

## **DEPOSIT POLICY**

First deposit: 25 % of the pro forma invoice as confirmation of the event upon signing of this contract

Second deposit: 25 % of the pro forma four months before the first service date

Third deposit: 25 % of the pro forma 2 months before the first service date

Fourth deposit: 25 % of the pro forma 10 days before the first bedroom arrival date or first service date

The account deposits will not be considered refundable.

## **6. DEPOSIT AND CANCELLATION POLICIES**

### **Complete cancellation of the group / Event**

After signing the contract 25% of the total of contracted services shall be invoiced

Four months before the date of the first service , 50 % of the total of contracted services shall be invoiced

Two months before the date of the first service, 75 % of the total of contracted services shall be invoiced

One month before the date of the first service, 85 % of the total of contracted services shall be invoiced

10 days before the date of the first service, 100 % of the total of contracted services shall be invoiced

### **Reduction in the number of guest rooms**

After signing the contract 60% of the total of contracted rooms per night could be cancelled without penalty.

Any cancellation above 60%, will be charged as cancellation penalty.

Between 180 and 90 days before the arrival of the first bedroom, a reduction of up the 50 % of the total contracted rooms per night could be cancelled without penalty.

Any cancellation above 50%, will be charged as cancellation penalty.

Between 89 and 60 days before the arrival of the first bedroom, a reduction of up the 25 % of the total remaining rooms per night could be cancelled without penalty.

Any cancellation above 25%, will be charged as cancellation penalty.

Between 59 and 30 days before the arrival of the first bedroom, a reduction of up the 15 % of the total remaining rooms per night could be cancelled without penalty.

Any cancellation above 15%, will be charged as cancellation penalty.

Between 29 and 10 days before the arrival of the first bedroom, a reduction of up the 5 % of the total remaining rooms per night could be cancelled without penalty.

Any cancellation above 5%, will be charged as cancellation penalty.

In the event of reduction within 9 days before arrival date, 100% of the total roomnights cancelled would be charged as a cancellation fee.

### **NO SHOWS**

In the event of no-show, the Hotel shall be authorized to charge the room and breakfast fee for all booked days.

### ***Reduction of Food and Beverage***

Any reduction of a catering service shall always be notified in written to the Hotel.

30 days or more before the arrival of the first bedroom: no penalty

Between 29 and 15 days before the date of the service, a reduction of up the 25 % of each contracted service can be cancelled without penalty.

Any cancellation above 25% will be charged as cancellation penalty.

From 14 days before the date of the service, a reduction of up the 10 % of each contracted service can be cancelled without penalty.

Any cancellation above 10% will be charged as cancellation penalty.

From 3 days (72 hours) before the date of the service, the final numbers shall be confirmed. Any cancellation would be 100% charged.

A 5 % increase in the guaranteed number of participants on the number confirmed 3 days before shall be accepted. Where necessary, the Hotel shall be entitled to perform a final count, and invoice according to the real number of participants in the service.

### ***Reduction of Meeting Rooms***

Any reduction of Meeting Rooms shall always be notified in written to the Hotel.

60 or more days before the date of the event, without penalty.

Between 59 to 30 days before the date of the event: a 50 % of all cancelled meeting rooms shall be charged.

Between 29 to 15 days before the date of the event: a 75 % of all cancelled meeting rooms shall be charged.

From 14 days before the date of the event: 100 % of all cancelled meeting rooms shall be charged.

***AV Equipment***

Up to 7 days before the date of the event, without penalty.

From 6 days before the date of the event, 100% penalties.