



EXPRESS AGREEMENT (EMEA REGION)

Hilton Prague Old Town

Client Name: Mateřská škola Praha 9 - Hostavice ("Client" or "you" or "your")		Gestin Holding, s.r.o. with its registered office at Na Poříčí 10 /1040 , 110 00 Prague 1, Czech Republic, IČ: 28391306 , DIČ: CZ 28391306 , registered in the Commercial Register kept by the Municipal Court in Prague, Section C, Insert 274572 represented by Mrs. Lars Görting on the basis of the power of attorney (collectively, "Hotel" or "we" or "our" or "us")	
Client Mailing Address:	Mateřská škola Praha 9 - Hostavice U Hostavického potoka 803/71 198 00 Praha 9	Hotel Address:	V Celnici 2079/7 110 00 Prague Czech Republic
Client Contact Name:	Ing. Markéta Havelková, Ph.D.	Hotel Contact Name:	Katarina Koropcakova
Title:	ředitelka MŠ	Title:	M&E Sales Manager
E-mail address:	mshostavice@seznam.cz	E-mail address:	katarina.koropcakova@hilton.com
Phone:	420 703 494 245	Phone:	420 224 842 746
Name of "Event":	Materska skola P-9/accom 20	Event Dates:	October 13, 2023 - October 15, 2023

Please review the Event Details outlined below to ensure that this accurately reflects your requirements under this "Express Agreement."

Room Block: The Hotel is pleased to confirm the following negotiated group rates:

	Occupancy	Run of House	
		Rooms	Rate
Fri 13/10/2023	D	10	4800
Sat 14/10/2023	D	10	4800
TOTAL		20	CZK 96.000,-

S=Single, D=Double, T=Triple

Supplement for an additional guest is 400 CZK per room, per night

TOTAL NUMBER OF BEDROOM NIGHTS RESERVED: 20

CURRENCY: CZECH CROWNS (CZK)

Bedroom rates are quoted **exclusive** of applicable VAT.

Bedroom rates (if any) are **inclusive** of Buffet Breakfast and are **exclusive** of CZK 50 City Tax per person, per night.

Bedroom rates are **non-commissionable** on net rates.

VAT and applicable taxes are subject to change in line with the tax laws of the Czech Republic. The hotel is entitled to amend the rates accordingly.

Porterage	CZK	130.00 per person, per way
Hilton Executive floor supplement	CZK	2,500.00 per night/per room
Triple room supplement	CZK	400.00 on double occupancy/per night

Check-in time is **15:00**; check-out time is **10:00**.

Early check-in & late check-out are subject to availability and approval by our Front Desk.

Delegate Package Information

Package Name	Description
Bed & Breakfast	Bedroom rate includes buffet breakfast.

ALL RATES ARE QUOTED IN CZECH KORUNA (CZK).

Currently, national and local taxes are as follows: Bedroom Rates 10%, Food & Non-alcoholic Beverage Revenue 10%, Alcoholic Beverage Revenue 21%, Meeting Rooms (Room Hire) 21%, Audio Visual Equipment 21%.

Summary of Total Anticipated Revenue for this Event	
Total Anticipated Bedroom Revenue	CZK 96.000,-
Anticipated Revenue, including national, local taxes and service charge	CZK 107.600,-
10% Incidentals	CZK 10.760,-
Total Anticipated Revenue, including national, local taxes and service charge	CZK 118.360,-

VAT and applicable taxes are subject to change in line with the tax laws of the Czech Republic. The hotel is entitled to amend the rates accordingly.

Client (and the Agent/Planner if the Agent/Planner is signing the Agreement on behalf of the Client) agrees to take full responsibility for determining whether disclosure of the commission is required and for making such disclosure if it is required. Client (and the Agent/Planner if the Planner is signing the Agreement on behalf of the Client).

Reserving Your Room Block: The Client will supply the Hotel with rooming list throughout the time prior the event accordingly to the attrition and cancellation conditions, final room list is due **September 8th, 2023**

Cut off for the room reservations **September 8th, 2023**

All rooms not allocated until the specified cut-off date will be automatically released and returned to hotel availability. Rooms requested after the specified cut-off date will be offered, subject to availability only.

The Hotel must be informed of any special requirements for hospitality arrangements or registration of VIPs until **September 8th, 2023**

Due to the fact that Czech law stipulates the obligation for hotels to keep a record of arriving guests, the following details will be required from all the guests arriving in the Group: Family/First Name, Full permanent address (street name/number, postal code, city & country), foreigner's citizenship, Passport number, Date and place of birth, Purpose of stay in the Czech Republic, Visa number for those guests who need to enter the country with visa and Car registration for guests who came by car. The Client hereby acknowledges that all guests arriving at the Hotel will be asked to sign the registration card and, if the above-mentioned information is not provided with the rooming list, also to fill out a guest registration card.

Reduction In Numbers

Client may reduce the minimum numbers of pre-booked bedroom accommodation, pre-booked delegate requirements, pre-booked meeting room hire and/or pre-booked F&B without liability as per the table laid out below.

