

**Event Contract 18/05/2016 INTERACT Department - Novotel Luxembourg Kirchberg**

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**Company Name** Bratislava Self Governing Region  
**Booking Contact** Sabinovská 16, P.O.Box 106  
820 05 Bratislava  
**Business address** IČO: 36063606  
DIČ: 2021608369  
Bank: Štátna pokladnica  
Account number:

**Phone number** +421 2 48 264 233  
**Fax number**  
**E** Jan.Junas@region-bsk.sk  
**Contact present**

**Name welcome board**

**Date** Wednesday 18 May 2016

**Your Event****Timing**

Permanent coffee break	8:30	12:00
Meeting	9:00	17:00
Lunch	12:00	13:30
Permanent coffee break	13:30	17:00

**Meeting Rooms :**

In front of the room  
Louis & Felix  
In front of the room  
In front of the room

**Layout**

Cocktail tables  
Round tables  
Cocktail tables  
Cocktail tables

**Nb**

50  
50  
50  
50

**Your Options****Permanent coffee break for the entire day (in the morning and in the afternoon) with:**

Nespresso coffee and tea  
Orange juice  
Fresh fruit salad  
Snacks

**12h00-13h30: Quick Lunch with:**

Soup of the day, assortment of sandwiches, one hot dish, assortment of salad, little cheese plateau, fruits salads, desserts  
Drink package included : 1 soft drink, mineral waters, coffee&tea  
No alcohol

**External company additional technical equipment**

6 microphones

Laptop

audio recording system a technical assistance (company) during the conference (2 days)

**Room Disposition**

5 round tables of 10 persons.

For all the technical equipment we need to contact an external company.

**Audiovisual equipment****Standard in the room :**

1 beamer, screen, flipchart, paper, pencils, mineral water on tables included

**Extra materia :**

WIFI free, parking free upon availability

**Hotel Accommodation****Rooms :**

Meeting room rental	1	500,00	500,00
Permanent coffee break morning	50	8,00	400,00
Lunch	50	26,50	1.325,00
Permanent coffee break afternoon	50	8,00	400,00
Additional technical equipment	1	2.590,00	2.590,00

**Room Rental :****Extra material :****Rooms :**

**TOTAL CALCULATION OF EXPENSES : EUR 5.215,00**

**For approval:**

The number of meals to be served has to be confirmed at the latest 48 hours before the event. This number will be the minimum base of I agree with this order and certify having taken note of the general sales conditions.

**For approval:****Name and Signature:**

Ing. Pavol Frešo  
President of Bratislava Self Governing Region

**Deposit**

100% EUR 5.215,00

☐ ok

EUR 0,00

☐ ok

**Invoice****Address**

Bratislava Self Governing Region  
Sabinovská 16, P.O.Box 106, 820 05 Bratislava, Slovakia  
IČO: 36063606; DIČ: 2021608369  
Bank: Štátna pokladnica,

**VAT:****Remarks**

For confirmation the full amount is requested for the 4th of May 2016 at the latest.

Novotel Luxembourg Kirchberg Tel: +352 42 98 48 812, fax: +352 43 86 58 Margaux. 15/03/2016



# Event Contract 19/05/2016 INTERACT Department - Novotel Luxembourg Kirchberg

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**Company Name** Bratislava Self Governing Region  
**Booking Contact** Sabinovská 16, P.O.Box 106  
 820 05 Bratislava  
**Business address** IČO: 36063606  
 DIČ: 2021608369  
 Bank: Štátna pokladnica  
 Account number:

**Phone number** +421 2 48 264 233  
**Fax number**  
**E** Jan.Junas@region-bsk.sk  
**Contact present**

**Name welcome board**

**Date** Thursday 19 May 2016

## Your Schedule

### Your Event

	Timing
Permanent coffee break	8:30 12:00
Meeting	9:00 12:00
Lunch	12:00 13:30

### Meeting Rooms :

In front of the room  
 Louis & Felix  
 In front of the room

### Layout

Cocktail tables  
 Round tables  
 Cocktail tables

### Nb.

50  
 50  
 50

## Permanent coffee break in the morning with:

Nespresso coffee and tea  
 Orange juice  
 Fresh fruit salad  
 Snacks

## 12h00-13h30: Quick Lunch with:

Soup of the day, assortment of sandwiches, one hot dish, assortment of salad, little cheese plateau, fruits salads, desserts  
 Drink package included : 1 soft drink, mineral waters, coffee&tea  
 No alcohol

## Your Options

### Room Disposition

5 round tables of 10 persons.

