



CORPORATE AGREEMENT 20..

This is an agreement between:

HOTEL XYZ - DUBAI

Tel: +xxx xx xxxxxx

Fax: + xxx xx xxxxxx

E-mail: sales@hotel-xyz.com

Website: www.xyzhotels.com

Represented by:

General Manager

Director Sales & Marketing

Hereunder called: The First Party

And

xxxxx

P.O. Box XXX

Dubai XXXX UAE

Tel: + xxx xx xxxxxx

Fax: + xxx xx xxxxxx

E-mail: @

Represented by:

Mr.

Hereunder called: The Second Party

CORPORATE AGREEMENT 20..

Corporate Rates

Room Type	RACK RATE (\$)		SPECIAL RATE (\$)	
	Single	Double	Single	Double
Standard Room	282.00	338.00	141.00	162.00
Superior Room	338.00	381.00	162.00	183.00
Club Room	444.00	508.00	226.00	261.00
Junior Suite – single/ double rooms	620.00		310.00	
Signature Suite – single / double rooms	761.00		353.00	
Executive Suite – single/ double rooms	902.00		395.00	
Royal Suite – single/ double rooms	3455.00		1812.00	

RATES CONDITIONS:

- Rates are per standard room, per night on **bed & breakfast basis** in USD.
- Rates are excluding of government taxes (8%) and service charges (10%).
- Rates are commissionable at 10% of the net rate
- Rates will be reviewed on a quarterly basis and depend on the agreed room night production. The hotel reserves the right to amend the rates without prior notice.

CHECK IN AND CHECK OUT POLICY:

- Check In: 14:00 hrs
- Check out: 12:00 hrs

A supplement (50% of room charge) may be charged for an extension of checkout time until 6pm. A full day rate will apply for check-out after 6pm.

SUPPLEMENT ON ROOMS:

- Half Board: USD 22.000 per person, per night excluding tax and service charge, food only
- Full Board: USD 35.000 per person, per night excluding tax and service charge, food only

PAYMENTS:

Settlement of invoices should be made directly by the customer upon departure unless otherwise instructed in writing from the company. Please find below bank reference as follows:

Hotel XYZ Dubai – UAE:
Jordan Kuwait Bank – Branch
AED Account number: **xx-xxx-xxxxxxx**
US\$ Account number: **xx-xxx-xxxxxxx**

GUEST ROOM FACILITIES:

- Alarm clock
- Bath tub with rain shower
- Bathroom with magnifying mirror
- Central AC with individual control
- Coffee and tea making facilities
- Comfortable writing desk and work space
- Connecting rooms
- Digital Room Management System
- Electronic door lock with additional security chain and spyglass
- Hairdryer
- Interactive LCD TV with 75 channel programming
- Mini bar
- Opening windows
- Safe deposit box
- IP Telephone with I.D.D., data port and voicemail
- Wi-Fi and LAN hi-speed internet access

First Party

Second Party

CLUB ROOM FACILITIES:

Enjoy additional luxury room amenities and the following exclusive benefits;

- Club lounge access with 4 complimentary food and beverage presentations, dedicated Club Concierge, workstations and Wi-Fi
- Private check-in and checkout at the Club Lounge reception
- Welcome drink and amenity upon arrival
- Personalized stationary
- Complimentary pressing of one two-piece suit

RESTAURANTS & BARS

- **CIAO International** All day Dining room featuring daily breakfast, lunch and dinner buffet and a-la-carte options. Outdoor seating on the terrace.
- **SUSHI** The hotel's signature restaurant featuring Asian Fusion Cuisine with fresh innovative dishes from Japan, China, Thailand and Malaysia
- **ATRIUM** Lobby lounge serving home-made cakes and pastries along a wide selection of hot and cold beverages. Nightly entertainment
- **HARLEY** Exclusive bar featuring a selection of fine wines, premium delicacies and a tremendous atmosphere to unwind with
- **HAVANNA** The perfect retreat from urban rush, featuring an impressive selection of fine cigars, wine and champagne
- **SKY LOUNGE** Serving healthy alternatives during the day, this bar morphs into a vibrant entertainment spot at night.
- **CLUB LOUNGE** The central hub for hotel guests staying at Club Floor rooms and suites.

BUSINESS SERVICES

The hotels' business center is fully equipped to cater to your clients every secretarial need. A technology butler is available to assist with IT glitches and connectivity requirements while the hotel features an impressive array of equipment to suit today's business traveler in need.

RECREATION

Set high in the sky with breathtaking views over the city, the health and fitness facilities feature services including massage treatments, personal training, fitness classes and Dead Sea beauty treatments. The indoor heated swimming pool with infinity edge will not only keep you in shape but adds a thrill to your exercise routine. The gym is equipped with the latest Technogym circuit and free weight training equipment and cardio machines. Locker rooms, each with sauna and steam bath complement the right facilities for an active and healthy stay. The Sky Bar features a wide range of healthy refreshments and are sure to revitalize after a strenuous workout.

GENERAL CONDITIONS:

PRIVILEGES:

We guarantee the following privileges upon signing this agreement:

- Special treatment for VIP's upon request including pre-registration before check -in subject to availability of the client passport/AED details.
- Complimentary amenities in the room upon arrival.
- Complimentary local newspaper upon request

AGREEMENT VALIDITY:

- **This agreement is valid From Xxxxx through Xxxxxx, 2012**
- This confidential agreement will become valid upon receiving your copy.

RESERVATIONS:

All reservations should be in writing and be sent confirmed to/from our reservation / sales department. Rate can only be granted upon receiving the reservation in writing from the company, or if a valid ID Card is presented upon arrival.

CANCELLATION & NO-SHOW POLICY:

- The confirmation of the number of rooms is required one month prior to the groups arrival.
- Three weeks prior to arrival, an update on the number of rooms is required; any cancellation will be charged 25% of the room rate
- Two weeks prior to the groups arrival, any cancellation will be charged 50% of the room rate
- One week prior to the groups arrival, any cancellation will be charged 75% of the room rate
- Individual reservations have to be cancelled latest 24 hours prior to arrival lest a one-night charge applies.
- No-show will be charged for the first night only.

DEPOSITS:

- Upon confirmation of any group at the hotel, a 10% non-refundable deposit is required based on the confirmed number of guests for both room reservations and other events.
- A further 20% deposit is required two months prior to the group arrival with the total estimated amount paid within 10 days prior to arrival.

CHILDREN POLICY:

- Children up to 5.99 years are complimentary (Accommodation + Meals).
- Children 6 to 11.99 years of age are complimentary when sharing parent's room, with a maximum of 2 children per room and are granted 50% discount on meal rates.
- Extra cot or bed is available upon request but subject to availability and may be chargeable.

RESERVATION GUARANTEE

A valid credit card or a cash deposit is required to secure a room reservation. Should the reservation not be guaranteed, the room is held until 6:00 pm.

TAX POLICY

The hotel reserves the right to adjust the contracted rates in case the government increases/ decreases the percentages of taxes collected as per Jordanian law.

First Party

Second Party