**CONFERENCE AND EVENT AGREEMENT**

This Conference and Event Agreement (“Event Agreement”) between the parties identified immediately below as Client and Hotel is intended to be helpful to both you and us and result in your satisfaction with our performance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Client Name: Prazske jaro o.p.s.**  **(“You” or “you” or “your” or “Client”)** | | **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 XXXXXXX on the basis of the power of attorney  **(collectively, “Hotel” or “we” or “our” or “us”)** | |
| **Client Mailing Address:** | Hellichova 18  118 00  Prague 1  Czech Republic | **Hotel Address:** | V Celnici 2079/7  110 00 Prague  Czech Republic |
| **Client Contact Name:** | xxxxxxxxxx | **Hotel Contact Name:** | XXXXXXXXXXXX |
| **Title:** | Director | **Title:** | XXXXXXXXXXXX |
| **E-mail address:** | XXXXXXXXXXX | **E-mail address:** | XXXXXXXXXXXX |
| **Phone:** | XXXXXXXXXXX | **Phone:** | XXXXXXXXXX |
| **ICO** | 25773194 |  |  |
|  | | | |
| **Event Agreement**  **Issue Date:** | XXXXXXXXXXX | **Agreement Number:** | XXXXXXXXXXX |
| **Event Dates:** | XXXXXXXXXXX | **Name of Event (“Event”):** | Prazske jaro |
| **Arrival Date:** | XXXXXXXXXXX | **Post to Reader Board As:** |  |

We are pleased to reserve the following accommodations and arrangements for your Event. Please review the detailed information outlined within to assure that this accurately reflects your requirements:

##### Room Block Booking Details (“Room Block”):

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Run of House** | |
|  | **Occupancy** | **Rooms** | **Rate** |
| **XXXXXXXXX** | S | XXXX | XXXX |

*S=Single, D=Double, T=Triple*

*Supplement for double use: XXX CZK per room per night*

**Total Number of Bedroom Nights Reserved:**  **XXXXXX**

## CURRENCY: Czech crowns (CZK)

The above bedroom rates are **inclusive** of Buffet Breakfast, **exclusive** of applicable VAT and **exclusive** CZK 50 City Tax per person per night. 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.

**Rates are non-commissionable.**

Porterage CZK XXXX per person/ per way

Hilton Executive floor supplement CZK XXXX per night/per room

Triple room supplement CZK XXXX on double occupancy/per night

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

The Hotel must be informed of any special requirements for hospitality arrangements or registration of VIPs until insert same date as cut-off date

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

**The Client is entitled for the following concessions:**

\* Complimentary standard wi-fi internet connection (5Mbit) in all guestrooms & meeting rooms for the entire event period.

\* Group rate extended 3 days pre & post event dates based on hotel’s availability.

**Reservaton method**

 A rooming list detailing names of guests for each bedroom type, arrival date and date of departure.

**ROOMING LIST/CHECK-IN /CHECK-OUT**

The Client shall submit the final rooming list until cutoff date **XXXXX.**

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.

With the receipt of the final rooming list all reservations are guaranteed. Such guaranteed reservations will be held for the night of the arrival date as agreed in the “Room Block”. 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.

If the rooming list with all required data is not provided by the given date as stated above, Hotel reserves the right not to provide the Client with the room key cards ahead before the arrival of the guests and guests will need to fill out registration card upon their arrival in order to obtain the room key card.

**VIPs:**

The Hotel must be informed of any special requirements for hospitality arrangements or registration of VIPs, at the latest **XXXXXXXX**. Such information shall be submitted by the Client to the Hotel together with the final rooming list at latest. Any requests for additional suites, specific room locations, etc. not specified in this Contract will be accommodated on a space available basis.

**Delegate Package Information:**

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

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

**Event Planner Bonus Programme**

The designated “Event Planner” eligible to receive the Event Planner Bonus for this Event is

The Event Planner’s HHonors Account Number is

For this Event, the Event Planner will earn one and one-half HHonors bonus points for every eligible one U.S. Dollar spent up to a maximum award of 100,000 points.

DECORATION/USE OF HILTONS LOGO:

Decoration supplied by the Hotel remains the exclusive property of the Hotel and cannot be removed without prior approval from the Hotel.