For all the technical equipment we need to contact an external company.

### Audiovisual equipment

#### Standard in the room :

1 beamer, screen, flipchart, paper, pencils, mineral water on tables Included

#### Extra material :

WIFI free, parking free upon availability

## Hotel Accommodation

Meeting room rental	1	350,00	350,00
Permanent coffee break	50	8,00	400,00
Lunch	50	26,50	1.325,00

## Rooms :

## Room Rental :

## Extra material :

## Rooms :

**TOTAL CALCULATION OF EXPENSES :** EUR 2.075,00

## For approval:

The number of meals to be served has to be confirmed the latest 48 hours before the event. This number will be the minimum base of I agree with this order and certify having taken note of general sales conditions.

## For approval:

### Name and Signature:

Ing. Pavol Frešo  
 President of Bratislava Self Governing Region

## Deposit

100% EUR 2.075,00  
 EUR 0,00

☐ ok  
☐ ok

## Invoice Address

**Invoice Address** Bratislava Self Governing Region  
 Sabinovská 16, P.O.Box 106, 820 05 Bratislava, Slovakia  
 IČO: 36063606; DIČ: 2021608369  
 Bank: Štátna pokladnica,  
 IBAN: SK9281800000007000487455; BBAN: 7000487455/8180

## VAT:

## Remarks

For confirmation the full amount is requested for the 4th of May 2016 at the latest.

Novotel Luxembourg Kirchberg Tel. +352 42 98 48 812, F x: +352 43 86 58 Margaux, 15/03/2016



# MEETING

## AT NOVOTEL

Bratislava Self Governing Region  
Sabinovská 16, P.O.Box 106  
820 05 Bratislava  
IČO: 36063606  
DIČ: 2021608369  
Bank: Štátna pokladnica  
Account number:

### Pro Forma Invoice

Subject: meeting Date: 18/05/2016  
Luxembourg, 15/03/2016

Date	Description	#	Price	Total
18/05/2016	Meeting room rental	1	500, 00	500, 00
	Permanent coffee break morning	50	8, 00	400, 00
	Lunch	50	26, 50	1325, 00
	Permanent coffee break afternoon	50	8, 00	400, 00
	Additional technical equipment	1	2590,	2590, 00
19/05/2016	Meeting room rental	1	00	350, 00
	Permanent coffee break	50	350, 00	400, 00
	Lunch	50	8, 00	1325, 00
			26, 50	

Food & Beverage : € 7.290,00

Room Rental :

Extra material :

Rooms :

**Total incl VAT: € 7.290,00**

EUR 7.290,00

*gux*

Our bank details::

Margaux Piton  
Event Manager  
+352 42 98 48 812

Marine Petitprez  
Assistante Event Manager  
+352 42 98 48 812

# MEETING

## AT NOVOTEL

### SALES CONDITIONS SEMINARS AND BANQUETING

#### Article 1 - FORMATION OF THE CONTRACT

The present general conditions of sale and the appended function page constitute an integral whole. The contract will only be concluded definitively after the return to the hotel of a copy of the proposal for services with the stamp and signature of the customer, before the indicated final option date which is clearly stipulated in the hotel's letter of confirmation. The amount of the advance deposit requested must be paid to the hotel before the date indicated. If the contract is not duly signed and the advance deposit paid, the hotel reserves the right to cancel the reservation or the contract. If the outstanding balance due is delayed, the hotel reserves the right to cancel the reservation(s) for subsequent events.

#### Article 2 - TARIFS

Rates are net per person, tax included. Group tariffs are applicable for 15 persons or more arriving and leaving the establishment together. The service must be identical for all participants. There must be only one invoice. The VAT rate will be the one in force on the day the brochure is issued. If the VAT rate changes, the amounts invoiced will automatically be adjusted to the rate in force on the date of the event.

