

# CONFERENCES & EVENTS



17 DEC.

- Any bedrooms, delegate packages, meeting rooms and/or F&B added after Event Agreement signing will automatically be subject to this Event Agreement's terms and conditions, including, but not limited to, full cancellation and performance/reduction in numbers policies.
- Cancellation damages will be calculated as a percentage, based on the date of cancellation and the minimum number guarantees listed below. Cancellation charges are payable whether or not the Hotel is able to find alternative business in respect of the cancelled event/bedrooms.
- Cancellation charges will be set out as a genuine estimate of the Hotel's revenue, i.e. 90% of pre-booked accommodation and room hire ("ARH") and 65% of pre-booked food and beverage ("F&B").

Applicable Cancellation Period Total Event	Number of Total Guests			
	50 & less	51 to 150	151 to 250	251 & more
365 or more days prior to Arrival	N/A	N/A	N/A	*Deposit paid
365-274 days prior to Arrival	N/A	N/A	*Deposit paid	90% ARH 65% F&B
273-182 days prior to Arrival	N/A	*Deposit paid	90% ARH 65% F&B	90% ARH 65% F&B
181-91 days prior to Arrival	*Deposit paid	90% ARH 65% F&B	90% ARH 65% F&B	90% ARH 65% F&B
90 or less days prior to Arrival	90% ARH 65% F&B	90% ARH 65% F&B	90% ARH 65% F&B	90% ARH 65% F&B

\*Initial deposit is non-refundable

### Billing Instructions

- Please confirm responsibility for payment of the following items by ticking the appropriate boxes below:

Item	Client's Master Account	Individual Account
Accommodation with English breakfast	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breakfast ordered with Room Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accommodation extras / Incidental Charges (mini bar, pay TV, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conference charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conference extras (photocopies, telephone, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

- If a particular item of expense is not expressly mentioned above, the Hotel is specifically authorised to charge such item to the account of the individual.

### Payment Breakdown:

You do not currently have credit facilities with Hilton Worldwide or us. Deposit payments are required as follows:

Transaction Type	Charge Type	Date	Amount
1 <sup>st</sup> Deposit	10%	Upon signed contract	£ 1,709.40
2 <sup>nd</sup> Deposit	40%	17.11.2022	£ 6,837.60
3 <sup>rd</sup> Deposit	50%	17.12.2022	£ 8,547.00
<b>Balance Due</b>			<b>£ 17,094.00</b>

### Payment Instructions

Payments can be made either by certified cheque, made payable to 'Hilton London Tower Bridge', or by major credit card as per the Standard Terms and Conditions (see Terms of Payment), or by Bank Transfer to the following details:

Bank Account Name	Adda Hotels T/a Hilton London Tower Bridge		
Bank Name & Address	Barclays Bank UK Banking, 1 Churchill Place, London, E14 5HP UK		
BACS Payment	Sort Code	20-00-00	Account Number 23054535
IBAN Payment	Swift Code	BARCGB22	IBAN GB87BARC20000023054535

Please send your remittance advice direct to your designated Event Manager.

The client is INSOL International. The "event" as described in the annexed terms and conditions shall include all of the above booking details confirmed on this event agreement which forms part of the agreement between us. The details listed here shall form part of the event agreement and the terms and conditions of

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Initials

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E-Signed

HILTON LONDON TOWER BRIDGE

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