance notice  
请注意任何附加的设备需提前3天通知酒店方
- Other charge will be on consumption  
其他消费按实际发生的收费
- 会议室免费提供矿水、纸、笔

### 2.1 MEETING AND CATERING GUARANTEE

会议和餐饮担保条款

In arranging for all private events, the guarantee of attendance must be specified by Party A at least **ten (10)** working days in advance of the event. This number shall constitute the guarantee, not subject to reduction, and charges will be made accordingly. Party A will accord to all meal events an expected attendance of 5% of the guaranteed attendance. If no guarantee is received at the appropriate time, Party B will assume Party A expected count to be the guaranteed number and charges will be made accordingly.

以上所安排的会议场地，需要甲方在宴会日期前确定担保人数。该人数是具有法律效应的担保，不随出席人数减少而减少相应的费用。



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甲方出席人数可在保证人数的上下浮动；若在酒店规定的日期内未收到任何更改，保证人数将被视为出席人数，并收取相应的费用。

The function rooms designated for your event requires a minimum attendance guarantee of **pledge** pax. If your guarantee is lower than this minimum, Party B reserves the right to **transfer your event to another function room and/or charge a room rental to Party A**.

甲方所预定的会场需要至少出席保证人数，若未到最少出席人数，乙方将保留更改会场或者/以及按原定租金收费的权利。

## 2.2 FOOD AND BEVERAGE

### 餐饮

除非经甲乙双方书面认可，任何甲方公司客户、被邀请者和一切出席此次会议的宾客均不可外带食物与饮料。外带酒精饮料也必须为酒店内酒吧餐厅等餐饮场所等不能提供的情况下。在酒店内出售酒精饮料必须做到：1 要求貌似未成年的人员出示相关证件，对未成年和无证人员拒售含酒精饮料。2 对任何酒醉者拒售酒精饮料。

## 2.3 DAMAGE

### 损耗

In the event of any damages made to the Party B during your function. Party A shall be liable for repair/ replacement costs.

在会议活动期间，甲方客人对乙方的设施的损坏将照价赔偿。

## 3. DEPOSIT AND PAYMENT

### 定金及支付方式

所有会议、餐饮、住宿费用将由康辉集团国际会议展览有限公司支付。其他杂项费用将由客人自行支付。

此次活动费用预计共 **¥10140.00**，乙方要求在 **2018.6.1** 之前收取合同的 **¥10140.00** 费用支付给酒店。如果我们在日期内没有收到，我们将视作康辉集团国际会议展览有限公司的会议安排取消。

Rates are quoted in RMB Yuan unless otherwise stated. Payment in currencies other than RMB Yuan shall be subject to prevailing rates of exchange at the time of payment as well as applicable surcharges according to government regulations.

除非特殊表明的情况外所有费用币种是人民币。其他币种支付则根据当天的银行汇率或者承担有关政府规定相应条例的附加费用。

The bank details for telegraphic transfer payment are as follow:

银行电汇付款细节如下：

#### Account Name:

账户名称 上海伊锦辉置业发展有限公司

Account No.: 1001741919000012449

人民币帐户：

Name of Bank: Industrial and Commercial Bank of China Limited XuJing  
开户银行：中国工商银行上海市分行徐泾支行

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Bank Address: No.71 JingHua Road Shanghai, P.R. China  
银行地址: 上海市京华路 71 号

\* Please indicate the name of your organization and group on the payment slip.  
请在付款凭证上列出贵公司的公司或者团队名字

#### 4. POSTPONEMENT

延期政策

Change of date is considered as a Cancellation and is subject to the cancellation clause stipulated below.  
延后日期将视作取消, 见如下规定。

#### 5. RESERVATION CANCELLATION

关于酒店客房预订的取消

甲方若取消此《客房预订服务协议》, 应以书面形式通知乙方。乙方将按照《客房预订服务协议》上的实际金额向甲方收取消费, 此费用为乙方损失费, 而非罚金。整团取消或推迟, 收取费用如下:

Prior to Scheduled Event Date	Cancellation Charge
会议日程前酒店被告之天数:	取消费用:
7 days prior to Group arrival date 会议团抵达前 7 天	100% of total contracted rooms, meeting and catering revenue 收取所有客房, 会议, 餐饮费用的 100%

#### 6. NON-COMPLIANCE

反对条款

如果甲方未在相应日期内收到定金和预付款, 乙方将视作自动放弃并且不另行通知。重新确认预定将凭付款凭据并视其所需场地的出租情况。

#### 7. EXCLUSION OF LIABILITY

特殊责任

乙方在履行义务期间, 对于由直接或者间接原因造成的后果, 而不能提供服务, 如: 战争、中华人民共和国政府法令变更、罢工、暴动, 和一切不可预计的天灾人祸。

由于以上原因, 乙方将返回甲方所收到的全额定金。

尊敬的王女士我们非常乐意并希望尽快在 2018.6.1 前收到您亲自签署的合同书, 如果我们在此日期内没有收到, 我们将视作康辉集团国际会议展览有限公司的会议安排取消。

再次, 非常感谢您对我们酒店的支持与合作。我们热忱期待与您和您尊敬的客人抵达上海新虹桥智选假日酒店。

8. 本协议执行有效期为: 2018 年 6 月 3 日至 2018 年 6 月 9 日

9. Both Party A and Party B are not allowed to reveal the details of this agreement to third party.  
甲乙双方不得将本协议所有条款向第三方公布。

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10. Any further disputes regards to this agreement should be settled through consultation. Both Party A and Party B shall go to the People's Court located in the area of Party B which is QingPu area for proceeding in case of the disputes can not be resolved through consultation.

本协议如发生纠纷甲乙双方可协商解决，如有争议或无法协商解决，甲乙双方同意由乙方所在地中国上海市青浦区人民法院管辖受理诉讼。

11. This agreement is in Chinese characters shall prevail.

本协议均以中文文字解释，理解为准

12. The agreement will make in duplicate, Party A will hold two copy, Party B will hold one copy.

本协议一式三份，甲方持两份，乙方持一份。

13. The agreement and scanned parts of this agreement have the same legal effect.

本协议盖章扫描件和盖章原件具有同样的法律效力。

Signed on behalf of:

签署：

Party B:

上海伊锦辉置业发展有限公司

Sunny Ma

马文娟

Sales Manager

销售经理

上海伊锦辉置业发展有限公司

Party A:

康辉集团国际会议展览有限公司

Eric Zhan

詹家辉

Business Development Manager

业务拓展经理