The Client hereby acknowledges that he is not entitled to use, without prior written approval from the Hotel, any trade name of HILTON or/and any HILTON trademarks/logos, whether or not they are registered.

**FOOD AND BEVERAGE:**

The Hotel reserves the exclusive right to serve all food and beverages within the Hotel. It is prohibited for the Client or guests to bring any kind of food or beverages onto the Hotel premises, without written consent from the Hotel. The Client hereby acknowledges that each agreement of this kind may include an additional charge.

The final numbers of guest for all banquet functions shall be submitted by the Client to the Hotel until **XXXXXXX** and will be regarded as a guarantee. After cutoff date, the calculation of the cancellation fees will be based on the last confirmed increase. However, the Hotel will accept a maximum decrease of 5 percent on F&B numbers free of charge until up to 10 working days prior to the function (this number cannot be lower than the minimum guaranteed number). Working days are considered being Monday-Friday, except local public Holidays.

The final menu choice must be made at the latest 10 working days prior to the beginning of the Event. Working days are considered being Monday-Friday, except local public Holidays. In case there is no menu chosen within the above deadline, the Hotel reserves the right to choose the most appropriate menu according to Client’s requirements and according the agreed budget.

All food & beverage rates are subject to 10% service charge.

**ADDITIONAL REQUIREMENTS:**

GROUPS AND CONVENTIONS EVENT MANAGEMENT DEPARTMENT:

To assist the Client in the planning and co-ordination of its program needs, the Hotel’s Groups and Conventions Event Management Department is fully prepared to handle all the Client’s requirements. After receipt of the signed contract the Hotel’s Groups and Conventions Event Management Department will contact the Client’s responsible person in order to co-ordinate with him any and all aspects of the Client’s program including accommodation, technical equipment, electrical requirements, transportation and Food & Beverage needs.

**Breakdown of Total Anticipated Revenue**

|  |  |
| --- | --- |
| **Summary of Total Anticipated Revenue for this Event** | |
| **Subtotal Anticipated Revenue, including national, local taxes and service charge** | **XXXXXXX** |
| **Total Anticipated Revenue, including national, local taxes and service charge** | **XXXXXXX** |

**REDUCTION OF BEDROOMS**

XXXXXXXXXXXXXXXXX

**CANCELLATION**

Cancellation of the entire Event or part of the Event must be sent to the Hilton Prague Old Town in writing. The following cancellation charges for

the reserved function space and other banqueting services will apply:

**If the entire Event or part of the Event is cancelled**

XXXXXXXXXXXXXXXXXXXX

Should the organizer cancel a booking that has already been confirmed with a third party supplier, all preparatory costs, particularly

with respect to the rental of technical equipment, engagement of musicians, etc., will be charged in their entirety to the client.

All adjustments in room block will result in a proportionate adjustment in assigned meeting room/function space, unless agreed

otherwise.

Any bedrooms, delegate packages, meeting rooms, and/or F&B added after signing this event agreement will automatically be subject

to this event agreement’s terms and conditions, including, but not limited to, full cancellation and reduction in number policies.

**MINIMUM GUARANTEE**

**XXXXXXXXXXXXXXXXXXXXXXXXXXX**

The final number of delegates must be disclosed until cutoff date, **XXXXXXXXXXXXX.**

Should the contracted number of participants be exceeded by more than 5% on top of the last confirmed increase, it is possible that the confirmed sequence of dishes, the size of the meeting room, etc., cannot be guaranteed.

**Payment Breakdown (see Terms of Payment)**

DEPOSITS:

In order to keep for the Client the requested rooms/conference spaces, the Hotel requests that the Client pays the deposit on the basis of the following schedule:

|  |  |
| --- | --- |
| **Deposit due** | **Amount of deposit** |
| XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX |
| XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX |
| XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX |
| **TOTAL** | **XXXXXXXXXXXXX** |

The above-mentioned deposit is calculated and based on the total revenue as outlined in the Total Anticipated Revenue.

In case the Client requests more rooms, conference spaces or Food and Beverage requirements or AV Technical Equipment than agreed in this contract, the Hotel will request an additional deposit, which will be in proportion to the required increase.

