



上海喜玛拉雅酒店  
HIMALAYAS HOTEL SHANGHAI

**Group Contract**  
**团队合同**

Wednesday, June 11, 2025

仲岚女士  
康辉集团北京国际会议展览有限公司  
手机: 13910193620

**RE: 康辉集团北京国际会议展览有限公司**  
**19<sup>TH</sup> JUNE 2025**

**Please note that we have temporary blocked rooms and spaces until 13<sup>th</sup> June 2025. After 13<sup>th</sup> June 2025, all blocked rooms and spaces will be released to the market for re-sell. If you are in agreement with all the conditions stated here in this contract, we would appreciate if you could sign on the space provided below and return to us no later than 13<sup>th</sup> June 2025.**

我们根据你的要求已经为此次活动临时预留了客房及场地至 2025 年 6 月 13 日，如您同意此合同内的条款，敬请在 2025 年 6 月 13 日之前将此合同签字或盖章，并回传给我们，如在 2025 年 6 月 13 日前没有收到您签字回传的合同，则所有临时预留的房间将被取消。

**ACCOMMODATION REQUIREMENT**

**客房需求**

We are pleased to offer the following special rates based on minimum requirement of 114 room nights in total. Please note that these rates are confidential and are not to be disclosed to a third party without the consent of the Himalayas Hotel Shanghai. **The hotel reserves the right to change the mix of room types offered with three days' notice up until the point when a signed contract is received and deposit paid.**

我们很高兴的为您提供以下房价，此价格是基于最少一共 114 个间夜的基础上。在没有经过贵公司和上海喜玛拉雅酒店双方的同意，任何一方不得将此价格透露给第三方。本酒店有权在三天前通知贵公司调整所提供的房型和数量，除非正式合同的签署和定金的支付。

**A. Number of Room requested**

**房型和数量**

Room Category 房型	19 <sup>th</sup> June 6月19日
Deluxe King Room 豪华大床房	120

**B. Room Rate**

**房价**

Date 日期	19 <sup>th</sup> June 2025	
Room Category 房型	Single Rate 单人入住	Double Rate 双人入住
Deluxe Room 豪华房	人民币 800 元	





<b>Total:</b> 总费用:	人民币 96,000 元
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- All quoted rates are inclusive of surcharge & tax  
以上价格免收服务费及税。
- All rates are quoted in Chinese Renminbi (CNY) and based on per room per night.  
以上为每天每晚的价格且均为人民币报价。
- All quoted rates are inclusive of high speed internet access in room.  
以上价格包含房间内高速宽带上网。
- All quoted rates are inclusive of one or two breakfast. Additional Breakfast at is charged at CNY 198.00+10%+6% per person per meal. Kindly note that breakfast rate is non-commissionable.  
以上价格包含一或二份早餐。增加早餐价格为人民币198+10%+6%/位/人。早餐价格不包含佣金。  
The hotel reserves the option to assign an alternative breakfast venue, suitable for your group's requirements.  
酒店保留权利根据团队的具体情况安排早餐地点。
- Check in / Checkout - 1500 hrs / 1200 hrs.  
登记入住时间为下午3点，离店退房时间为中午12点。
- The Hotel reserves the right to change the rates if the group arrival or departure dates changed.  
如果此团队的到达或离店日期有任何的更改，酒店将根据实际出租率调整以上房间价格。
- All space inside hotel does not allow smoking. It will charge RMB200 as cleaning fee if anyone found smoke in smoke free area (including rooms). If guest would not pay the charge, organizer should pay for it. The hotel is entitled to report to the regulatory authorities about smokers who does not obey regulation and leave the place where smoking is prohibited. Any adverse consequences shall be borne by the guest and your company.  
酒店任何室内空间均严禁抽烟，在禁烟区域（包括客房内）抽烟将支付清洁费人民币200元。如若客人不支付费用，将由贵司承担费用。酒店有权对不听劝阻也不愿离开禁止吸烟场所的吸烟者，向监管部门举报，由此产生的不利后果由客人及贵公司承担。
- The Shanghai Garbage Sorting Regulation published by Shanghai Municipal Government, effective as of July 1st, 2019. In accordance to this new regulation, hotels are no longer providing disposable amenities. Should you require them, please approach hotel front desk.  
《上海市生活垃圾管理条例》于2019年7月1日起正式施行，酒店按条例将不再主动提供一次性日用品。  
若有任何需要，将请至酒店前台领取。

#### **Additional Room Request**

##### **房间的增加**

Confirmation of any additional rooms requested in addition to the confirmed room block will be subject to our room availability.

