



فنادق جراند بارك
GRAND PARK HOTELS
★★★★★

CONTRACT

Company Name AICS Gerusalemme
Contact person Mr's.
Tel. 025327447
Cell 0569xxxx
Email gerusalemme@aics.gov.it

Dears

We would like to thank you for selecting Grand Park Hotel – Ramallah to host your forthcoming Reservation due to take place on the 12th-14th of March 2019

With reference to your E-mail correspondence and based on your requirements, I am pleased to enclose our contract for your kind perusal and signature. Kindly go through the details of the contract and let me know if you have any question or if you require further assistance.

The Hotel will provisionally hold the bedroom(s) / meeting room on the dates specified by your valued company and your good self until we receives the signed copy of this Contract, and the specified deposit if requested together with the Event Confirmation.

Kindly note that once the Event Confirmation has been received, all such facilities and services reserved by your valued company and your good self will be reconfirmed and will be subject to the Terms and Conditions of this contract (*Cancellation Policy*). If the Event Confirmation has not been received or an extension provided by the **1st of March 2019**, the Hotel will release these dates for general sale.

Once again, thank you for your interest and continuous support and we look forward to welcoming you & your esteemed guests to our hotel, assuring you unique & memorable experiences during the stay.

Mohammad Khalaf

Sales & Marketing Manager

Grand Park Hotel

Ramallah

Al Masyoun Heights – Rafat Street

P.O Box 150, West Bank

Ramallah

Tel: +9722946800

Mobile: +972569222922

Fax: +9722956950

Rafat St. Al-Masyoun Heights, Ramallah, Palestine – P. O. Box 1375
Tel: +970 2 298 6194 Fax: +970 2 295 6950 Email: info@grandpark.com Website:
www.grandpark.com



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CONFERENCE & BANQUET DETAILS:

The Hotel will provide Meeting arrangement to the Client as follows:

Date	Time	Set Up	Number of Guests		Venue *
			Guaranteed	Expected	
12 th -14 th of March 2019	TBA	TBA	25	30	TBA

Venue Rental: Free of charge
Lobby Sign : TBA

MEETING Requirement: Date and Time

International Buffet Lunch or dinner
Option 1 (Chicken & Beef)

EUR 18.00 per person per meal

To include:

A variety of International and Local salads and mezzas,
Selection of hot food and a dessert buffet, with soft drinks and
two coffee breaks

Translators
(Italian- Arabic / Arabic - Italian)

EUR 270.00 per day.

Tax & Service Charge:

- Please note that all Food & Beverage rates quoted are **Exclusive of 16% sales tax.**
- Buffet rate is 22 eur without translation

Others:

- Meeting room set up.
- Tables will be facilitated with pens, pads, mineral water bottles & tissue boxes.

AV EQUIPMENT:

We would be pleased to offer you the equipment below upon request on Complimentary Basis:
Please tick your request in the box(s) below

- 1 Screen
- 1 Podium with Wired Microphone

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1 Flip Chart , Markers and Stationary

TIMING & MINIMUM NUMBER OF ATTENDANCE:

The Start and End times noted above reflect the times at which access to the meeting space is available to the Client. Should more time be required this will be reviewed with the Hotel and may incur additional charges.

For planning purposes the client undertakes to confirm in writing the guaranteed number of guests at least (3) days before the start of the event. Please note that you are entitled for a 10% "spill-over" on the minimum guaranteed.

If the number of guests should increase after this time the client must confirm additional capacity from the Hotel. The Hotel will invoice the guaranteed numbers as a minimum, if attendance exceeds the guarantee, the Hotel will invoice for the total attendance.

EVENT SIGNAGE:

Any Promotional activities from the Organizer or third parties inside and outside the Hotel and Conference area must be pre-approved by the Hotel management two weeks prior to the event in regards to the Banners, Flags, Signboards and Information Signs. The Hotel Management has the right to refuse any of these promotional activities if these are not up to standard or not agreed prior to the event.

Billing & Charges:

Please provide us with a covering letter specifying that will be covered by the company.

Any charges to be settled directly by the guest should be settled upon departure from the hotel.

- All pending cases, rates' conflict, or any kind of disputes should be raised to the hotel and discussed within one Week of invoice's issuance (date of invoice) if the case was not discussed during this period, the invoice will be considered agreed to be settled.

Bank Details:

Bank of Palestine: NIS
Our IBAN # {NIS PS37PALS047106175020993000000}
Swift Code: PALSPS22

CANCELLATION OF THE MEETING ROOMS AND BANQUETING ARRANGMENT:

Two weeks prior to reservation	No cancellation charges
48 Hours prior to reservation	50 % charged of the Guaranteed Number of Guests
No Show	100 % charged of the Guaranteed Number of Guests

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Should you choose to cancel, amend or adjust any of the details above, **Grand Park Hotel** requires a written communication from your esteemed company to confirm the necessary Amendments/Arrangements/Changes.

Confirmation:

Should you choose to cancel, amend or adjust any of the details above, Grand Park Hotel requires a written communication from your esteemed company to confirm the necessary Amendments/Arrangements/Changes.

For acceptance and confirmation of this offer, you are kindly requested to sign hereunder in no later than the **1st of March 2019** and send a copy by E-mail or Fax to +970 295 6950, in order to validate this agreement and confirm all bookings. If a signed offer is not received bookings will automatically be released.

Once again, thank you for considering Grand Park Hotel and we look forward to welcoming you and your guests at our hotel, assuring you of our finest services.

The undersigned are authorised to sign and enter into this Contract on behalf of the Hotel and the Client:

For and on behalf of the Hotel:	For and on behalf of the Client
Signature:	Signature:
Name: Mohammad Khalaf	Name:
Title: Sales and Marketing Manager	Title:
Date: 24th of Feb 2019	Date:

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