

## CONFERENCE RESERVATION AGREEMENT HGP 2015 No. 5

„Hotel Grand Palace” Ltd. (hereafter the **Hotel**), registered in Pils street 12, Riga, LV-1050, Latvia and represented by the Member of the Board **Bernhard Löew** and Regional Director of Finance **Svetlana Šterna** on the base of a warrant, acting together, on one part, and “**OP INTERACT II, Managing Authority, Bratislava Self Governing Region**” (hereafter the **Company**), registered in Sabinovská 16, P.O.Box 106, 820 05 Bratislava 25, Slovakia and represented by head of Bratislava Self Governing Region **Ing. Pavol Frešo**, by the other part, jointly denominated **Parties** or **Party**, concluded current agreement (hereafter the **Agreement**) in the following:

### 1. CONTENT OF THE AGREEMENT

- 1.1. On the basis of the **Agreement** the **Hotel** shall provide hotel services according to the rates and conditions stated in the **Agreement**.

### 2. HOTEL OBLIGATIONS

Dates	Room type	Company rates
28.10.2015 09:00-18:00 29.10.2015 9:00 – 18:00	<i>Meeting room</i>	1315 €/per day*
28.10.2015 & 29.10.2015	<i>Coffee breaks</i>	16 EUR/per person/per day**
28.10.2015 & 29.10.2015	<i>3-course lunch</i>	35 EUR/per person / per day***

\***Meeting room rate include:** technical equipment - projector, screen, flipchart, PC, wireless microphone audio recording, technical assistance, still water, wireless internet connection, all applicable taxes and service charges.

\*\***Coffee break rate include:** coffee, tea, water, juice, lemon, cream, sweet and salted pastries and inclusive of taxes.

\*\*\***3-course lunch rate include:** 3-course meal, coffee, tea and one non-alcoholic drink per person and inclusive of taxes.

### 3. COMPANY OBLIGATIONS

- 3.1. By making reservation at the **Hotel**, the **Company** guarantees that the services requested will be fully paid according to the rates featured in the **Agreement** and conditions agreed by the **Parties**.

### 4. CANCELATION AND NO-SHOW TERMS

- 4.1. Cancellations and changes of the reservations have to be made in writing via [liva@grandpalaceriga.com](mailto:liva@grandpalaceriga.com) or by fax +371 6704 4004.
- 4.2. Cancellation of reserved services without penalty fee is accepted not later than 30 days prior to arrival day before 18:00 local time. In case the cancellation is made less than 30 days prior to arrival, the **Hotel** reserves the rights to charge the **Company** for the amount equal to the total amount of reserved services.
- 4.3. In case of a no-show, the **Hotel** has the rights to charge the **Company** in the amount of 100% of the entire meeting room rent, coffee breaks and business lunch orders.

## 5. PAYMENT CONDITIONS

- 5.1. Payment schedule:
  - 50% pre-payment before 15.09.2015
  - Remaining amount to be paid within 7 days after the conference.
- 5.2. All payments are calculated from the total amount of meeting room, coffee breaks and lunch reserved by the **Company**, according to the rates quoted in the **Agreement** and conditions agreed by the **Parties**.
- 5.3. The **Parties** consider that the **Company** has settled the **Hotel's** invoice when the relevant amount stated on the invoice has been transferred to the **Hotel** bank account, unless other method of payment was accepted. The late interest fee is to be paid in the amount of 0,05% from the delayed sum for each day. All bank transaction costs are to be paid by the **Company**.

## 6. CONFIDENTIALITY

- 6.1. This **Agreement** is fully confidential and its content cannot be passed on to third parties and in the cases determined by the laws and regulations of the Republic of Latvia.

## 7. SETTLEMENT OF DISPUTES

- 7.1. The disputes arising from the **Agreement** may be attempted to be settled by negotiations by both **Parties**.
- 7.2. If the **Parties** fail to settle the disputes arising from the **Agreement** by negotiations, the dispute will be settled according to regulatory enactments of the Republic of Latvia.

## 8. AGREEMENT VALIDITY, RATES AND FEES

- 8.1. The **Agreement** shall enter into effect upon mutual signature and stay effective until November 4<sup>th</sup>, 2015 (inclusive).
- 8.2. **Company** rates, quoted in the **Agreement**, are given in EUR, and are non-commissionable.
- 8.3. **Company** rates, quoted in the **Agreement**, are valid for exact period for 28<sup>th</sup> and 29<sup>th</sup> October 2015.
- 8.4. All other fees, costs and expenses related to this **Agreement** are in EUR.

## 9. TERMINATION OF THE AGREEMENT

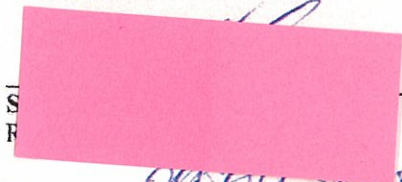
- 9.1. The **Party** that wishes to terminate the **Agreement** has to inform the other **Party** in written form at least 30 (thirty) days prior to the arrival. The obligations arising from the **Agreement** during the period of its validity are applied also after termination of the **Agreement** until the mentioned obligations are fulfilled.
- 9.2. The **Agreement** is prepared in two original copies, one issued to each **Party**.

**Hotel**

"Hotel Grand Palace" Ltd.  
Pils street 12  
Riga, LV-1050  
Latvia



Member of the Board

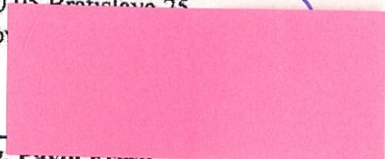


Date



**Company**

OP INTERACT II, Managing Authority  
Bratislava Self Governing Region  
Sabinovská 16, P.O.Box 106  
820 05 Bratislava 25  
Slovakia



Ing. Pavol Fieser

Head of Bratislava Self Governing Region

Date 10. 09. 2015



Handwritten signature