酒店将根据实际的出租率情况来确认您所需增加房间预定的要求。

#### **Reservation Cut-Off / Guarantee**

##### **房间预订的回顾和确认**



We have also provided our review policy and trust that the following will assist you in your planning:

我们很高兴的为您提供我们的房间预定回顾政策，相信它会对您有所帮助

Review Date 预订缩减截止日	Guest Room Reduction allowed 客房预订缩减
Before 16/06/2025 2025年6月16日之前	5% of total 120 room nights' as block, i.e. 6 room nights 允许缩减全部 120 间夜的 5%.即 6 个房晚
After 16/06/2025 2025年6月16日之后	Final rooming list should be received. Requests for additional rooms will be subject to room availability. Any cancellation after 16 <sup>th</sup> June 2025, it will be subject to a cancellation charge equivalent to full booked nights' room charge paid by the company. 贵公司需将最终名单发至酒店,此后若需增加客房,酒店将视预订情况而定。在 2025 年 6 月 16 日之后,任何房间预订的取消,酒店将向康辉集团北京国际会议展览有限公司收取相当于所有预定房费的预订取消费用。

### Cancellation Charges

#### 取消预定费用

Any cancellation after 16<sup>th</sup> June 2025, it will be subject to a cancellation charge equivalent to full booked nights' room charge paid by the company.

在 2025 年 6 月 16 日之后,任何房间预订的取消,酒店将向康辉集团北京国际会议展览有限公司收取相当于所有预定房费的预订取消费用。

### No Show

#### 预订但未入住

Any no-show on the scheduled arrival date will be subject to a no show penalty equivalent to full booked nights' room charge to be paid in full by company.

任何预定但未入住的客人将向康辉集团北京国际会议展览有限公司收取相当于全部预定房晚房费的未入住费用。

### FUNCTION REQUIREMENT

#### 会议要求

Date 日期	Time 时间	Event 活动形式	GTD. Attd. 保证出席人数	Venue 场地	Setup 布置	Prices
19 <sup>th</sup> June 2025 2025 年 6 月 19 日	12:00 - 14:00	Lunch Buffet 自助午餐	70pax 70 人	Arte café 郁 全日餐厅	Existing setup 现有布置	RMB 180net/pax 人民币 180 元净价/位
	18:00 - 20:00	Lunch Dinner 自助晚餐				RMB 260net/pax 人民币 260 元净价/位
Total Amount 总计						RMB 30,800net 人民币 30,800 元



- All quoted rates are net and inclusive of surcharge and TAX  
以上价格包含服务费及税费。
- Basic audio visual equipment: (two wireless microphones)  
基本视听设备：两个无线麦克风
- Complimentary reception table and public area signage screen  
免费提供签到桌及公共区域电子指示牌
- Meeting room setup in your desired style with meeting amenities (i.e. bottled water, paper, pencil) for each guest  
根据您的要求布置会议场地，并为每位与会者提供标准的会议用品（瓶装水，纸，铅笔）
- The Hotel reserves the option to assign alternative meeting space suitable for your Group's requirements.  
在正式合同签署之前，酒店有权根据实际情况调整会议场地的安排。
- All space inside hotel does not allow smoking. It will charge RMB 200 as cleaning fee if anyone found smoke in smoke free area (including rooms). If guest would not pay the charge, organizer should pay for it. The hotel is entitled to report to the regulatory authorities about smokers who does not obey regulation and leave the place where smoking is prohibited. Any adverse consequences shall be borne by the guest and your company.  
酒店任何室内空间均严禁抽烟，在禁烟区域（包括客房内）抽烟将支付清洁费人民币 200 元。如若客人不支付费用，将由贵司承担费用。酒店有权对不听劝阻也不愿离开禁止吸烟场所的吸烟者，向监管部门举报，由此产生的不利后果由客人及贵公司承担。

