

## GROUP CONTRACT

Group Name : DP World, UAE Region

Block ID:

23 January 2014

### DP World, UAE Region

Dubai, UAE

Tel: +971 4 8080889

Fax: +971 4 8811851

Dear Sir/Madam,

Greetings from Grand Millennium Hotel!

Thank you for your recent enquiry. We are delighted that our hotel is being considered as a possible option for your guests and submit our offer to you for your kind consideration.

In accordance with your request, Grand Millennium Dubai is pleased to offer you the room block as following:

Check In	Check Out	Room Type	Total Rooms	Single rate in AED	Double rate in AED
15-APR-14	17-APR-14	Superior	15-20	AED 650.00	AED 700.00
<b>CONDITIONS</b>					
<ol style="list-style-type: none"> <li>The above rates are <b>inclusive of BUFFET BREAKFAST &amp; subject to 10% service charge and 10% municipality fee; non-commissionable.</b></li> <li>Should the number of rooms be amended by more than 10% from the initial inquiry, the hotel reserves the right to revise the room rate.</li> <li>In the event of an increase in taxes and or service charge imposed by the government, the Hotel reserves the right to increase the rates accordingly. Rates are payable in UAE Dirham.</li> </ol>					

### CHECK-IN and CHECK-OUT POLICY

- Check-in time is 1500hrs and check-out time is 1200hrs.
- Arrivals between 0900hrs – 1500hrs can be accepted without charge, and it's always subject to availability. However, to guarantee an early arrival before 1500H the previous night should pre-booked or pre-registered and applicable room night charges apply.
- All arrivals before 0900hrs will be held and charged from the previous night.
- Check-out can be extended up to 1500hrs without any charge, upon request and subject to availability.
- For late check-out between 1500hrs – 1800hrs, a 50% charge of the guest room rate will be applied.
- For late check out after 1800hrs, a one (1) night stay charge will be applied.

### Early Check-Out

- In case of early departure, hotel will charge 100% of the stay on meal plan booked.

### Airport Transfers

Airport transfers can be arranged both ways from/to Dubai International Airport at the cost of AED 150.00 per car each way (maximum of 3 persons in 1 car).

### ROOMING LIST

It is our understanding that you will provide us with a rooming list or reservation cards, which include names, arrival and departure details, and an indication of guests who will share accommodation. This should be received **15 days prior to arrival**. Any reservation requests received after the cut-off date will be accepted on a space-rate available basis only.

### Deposit Policy - Room Accommodations & Banquets

The room block outlined in this agreement is currently held on a first right of refusal until **30<sup>th</sup> January 2014**. After this date, all space will be automatically released (without further notice) unless the signed contract and the first deposit have been received.

- Signed contract is due to reserve the requested inventory in definite basis
- Total payment will be settled through company's approved credit facility
- In the event of non-compliance to the above payment terms, the hotel will have the option to cancel your booking and release rooms for general sales. Thereafter rooms will be subject to availability and rate change.

### Cancellation Policy/ No Show Charges:

#### Room Accommodations:

In an event of cancellation of this agreement, the client shall pay to the hotel a cancellation fee based upon the following schedule:

#### **Cancellation is required in writing:**

- Cancellation of rooms or room nights after signing the contract - **25%** of the total charges for rooms cancelled
- **Less than 15 days** prior to arrival – **One-night** charge of total rooms cancelled
- **Less than 10 days** prior to arrival – **50%** of the total charges for rooms cancelled
- **Less than 07 days** to arrival / No show – **100%** of the total charges for rooms cancelled
- **NO-SHOWS on the day of arrival** will be charged for the entire stay's room revenue and mandatory service Charge.

### MISCELLANEOUS

- Decoration supplied by the Hotel remains the exclusive property of the Hotel and must not be removed. The use of trademarks/logos in the Hotel is only permitted if the Hotel Management has given authorization for this.
- Decoration/Equipment supplied by the Contractors/Organizers should be cleared and picked up from the hotel at the end of the function. Thereafter, the Hotel Management of Millennium Towers Hotel will not be held any responsibility whatsoever in case of lost or damaged of items/equipment.
- The above-mentioned event must end within the time stipulated. If the event continues beyond this limit, the customer will be charged a fee for the hire of the room according to the Hotel's valid hire price list.
- If the number of participant increases or decreases in relation to the original reservation, the Hotel reserves the right to transfer the event to a room which size accommodates the revised number of guests.

### LIABILITY

The Customer will pay the hotel of every incidence of loss or damage, which occurs in any part of the hotel complex or of any property, or equipment belonging to the hotel arising of the event or activities held on the premises of the hotel by customer or related person.

The hotel does not take any responsibility for any loss or damage to the property of the client, or related person, which has occurred on the premises of the hotel. In case of loss or damage to property, the hotel management must be notified as soon as the situation arises. The hotel will supply additional security at the client's request for any function space that is being held by the client at an additional cost

### PAYMENT TERMS

Adherence to the above an advance of full payment schedule is required. No agreement shall be binding on Grand Millennium Dubai unless and until these financial arrangements regarding settlement have been completed. In the event of failure to adhere to this deposit schedule the hotel shall have the right to adjust or cancel the group reservation without refund of the deposits already made.

All rates and prices are quoted and payable in local currency. All cheques should be made payable to Grand Millennium Dubai, or the amount to be deposited into the following account:

**Account No** : **101-1374-9064-01**  
**Swift code** : **EBILAEAD**  
**Bank Name** : **Emirates NBD**  
**Account Name** : **Grand Millennium Hotel FZ LLC**  
**IBAN** : **AE930260001011374906401**

### CONCLUSION

Your signature on this letter and your initial deposit when returned to our Sales Department establish this program on a definite status and represents your commitment to hold this event at the Grand Millennium Dubai.

The non-receipt of this contract, duly signed, by **30<sup>th</sup> January 2014** will result in its cancellation along with all other previous written offers.

Following acceptance of the terms offered in this agreement, indicated by the signature below, all changes relevant to the group should be made by contacting the hotel directly.

We look forward to welcoming your guests to the Grand Millennium Dubai and to working with you on this event.

Sincerely,

On behalf of  
**Grand Millennium Dubai**

---

**Srijai Menon**  
**Asst. Director of Sales**

---

**Vanessa Waldow**  
**Director of Sales & Marketing**

Date:

On behalf of  
**DP World, UAE Region**

---

**Company Stamp**  
**Date:**