#### Article 3 ADVANCE PAYMENTS

The advance payments mentioned on the contract must be paid at least 10 working days before the date of the event. The balance to be paid, either on the spot or upon receipt of the invoice, after the event according to what has been settled with banquet department. The amounts of the advance deposits requested must be paid by the dates indicated above. The payment of advance deposits is one of the conditions for validating the reservation. Account numbers of Hotel Novotel Kirchberg BCEE: LU240019130019680000

#### Article 4 MODIFICATION OF THE CONTRACT

Any modification to the contract must be the subject of a request made in writing by the customer. The hotel must also confirm its acceptance in writing. In case of disagreement, the hotel reserves the right to cancel the contract and to apply the penalties indicated in Article 7. For reasons of good general functioning of the hotel, the latter reserves the right to re-assign the rooms which have been reserved and to re-allocate an equivalent or greater surface-area

#### Article 5 GUARANTEE OF COVERS

##### • Lodging:

The customer undertakes to provide a statement of his sales 20 days before the arrival of the group. The final list of names must reach the hotel 10 days at the latest before the arrival of the group. If not, the hotel reserves the right to use partially the areas reserved initially but not confirmed.

• Catering: The number of meals to be served must be confirmed 48 working hours at the latest before the date of the event. This number will be retained as a minimum basis for the invoice. Furthermore, the meals ordered but not consumed will be charged at 100%. The hotel may not be held responsible for lack or insufficiency of preparation as regards quality if the number of covers exceeds the number stated as a minimum guarantee by more than 5%.

#### Article 6 AVAILABILITY OF ROOMS

The hotel undertakes to make its rooms available to the customer from 3.00 p.m. onwards on the day of arrival. The rooms must be vacated at midday at the latest on the day of departure.

#### Article 7 CANCELLATIONS

- Cancellation deadline: Partial or total cancellations affecting the numbers of rooms in the group must be notified by writing to the hotel.

##### In case of reservation by rooming list:

Partial or total cancellations shall be invoiced on the basis of the following charges:

Period	Fee on each room cancelled	% of room that can be cancelled free of charge*
30 days or more	no charge	100%
29 to 15 days	50% cancellation charges	10%
14 to 8 days	75 % cancellation charges	5%
7 days and less	100% cancellation charges	0%

\*calculated with the number of rooms booked 30 days before the event for a first cancellation and with the latest revised number for successive ones.

##### In case of reservation by booking form:

**Cancellation policy for participants:** cancellations or modifications are possible until 7 days prior to arrival without fees. After this deadline no more changes will be accepted. In case of cancellation, non arrival or early departure, the full amount of the initial booking will be charged.

**Cancellation policy for the event organiser:** Total cancellations of the event affecting the numbers of rooms in the group must be

# MEETING

## AT NOVOTEL

notified in writing to the hotel and shall be invoiced on the basis of the following charges:

Period	Fee on each room cancelled	% of room that can be cancelled free of charge*
30 days or more	no charge	100%
29 to 15 days	50% cancellation charges	10%
14 to 8 days	75 % cancellation charges	5%
7 days and less	100% cancellation charges	0%

• Catering Fees for total cancellations will be invoiced as follows:

More than 30 days before the event: no fee

30 - 10 days before the event: 20% fee

9 - 3 days before the event: 30% fee

Less than 48 hours before the event: 100% fee

The hotel reserves the right to apply its advertised rates, with a deduction of a 10% commission if the number of participants were to be less than 10 following a partial cancellation. In case of late arrival, after the restaurant closes, the meals which were not served will be charged for in order to compensate for the loss incurred.

Stop-Lunch: cancellations less than 12 hours from the group's arrival will be charged at 100%.

### Article 8 NO-SHOW / CANCELLATION WITHOUT NOTICE

In case of no-show or cancellation without notice, the hotel reserves the right to charge the customer a fee equal to 100% of the amount owing for the services reserved for the whole of the duration of stay.

### Article 9 FITTING OUT ROOMS

To be arranged in advance with the "Conferences & Banquets" dept. and confirmed in writing on the Function page - arrangements for fitting out rooms may not be changed on the day of the event.

### Article 10 SOUND & AUDIOVISUAL EQUIPMENT

The organiser undertakes to hand back all the hired equipment. If there is deterioration thereto or it is not returned, reimbursement to the value of a new piece of equipment will be paid by the customer.