#### Guarantee Attendance:

##### 出席人数保证

The hotel will take the above guaranteed number as the final count. In the event that the guarantee number is not provided to the hotel, the hotel will use the estimated number as the final guaranteed number. Should the actual number of attendance exceed the final guaranteed number; charges will be incurred based on the actual number of attendance.

酒店将按贵公司提供的最终出席人数作为保证出席人数。如实际出席人数低于保证人数，酒店将仍按保证人数收费，如超过保证人数，酒店将按实际出席人数收费。

The organizer shall guarantee attendance no later than 10 working days prior to the 1<sup>st</sup> day of the events in written. The number of guarantee attendance should not be lower than the original guarantee number specified in the contract.

- Hotel agrees to set (5%)percent over the guarantee attendance for banquets
- Once the organizer has guaranteed the delegates attending, the number shall not be subject to reduction.
- No food, wine or beer may be brought into the hotel for consumption on the premise, unless the prior consent of the hotel has been obtained and if the hotel requires, an additional charge is paid. Due to hygiene issue, pack and take away unconsumed portions of food after event are not allow.
- The Hotel shall be entitled to charge total function F&B charges in accordance with guaranteed attendance or actual attendance, whichever is higher.



贵公司须至迟应在此次活动首天前 10 个工作日向本酒店书面确认最终保证人数，最终确定的保证人数不得低于合同内写明的保证人数。

- 本酒店将根据确认的保证人数调高百分之五(5%)来准备宴会餐食。
- 会议最低出席人数一经贵公司确认及保证后将不得减少
- 除非在活动前经我方书面同意，酒店谢绝自行外带食品进入或带出酒店，如因自带食品或酒水所产生之任何意外均由客人自行承担。
- 若实际人数多于确认及保证的出席人数，酒店将按实际人数出席人数收费。否则将按原确认及保证的最低出席人数收费。

In the event that there is a substantial decrease in the number of attendances, the hotel reserves the right to relocate the venue based on the revised number of attendance.

如果实际出席人数与最低保证人数间有大幅减少，酒店将重新安排合适的场地给贵公司。

### Payment

#### 费用支付

Credit card imprint or advance deposit will be required upon check in. All room charges will be paid by company and incidental charges are to be settled by individual guest upon departure, unless otherwise arranged.

客人在登记入住时需提供其信用卡或现金支付保证金，所有的房费由公司支付，杂项费用需在离店时由客人支付，除非经双方协商同意对费用支付作其他安排。

### Deposit

#### 定金

Estimated room charges 预计房费总额	Event charges 活动费用总额	Total estimated charge 预计总费用人民币
RMB 96,000 人民币 96,000 元	RMB 30,800 人民币 30,800 元	RMB 126,800 人民币 126,800 元

Himalayas Hotel will require company to arrange following prepayment:

康辉集团北京国际会议展览有限公司应在以下时间向上海喜玛拉雅酒店支付预付款项：

By 13 <sup>th</sup> June 2025 2025年 06 月 13 日前	80% prepayment of the total estimated charge RMB 101,440 支付预计总费用总额 80%的预付款人民币 101,440 元
By 17 <sup>th</sup> June 2025 2025年 06 月 17 日前	20% prepayment of the total estimated charge RMB 25,360 支付预计总费用总额 20%的预付款人民币 25,360 元

\*以上预付款项内含相当于本合同预计消费总额 20% 的定金，剩余部分（如有）为预付款

Hotel has right to release the group room and function room block if the above prepayments are not received by due date.

