

# Meeting or Event Agreement Contract

Dear [Recipient Name]

Thank you very much for your interest shown towards \_\_\_\_\_.

We are pleased to respond to your request with the enclosed event agreement form. Please find all the details attached. As part of your confirmation in order to guarantee your booking, please return the agreement duly signed latest by \_\_\_\_\_.

We hope that all the below meets your requirements. Should you need any further assistance, please do not hesitate to contact us.

The \_\_\_\_\_ is looking forward to welcoming you and your guests.

## FUNCTION AGREEMENT

Date:

Time :

Number of pax:

Location:

Price Rate:

The rate is inclusive of the following:

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- \* Use of the Meeting Room
- \* 1 coffee break with light snacks
- \* Lunch Buffet at Seasons Restaurant
- \* Overhead projector (OHP)
- \* Flip chart with marker pens
- \* Pads & Pencils
- \* Mint candies & Bottled of mineral water on the table
- \* Tissue boxes on the table

\* Internet access

\* Internal Signage

All prices are inclusive of 10% service charge and 10% municipality fee.

Venue set-up :To be advised by the Guest

Signage to be advised by the event organizer.

General Terms and Conditions :

Please find attached.

Mode of payment: Full payment to be settled at last day of the event.

Date: \_\_\_\_\_

Signature:

#### General Terms and Conditions for Events

##### 1.Applicability/ terms and conditions of the event organizer

1.1These terms and conditions shall apply to agreements allowing the use by way of hire of hotels, conference, and banquet and event rooms for the holding of events such as banquets, seminars, conferences etc. as well as to further services provided by the hotel in relation there to.

1.2No general terms and conditions of the events organiser shall apply unless this applicability is expressly confirmed by the hotel in writing.

##### 2.Price, Payment, Setoff

2.1The agreed prices are inclusive of 10% service charge.

2.2Unless prior credit arrangements have been made with the hotel, full payment is required 2 days in advance prior to the event by cash or credit card (cheques are not accepted). If the event credit has been established, the account must be settled without deduction within 15 days as of the receipt of the invoice.

##### 3.Withdrawal on the part for the events organizer (cancellation)

3.1The events organizer shall only be entitled to withdraw at no expense if this is agreed in writing.

Otherwise, in the event of cancellation, the hotel shall be entitled to invoice an agreed rent for events rooms if it is not possible to re-let these.

3.2 If sales of food and beverage have been agreed, these shall in the event of cancellation be invoiced on a pro rata basis as follows: If cancellation is notified 1 day/on the same day of the event: 100 %

3.3 The obligations of the events organizer to pay under 3.1 and 3.2 shall not arise if the events organizer withdraws for a reason, which the hotel is responsible for.

#### 4. Number of participants

4.1 The events organizer shall inform the hotel of the final number of participants at the latest 3 working days before the beginning of the event.

4.2 If the actual number of participants is up to 10 % less than the original number booked, the actual number booked, the actual number of participants shall be invoiced. In the event of reductions above 10 %, the hotel can invoice the agreed number in the contract less 10 %.

4.3 An increase of more than 5 % is subject to the consent to the hotel. In the event of an increase the actual number of participants shall form the basis for the invoicing.

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#### 5. Food, beverage and other items brought by guests

5.1 The food and beverage for events shall be provided exclusively by the hotel. Exceptions to this are subject to a written agreement. In these cases, a contribution towards the covering of overheads shall be invoiced. The events organizer shall bear the full liability for food and beverage brought by guests and shall thus release the hotel from all claims from third parties.

5.2 Decorations brought by guests shall meet the fir safety requirements under public law. The hotel shall be entitled to demand official proof of this. Because of the possibility of causing damage, the hanging and attaching of items to walls and ceilings is subject to the consent of the hotel prior consent.

5.3 All exhibition items or other items brought by the eventâ€™s organizer or by participants in the

events are to be removed, together with their packaging, by the events organizer without undue delay after the end of the event.

## 6. Loss of or damage to items brought by guests; liability of the hotel

6.1 Exhibition items, seminar, conference or other items, including personal items brought by guest will be kept in the event room/ in the hotel at the events organisers' risk. The hotel shall be under no obligation to guard or look after these items. The hotel shall only be liable for loss, destruction or damage in cases of intent or gross negligence of the hotel.

6.2 Otherwise the hotel " except in cases of intention or gross negligence of the hotel " shall only be liable if it infringes material contractual duties and limited to the respective amounts insured as under its business liability insurance.

## 7. Liability of the events organizer for damage

7.1 The events organiser shall be liable for all damage, such as damage to the building or to the inventory, which is caused by participants in the events or visitors, employees or other third parties from his sphere or himself.

## 8. Miscellaneous

8.1 Any amendments or supplements to this agreement shall be in written form. This also applies for the cancellation of this written form requirement.