

Booking terms for conference-halls

1. The Client shall provide the Hotel the information about the event in written form:

- date, time, the planned number of guests, the name of the conference-hall, the list of necessary equipment, other matters concerning additional services and the way of payment.

The request should be sent to the Hotel at least 2 weeks prior to holding the event (beginning of service rendering).

The Client shall notify the Hotel about all further amendments only in written at least 3 days prior to holding the event.

2. The Client appoints the responsible person for the event and sends his contacts to the Hotel in written.

3. Payment

Ways of payment: *by bank transfer, cash, bank card.*

The Client shall pay 100% of the event cost in advance in the following order:

- 30% of the event cost shall be transferred to the current account of the Hotel (paid by cash / bankcard) during 5 days since the agreement conclusion;

- the rest 70% shall be transferred to the current account of the Hotel (paid by cash / bankcard) 7 days prior to holding the event.

The Client and the Hotel can approve another period of payment in the supplement to the agreement.

The guests on their own shall pay for additional services.

4. Cancellation policy, amendments

4.1. Conference-hall

In case of request cancellation:

- less than 5 days prior to holding the event the Hotel shall not return (deduct) to the Client the amount of 30% of the total cost of the order,

- one day before holding the event or on the day of the event holding the Hotel shall not return (deduct) to the Client the amount of 100% of the total cost of the order.

Amendments to the request for conference hall without imposition of sanctions shall be made no later than 5 days before the beginning of the event.

4.2. Meal during the conference

The Client and the Hotel shall approve order reduction for group meal service, amendments or additions into the menu in the supplement to the agreement.