The Hotel is entitled to rescind this Contract with immediate effect, if the Hotel does not receive the agreed deposits by the due date, i.e. if the Hotel does not receive in the Hotel’s bank account or in cash the due amount.

**Payment Instructions**

Payments can be made by Bank Transfer to the following details:

|  |  |
| --- | --- |
| Sort Code: | XXXXXXXXXX |
| CZ Crowns Acc | XXXXXXXXXX |
| CZ Crowns IBAN Number: | XXXXXXXXXX |
| EUR Acc | XXXXXXXXXX |
| EUR IBAN Number: | XXXXXXXXXX |
| Beneficiary Account Name: | XXXXXXXXXX |
| Bank / Branch Name: | XXXXXXXXXX |
| Address of Bank: | XXXXXXXXXX |
| SWIFT CODE: | XXXXXXXXXX |

Please send your remittance advice direct to [XXXXXXXXXXXX](mailto:aisuluu.nasirova@hilton.com), stating the invoices being paid and date of payment to our account.

The services are considered as paid when the relevant due amount is registered in the Hotel’s bank account. All bank charges including charges related to any exchange conversion shall be settled by the Client.

Service which excesses the agreed deposit shall be covered by the Client within 14 days from the date of the delivery of the relevant invoice. The Hotel shall make out the invoice for services provided to the Client no later than 15 days after the end of the Event. All final bill / invoice related queries must be addressed to the Hotel’s Financial Department (Credit Manager Tel: XXXXXXXXXXXX) within 14 days of the delivery of the invoice but no later than the invoice due date.

In case of non-compliance with the due date, the parties to the Contract have agreed upon a contractual penalty amounting to 0,05 % of the invoiced amount per day of the delay. If the Client is in arrears with the payment for more than 30 days, the Hotel shall be entitled to rescind this Contract with immediate effect. The rescission shall be made in written form and will be effective from the date of delivery of the written notification. The Client’s obligation to pay all due services, contractual penalty and late payment interest remains unchanged.

All actual billings (invoices) will be issued in Czech Crowns.

|  |  |
| --- | --- |
| **VAT DETAILS** | |
| Accommodation | 12% |
| Accommodation City Tax | CZK 50.00 per person per night |
| Meeting Room Rental | 21% |
| Food | 12% |
| Non-Alcoholic & Alcoholic Beverages | 21% |
| AV Equipment | 21% |

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.

**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** | X | X |
| **Accommodation Incidental Charges (internet, mini bar, pay TV, etc.)** | X | X |

If a particular item of expense is not expressly mentioned above, the Hotel is specifically authorized to charge such item to the account of the individual.

A **company credit card guarantee** will be required from tour manager upon check in, should the Client not accept full responsibility for all charges incurred by guests.

In the event of individual payment of bedroom charges by your attendees, you guaranty payment of any no-show and late cancellation charges, which will be billed to your master account.

**BILLING/MAILING INSTRUCTIONS – IF IT THE BILLING ADDRESS DIFFERES AS TO THE ONE ON PAGE 1:**

Billing address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Company registration N°(SIRET/IATA/VAT): ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accounts Payable Contact (name, phone & fax, email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Order N° (if applicable): ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**KINDLY QUOTE THE BOOKING NAME AND ARRIVAL DATE ON ALL CORRESPONDENCE**.

**Entire Agreement**: This Event Agreement, together with the Standard Terms and Conditions (attached hereto and incorporated herein by reference), appendices, addenda and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties. If this Event Agreement or any attachments thereto are returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected in writing by us in our sole discretion. Once both you and we sign this Event Agreement, all provisions reserved on your behalf will be confirmed and therefore subject to the terms of this Event Agreement.

You are requested to review, sign and return this agreement to us **BY LATEST** **XXXXXXXXXX**

The undersigned expressly agree and warrant that they are authorised to sign and enter into this Event Agreement on behalf of the party for which they sign.

**ACCEPTANCE:**

Approved and authorized by Client: Approved and authorized by Seller:

Name:        xxxxxxxxxxxxx Name:        XXXXXXXXXXXXXXX

Title:          Director Title:          XXXXXXXXXXXXXXX

                   XXXXXXXXXXXXXXX

Signature:  Signature:

Date:          2 February 2024 Date:         7 February 2024