如未按期缴纳预付款，房间和会场将不予保留。

Please arrange telegraphic transfer payable to company to our USD or RMB currency bank account as follow:

请按照上海新证大喜玛拉雅酒店管理有限公司提供的以下银行账号信息安排汇款：



开户名: 上海新证大喜玛拉雅酒店管理有限公司  
账户号: 8110201013101826110  
开户行: 中信银行上海花木支行

- Copy of the bank transaction slip to be emailed to hotel and assist us in tracing deposit payments.

请将汇款凭证邮件至酒店，以便我们追踪汇款到帐情况。

### Conduct of Event

#### 活动中的行为

To the fullest extent permitted by law, you assume full responsibility for the conduct of all persons in attendance at your Event and liability for loss and/or any damage done to any part of our Hotel premises during the time of your Event caused by your employees and temporary workers, agents, contractors, sub-contractors, as well as by attendees of the Event.

For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. You also agree that your Event will not create any unreasonable disturbance to other guests or meetings, such as excessive noise, smoke or fog machines, dry ice, confetti cannons, candles, incense, or any activity that generates offensive smells. We reserve the right to end your Event functions immediately if you do not comply with our reasonable request to reduce or eliminate any such disturbance, in which case you will remain responsible for payment of all contracted charges related to your Event and no refunds will be issued to you by us.

在适用法律允许的最大范围内，贵方对参加贵方活动的所有人员的行为，以及对在贵方活动期间贵方的雇员、临时工、代理人、承包商、分包商以及活动的参加人员对我方酒店场地的任何部分造成的损失和/或任何损坏承担全部责任。

为了人身和财产的安全，酒店室内不得使用焰火或燃烧装置。贵方亦同意贵方的活动不会对其他客人或会议产生任何不合理的干扰，例如过量的噪音、烟尘或烟雾机、干冰、彩炮、蜡烛、薰香或任何可产生令人不悦气味的活动。如果贵方未遵守我方合理的要求减少或消除任何该等干扰，我方保留立即终止贵方活动的权利，在此情况下，贵方仍然有责任支付与贵方活动相关的所有约定费用，且我方将不会向贵方返还任何费用。

### Cancellation

#### 取消程序

Upon acceptance of this agreement, should any cancellation of the entire group occur, the hotel is entitled to liquidate damages equal to:

本协议签定后，任何整团取消酒店都将收取相应费用作为酒店损失费：

Should the group be cancelled or postponed after 13<sup>th</sup> June 2025 – 80% of the total estimated charge which is RMB 101,440

如果本次团队于 2025 年 6 月 13 日后取消或延期，酒店将收取 80% 的预计总消费，即人民币 101,440 元。

Should the group be cancelled or postponed after 17<sup>th</sup> June 2025 – 100% of the total estimated charge which is RMB 126,800

如果本次团队于 2025 年 6 月 17 日后取消或延期，酒店将收取 100% 的预计总消费，即人民币 126,800 元。



上海喜玛拉雅酒店  
HIMALAYAS HOTEL SHANGHAI

**Billing:**

结算方式

At the end of the event, you will be presented with an itemized bill for your review and settlement on the same day.

活动结束后，酒店将提供明细账单，所有余款需在当天内结清。

In order to reserve the above rooms and venues to a definite status, we would appreciate your approval by signing and returning the copy of this letter before the date of 13<sup>th</sup> June 2025 to show your acceptance.

为了尽快把贵公司所要求的房间及场地确认保留，请在 2025 年 6 月 13 日前将此合同签字或盖章并回传给我们。

This contract is made in both Chinese and English. If there is any conflict between the two, the Chinese version shall prevail.

本合同由中英文双语制成，如两者存在任何冲突，以中文为准。

We look forward to welcoming you and your esteemed guests to Himalayas Hotel Shanghai in the near future.

我们衷心的期待尊贵的您和您的团队入住上海喜玛拉雅酒店。

I look forward to hearing from you soon.

期待您的回复。

With best regards

商祺

DATE:  
日期



上海新证大喜玛拉雅酒店管理有限公司



康辉集团北京国际会议展览有限公司

