

FORM – BANQUET EVENT ORDER AND CONFIRMATION

No.: XNSK/.....

Requested by:

Address:...

Tax code/ID¹:...

Represented by:.....

(Hereinafter referred to as “**Partner**”)

Would like to place a request for services (“**Services**”) at..... as follows:

Service Registration

Date	Time	Services	Venue	Quantity	Rate (VND)	Amount (VND)
Total:						

Notes:

- *Cut-off date (COD)* is the day beyond which Partner cannot change reservation information or cancel/ decrease booking.
- Content: Including add-on services requested by Partner to Vinpearl.
- Total service fee includes 10% VAT and 5% service charge.
- By confirming this request for service, Partner agrees to use the Services in accordance with terms and conditions attached.

REPRESENTATIVE OF PARTNER

CONFIRMED BY VINPEARL

Date:

Date:

¹ Present ID card if guest is an individual

Servicing Terms and Conditions for Events:

1. Partners agrees with the servicing terms and conditions as follows:

- a. Venue, unit price and **Total Service Fee** mentioned above are subject to change if Partner (i) changes (increases, decreases) the number of Guests; and (ii) informs Vinpearl of the change 07² days prior to Event; Partner then will send Vinpearl a new Banquet Event Order to replace the former one sent to and confirmed by Vinpearl.
- b. Without prior notice, the Total Service Fee will be the same as the amount in Service Registration (unless otherwise agreed by Partner and Vinpearl) and additional charge will be calculated as follows: Guests on the day of the event in excess of the figure provided in Service Registration confirmed by Vinpearl will be charged as per the surcharge policy of Vinpearl at the time the event happens.
- c. Service charges for beverages, goods, equipment or tools used in meetings, parties and games brought in by Partner without prior notice and/or agreement with Vinpearl on pricing will be charged at public rates of Hotel.
- d. Vinpearl reserves the right to check the content and images of documents and goods brought by Partner into Vinpearl properties such as company flags, banners, backdrops, posters... and to refuse them if they are unsafe, affect the environment or beauty of Hotel and/or violate the Vietnamese customs and the law...
- e. Incurred charges: In case of incurred requests for other services at Vinpearl, Partner is responsible for confirming and paying Vinpearl for all the actual used services within 03 days from the day Event ends.
- f. Partner is committed to ensure relevant individuals and partners comply with the regulations of Hotel and the General Terms on Vinpearl’s official website at www.vinpearl.com while they use the services at Vinpearl. Vinpearl has the right to refuse to provide services in case Partner violates the regulations of Hotel without having to refund service fee.

2. Deposit and Payment:

[Period from signing date to day of the event: 15 days or more]³

Deposit/Payment	Deadlines
Deposit of 50% of Total Service Fee (“ Deposit ”). <i>The Deposit is non-refundable in all cases.</i>	Within 05 days from the day Partner sends the Service Registration. Hotel will only confirm to provide Service after the Deposit is placed on time.
First installment: 60% of Total Service Fee	05 days prior to Event
Final installment: Payment amount for incurred services (if any) according to the Comparison Minutes confirmed by Partner and Hotel at the end of the event minus Deposit.	Within 02 working days from the end of Event
For overdue/ unpaid payments, Partner will be charged an interest rate of 0.06%/day on the delayed amount for the delay period.	

[Period from signing date to day of the event: less than 15 days]

Partner has to pay 100% of Total Service Fee	Within 02 days from the day Partner sends the Service Registration but not later than 01 day prior to event. Vinpearl will only confirm to provide Service after the payment is made on time
Final installment: Payment amount for incurred services (if any) according to the Comparison Minutes confirmed by Partner and Hotel at the end of the event.	Within 02 working days from the end of Event
For overdue/ unpaid payments, Partner will be charged an interest rate of 0.06%/day on the delayed amount for the delay period.	

Method of Payment: By bank transfer to the bank account of Vinpearl provided in the General Terms.

³ Sales apply 1 or 2 as per actual situation.

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