<u>Days before Arrival Date</u>	<u>Reduction in Numbers Allowed Without Performance Fees</u>
From date of signing until September 8th, 2023	Up to 10% of original Total Anticipated Revenue for the Event
From 7 days	0

The above-mentioned percentages are not cumulative. If Client does not exercise the option to reduce pre-booked bedroom accommodation, pre-booked delegate requirements, and pre-booked room hire and/or pre-booked F&B as described above, then the option is waived. If Client cancels the Event entirely after taking the reduction, cancellation fees will be calculated using the original minimum commitments. Any bedrooms, delegate packages, meeting rooms and/or F&B added after Express Agreement signing will automatically be subject to this Express Agreement's terms and conditions, including, but not limited to, full cancellation and performance fees/reduction in numbers policies. All adjustments in Room Block will result in a proportionate adjustment in assigned meeting room/function space, unless agreed otherwise by Hotel. If the Event is held, Client will owe Hotel performance fees if Hotel does not realize at least **100%** of each minimum revenue guarantee listed in the summary table above, plus applicable national and local taxes; *provided, however*, that if Client properly reduced Client's pre-booked commitments in accordance with this clause, each applicable minimum revenue guarantee listed in the summary table above shall be reduced in a corresponding manner.

VAT and applicable taxes are subject to change. The hotel is entitled to amend the rates accordingly.

BILLING INSTRUCTIONS: Please confirm responsibility for payment of the following items **by ticking the appropriate boxes below.**

Item	Client's Master Account	Individual Account
Accommodation with buffet breakfast	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accommodation Incidental Charges (internet, mini bar, pay TV, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Porterage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parking	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation / Airport Transfers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food and Beverage Charges	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Meeting Room Rental	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conference charges (Daily Delegate Rate)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Audio Visual Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Payment Terms: We require you to provide a deposit of **CZK 118.360,-** by bank transfer upon contract signature date. The requested deposit is based on (total revenue of accommodation with applicable vat and city tax and of 10% incidentals).

Full Cancellation: You may cancel this Express Agreement only upon giving written notice to us. No cancellation fees will be owed for cancellation between date of signing and **14 days** in advance of the Event. No cancellation fees will be owed by Client for cancellation between **13 days and 8 days** in advance of the Event, however the non-refundable deposit will be retained by the Hotel. Due to products and services that must be purchased and scheduled in advance, cancellation notices received **7 days** or less in advance of the Event will incur a full cancellation fee equal to **100%** of the charges (including labor, and service charges, rentals and applicable taxes) for the final guarantee or contracted number of guests, as products and services must be purchased and scheduled in advance, whichever is higher.

Impossibility

If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the country in which the Hotel is located; government regulation in effect 60 days or less before the Event dates that would prevent the Event from taking place as contracted; terrorist attacks in the city in which Hotel is located; civil disorder within a 5-mile radius of the Hotel; or curtailment of transportation either in the city in which Hotel is located or in the countries/states of origin of the attendees that prevents at least 40% of the attendees from arriving for the first peak night of the Event) any of which make it illegal or impossible or commercially impracticable to perform under this Agreement, the affected party may terminate this Agreement, without liability, upon providing written notice to the other party within ten (10) days of the occurrence.

If the Event is terminated due to a valid Impossibility/force majeure occurrence, then Group agrees to negotiate promptly and in good faith with the Hotel in an effort to rebook the cancelled Event, based on space and rate availability at the Hotel, over mutually acceptable dates. If the parties agree on rebook dates, then Hotel will retain the advance deposits paid under the cancelled Event and apply the deposits toward the Master Account of the rebooked event. Advance deposits

applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by Hotel. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund all prepaid advance deposits, less all documented expenses incurred by Hotel in preparation for the cancelled Event (i.e., food and beverage products purchased for the Event that cannot be used in other outlets at the Hotel, labor costs incurred by Hotel if staff schedules were posted and the Event is cancelled, etc.).

Application of cancellation damages paid to replacement event (“rebook credit”):

If the cancellation damages set forth above are paid with notice of cancellation, the Hotel agrees that a portion of the damages paid will be applied toward the Master Account of a replacement meeting booked, actualized and paid for by Client no later than 13th October 2024. The amount of credit will be based on the date Hotel receives notice of cancellation and payment of damages as set forth below. This credit may be applied only to a Client event generating a minimum of CZK 96.000,- in bedroom revenue, and is based upon date and rate availability at the Hotel. Any unused credit will be retained by the Hotel. If the replacement meeting is cancelled, Client will pay cancellation damages pursuant to the applicable agreement and the credit provided in this paragraph will be retained by Hotel.

Date of Cancellation and Payment of Damages	Amount of Damages Credited to Replacement Event
From 13 days to 8 days in advance of Event	50%
As of 7 days in advance of Event	25%

Additional Terms And Conditions: By signing where indicated below, you are agreeing that in addition to the terms and conditions of this Express Agreement as outlined above, this Express Agreement is also comprised of all the general terms and conditions set forth in the **Express Agreement – Additional Terms and Conditions** located on the following web site: <http://hiltondistribution.com/expressagrtcs-english/addlterms.htm>.

Please sign and return this Express Agreement to us by August 03, 2023. We may release your tentatively reserved bedrooms and/or facilities, or review our rates, if we do not receive your signed Express Agreement by the applicable due date. No cancellation fee shall apply in such circumstances.

By signing below, you agree and warrant that you are authorised to sign and enter into this Express Agreement on behalf of the Client, and if you are required to provide a credit card at time of contracting, you further authorize the Hotel to charge that initial credit card for the amounts indicated in this Express Agreement.

You are requested to review, sign and return this agreement to us **18th August 2023**

ACCEPTANCE:

Approved and authorized by **Client:**

Name: [[SertifiLG_1]]

Title: [[SertifiTitle_1]]

[[SertifiSignature_1]]

Signature:

Date: [[SertifiDate_1]]

Approved and authorized by **Seller:**

Name: [[SertifiLG_2]]

Title: [[SertifiTitle_2]]

[[SertifiSignature_2]]

Signature:

Date: [[SertifiDate_1]]