### Article 11 HIRING AND TIMETABLE

If the timetable is exceeded, an agreement for extending the service must be requested from the "Conferences & Banquets" dept. at least 2 hours before the contractual end of the event. Nevertheless, the hotel reserves the right to vacate the room. The organizer must check whether the timetables mentioned in the Function page are exact; if not, he must inform the hotel of any change so that the schedule can be modified. If the organiser requires the room for fitting and/or dismantling, a room-hire will be charged.

### Article 12 OBLIGATION TO THE CUSTOMER

In case of exceptional events or in case of force majeure, the hotel reserves the possibility of lodging the all or some of the participants in a nearby hotel of equivalent category without price supplement. The charges inherent in the transfer will be borne by the hotel, against which no claim for indemnity of any kind may be made.

### Article 13 PAYMENT CONDITIONS

Invoices are payable and drawn up in local currency. Except for special conditions, invoices are payable upon the group's arrival in cash, by direct bank transfer, Swift transfer or cheque from a well-known bank. In the case of a direct bank transfer, the hotel must be credited 48 working hours before the date when service is to be provided.

In a case where special payment conditions have been granted to the customer, any delay in payment noted by the hotel, even on a single invoice, will confer upon it the right to cancel unilaterally the special payment conditions granted initially. The hotel has the obligation to inform the customer of its decision by registered letter, with acknowledgement of receipt, to charge the customer interest penalties for delayed payment. Any incident regarding payment noted by any other hotel in the chain may incur the breakage of the present contract without indemnity for the customer. Legal costs incurred by the hotel in recovering its debts will be charged to the customer.

### Article 14 EXTRAS

Extras must be settled at the hotel cash-desk by the participants, unless otherwise specified in writing by the customer. The customer undertakes to ensure that this rule is respected by his guests. The hotel declines any responsibility for the consequences of delayed departure occasioned by such payments.

### Article 15 LATE PERMIT

If an event continues until after 1.00 a.m., a late permit ("Nuit blanche") must be obtained from the Municipality of Luxembourg and paid for, the cost being 50 €. This request must be made 2 working days before the event through the hotel, but it will be charged to the customer. The permit confers the right to remain open until 3.00 a.m. at the latest.

### Article 16 COPYRIGHT

For any event with orchestra, discs or shows, a declaration must be made by the organiser to SACEM:

Département des droits généraux, Délégation générale du Grand Duché de Luxembourg,

# MEETING

## AT NOVOTEL

46, rue Goethe, L-1637 Luxembourg  
Tel. 47 55 59 / Fax 48 02 76

### Article 17 EXHIBITIONS, DECORATION

Exhibitions in the hotel are subject to the prior approval of the hotel. Any installation erected by the customer must comply with the hotel's technical specifications as well as with the latest safety regulations in force in establishments open to the public. All dismantling must be done immediately after the event.

### Article 18 INSURANCE

The hotel may not be held responsible for the theft or deterioration of equipment placed there by the organiser. The hotel earnestly recommends that the customer take out an insurance policy and provide for security staff during the period of the exhibition. The organiser is responsible for any damage that he or his guests might cause during the event.

### Article 19 TRAVELLING SALES

The customer undertakes to provide the hotel with the compulsory municipal permit before conclusion of the contract, if the purpose of hiring the premises is retail sales or taking orders for merchandise preceded or accompanied by advertising.

### Article 20 ADVERTISING

If the customer plans to have advertisements in which the name of the hotel appears, prior permission must be obtained in writing from the hotel.

### Article 21 PHOTOGRAPHIC REPORTING

The customer is requested to inform the hotel in advance if a professional photographer is to be present.

### Article 22 MULTIPLE RESERVATIONS

The customer is forbidden to conclude several contracts for one and the same stay and/or the same services with several hotels. Any failure to observe this rule will authorise the hotel to cancel the contract unilaterally, and no indemnity may be claimed by the customer.

### Article 23 SPECIAL CONDITIONS

Sporting groups, supporters and students will be the subject of special conditions available at the hotel.

The organiser will please ensure that he invites only persons whose behaviour is in no way likely to bring the hotel into disrepute, and the hotel reserves the right to intervene if necessary.