



GROUP CONTRACT

On this day November 5, 2024 the **Alchymist s. r. o. with address Vlašská 24, 118 00 Praha 1** and registered in the Commercial Register at the Municipal Court in Prague (Dpt. C, enclosure 53707) under the Identification Number 25149148, represented by Mr. Richard Kolář as duly authorized, and hereinafter referred to as the Hotel

And

Ústav mezinárodních vztahů, v. v. i. , Nerudova 257/3, Malá Strana (Praha 1), 118 00 Praha, ID number 48546054 represent by **Doc. Mats Braun, Ph.D.** as duly authorized and hereinafter referred to as the Purchaser, hereby conclude this Agreement for the Provision of Event, Catering and other Services to a Group of Guests at the **Alchymist Grand Hotel and Spa** under the terms and conditions as set out herein

• EVENT DETAILS

Contact Person: **Ivana Piroháčová**
Phone: **+420 736 270 932**
Name of Group: **Gala dinner and Event of Intercultural and Interfaith Dialogue**
Email: pirohacova@iir.cz
Event Dates: **13.11. and 15.11.2024**
Number of Persons: 80 and 40

13.11.2024, Prague Hall

Dinner : 18:00 – 22:00 hod.

Number of people: 80

Dinner – 4 -course menu - **1.350 CZK per person**

Wellcome drink on arrival – Alchymist Prosecco Brut (0,15 ml) – **250 CZK per person**

4 – course menu: 5x Halal, 2x Kosher – price to be provided and add to final bill

Drinks: Beverage Package 1 – **480 CZK per person**

Service charge of 15% on all F&B services



15.11.2024, Prague Hall

Working session 09:00 – 12:00 hod.

Number of people: 40

Coffe Break 10:30

Sweet Coffe break – **350 CZK per person**

Lunch: 12:00 – 14:00 hod.

Buffet 2 - **1200 CZK per person**

Menu: Halal, Kosher – price to be provided and add to final bill

Drinks: Beverage Package 1 – **480 CZK per person**

Service charge of 15% on all F&B services

● **PROVISIONAL TOTAL CHARGE**

As per the Terms and Conditions of this Agreement, the Provisional Total Charge is the estimated total cost to the Purchaser of the Reservation based on the guest numbers and all their requirements, including guest rooms, meeting rooms and technical and banqueting facilities, as notified to the Hotel upon signature of this Agreement.

Provisional Total Charge for Group Booking is estimated at:

Meeting room rental	0 CZK
F&B 13.11.2024 2080 x 80 pax	166 400 CZK
F&B 15.11.2024 2030 x 40 pax	81 200 CZK
Service charge 15%	37 140 CZK
Total:	284 740 CZK

● **PAYMENT TERMS**

The Purchaser agrees to the following payment terms and conditions:

- i. **Deposit of 100 % of the total provisional charge for Event and Catering payable on 5.11.2024.**
- ii. An Invoice for the Total Final Cost to the Purchaser for all services provided will be charged to the Purchaser at the end of the Group's stay in the Hotel. The invoice for the Total Final Cost is payable within 14 days of receipt. Any discrepancies must be



claimed within 10 days of the date of the Invoice. If payment to hotel will be late, then agreed in the contract, the Hotel reserves the right to charge the interest of 0,1% of total outstanding amount, per each day of delay.

- iii. All payments for accommodation will be calculated in EUR, for currency conversions, the exchange rate established by the hotel on the date of departure of the Clients will apply. Catering and other previous offers and proposals (CZK) and the currency are confirmed prior to signing the contract.
- iv. All payments are to be made to the Hotel quoted in this Agreement at the relevant Account in EUR in the amount stated on the invoice. **All payments must state Alchymist s. r. o., Vlašská 24, Praha 1, 118 00.**

Alchymist s. r. o. – Alchymist Grand Hotel and Spa

Česká spořitelna
Budějovická 1912
140 00 Prague 4
CZ

	Bank: Česká Spořitelna
	Budějovická 1912
EUR:	IBAN: CZ50 0800 9944 0404 4174 5008
	BIC: GIBACZPX
Acc.N.	994404-0441745008/0800

Payment will be made directly to the Hotel. In the event the Purchaser fails to make payment in accordance with the terms of this Clause, then the Hotel shall be under no obligation to accommodate future clients and shall be entitled to serve notice to suspend this contract or rescind it.

Any claims for refunds and/or reductions shall not be met by the Hotel unless such claims are in conformity with Czech Law.

• **CANCELLATION OF THE WHOLE EVENT, PARTIAL CANCELLATION AND NON-ARRIVAL OF GUESTS (ACCOMMODATION, CONFERENCE PACKAGES)**

Cancellations or postponements of or amendments to reservations must be made in writing and approved by the Hotel. Cancellations, postponements and amendments will result in the payment of Cancellation Charges by the Purchaser to the Hotel.

The Purchaser agrees to settle the following charges in case of Cancellation of the Reservation, Shorten of the stay or non-arrival or for Cancellation of Meetings and Banqueting Services:

- Cancellation or modification of reservations from 5.11.2024 = **100% cancellation charges**



- **OTHER TERMS AND CONDITIONS**

The Agreement will be construed in accordance with laws of the Czech Republic and the Hotel and Purchaser submit to the non-exclusive jurisdiction of the competent Courts of the Czech Republic.

Any notice or invoice hereunder shall be duly served on either party if delivered to the address as last notified in writing to the other party hereunder.

Please return the signed contract by **05.11.2024** to secure your reservation. In the event that the signed contract is not received by the Hotel on the due date, the reservation will be considered as cancelled.

On behalf of the Hotel

On behalf of the Purchaser

Mr. Richard
General Manager, Alchymist s.r.o

Doc. Mats Braun, Ph.D
Director, Ústav mezinárodních vztahů