

**AGREEMENT**

Monday, May 01, 2017

**Dr. Ahmed Saleh**  
**Associate Professor**  
**UAEU College of Science**  
**Al Ain UAE**  
**Tel: +9713713 6388**  
**Email: aalrawashdeh@uaeu.ac.ae**

**SUBJECT: INTERNATIONAL CONFERENCE**

**Dear Dr, Ahmed**

Thank you for considering Oceanic Khorfakkan Resort & Spa in your upcoming event.

With reference to our telephone conversation, please find below our proposal for the above - mentioned event for your consideration and perusal:

**ACCOMMODATION REQUIREMENTS**

Room Reservation		Room Types	Room Rates		Number of rooms Required		Room Nights
From	To		Single	Double	Single	Double	
19 <sup>th</sup> November 2017	23 <sup>rd</sup> November 2017	Mountain View	480	540	10	TBA	4

<b>Total Room Nights</b>	<b>40</b>
--------------------------	-----------

**The above rates are:**

- Above rates are quoted in UAE Dirham, per room, per night
- Above rates are NET inclusive of 10% Service Fees and 10% Tourism Fee
- Inclusive of Buffet Breakfast served in (Al Murjan) All Day Dining Restaurant.
- Arrival & departure dates falling before or after the above mentioned dates will be subject to availability & charged at the daily available rate agreed upon.
- Hotel reserves the right to amend the offered rates should there be any change from initial inquiry.

**Check-in / Check-out Time**

Please note that our check-in time is 15.00hrs. Early check in from 9.00am onwards can be provided however, subject to availability and must be requested prior to arrival by the organizer to the hotel. Check in time earlier than 9.00am should be booked from the previous day.

Check-out until 18:00 hours shall be subject to 50% of the total room rate.

Check-out after 18:00 pm shall be subject to a one night room rate.



## CONFERENCE & BANQUETING REQUIREMENTS

Date	Time	Number of Persons	Event	Venue	Set up	DDP
19 <sup>th</sup> November 2017	08:00 AM to 06:00 PM	50	Meeting	Suitable venue	TBA	<b>AED 96 NET</b>
20 <sup>th</sup> November 2017	08:00 AM to 06:00 PM	50	Meeting	Suitable venue	TBA	<b>AED 96 NET</b>
21 <sup>st</sup> November 2017	08:00 AM to 01:00 PM	50	Meeting	Suitable venue	TBA	<b>AED 48 NET</b>
22 <sup>nd</sup> November 2017	08:00 AM to 01:00 PM	50	Meeting	Suitable venue One coffee break	TBA	<b>AED 48 NET</b>

### **Kindly note:**

- The hotel reserves the right to sell the space before and after the above mentioned timings.
- In the event you require the venues the evening prior and or on a 24 hour basis, this is to be booked in advance and a room rental fee will be applicable.
- The venue allocated for your event may not be the same venue for all of the days.
- DDP = Daily Delegate Package.

### **Daily Delegate Package**

A Daily Delegate Package of AED **96.00** Net (inclusive 10% service charge and 10% municipality fee) will be charged per person, per day to include the following:

- Two (2) coffee breaks with freshly brewed coffee, a selection of flavored teas, assorted juices and a variety of sweet and savory snacks as per Chef's selection.
- Meeting room rental for main meeting room
- Set up of the meeting room as per client's requirements
- Individual writing pads, pens, mints and mineral water in the meeting room.
- (2) Flip chart / whiteboard with markers, (1) Projection Screen
- Audio Visual support and assistance
- Personalized signage for the meeting venue
- Personalized conference liaison and support prior, throughout and after the event

### **Equipment**

We shall be providing the following equipment:

Equipment	Rate per unit and day
Two (2) Flipchart	Including in the DDP
One (1) Screen	Including in the DDP
One (1) Microphone ( wired, wireless) per meeting room	Including in the DDP
One (1) LCD – Projector	Including in the DDP
Additional Flip-Chart	Dhs. 100/-
Additional LCD Projector	Dhs. 500/-
Wi-Fi Internet Connection	Including in the DDP



## TERMS AND CONDITIONS

### **Guarantee**

Upon signature of this agreement, the client agrees to guarantee all room bookings as stated and agrees to the Cancellation, No-Show and Late Arrivals Policy mentioned below.

### **Offer Validity**

In order for the rooms, venues and rates to be booked and guaranteed, please sign below and affix your company stamp no later than **20<sup>th</sup> May 2017**. Room bookings and rates will be subject to availability should the hotel not receive a signed copy prior to this date.

### **Liability**

- The Hotel will not be responsible for any personal property brought in or left in the function room or public areas.(Whilst, the Hotel will collect and look after the personal belongings and equipment brought into the event, it can accept no liability whatsoever for the loss or damage to such items when left in the Hotel's custody)
- In the event of a guest requesting the hotel to set up & install their own equipment, the Hotel will not be responsible for any damages incurred.
- No nails, adhesive material, stapling on wall/panel fabric, etc. will be permitted to be fixed to the walls or partitions of the function rooms within the hotel. Alternatively, if necessity persists, the above will have to be in coordination with our Chief Engineer/Executive Housekeeper
- The hotel has guidelines for outside contractors, which are fully part of this contract.
- The hotel reserves the right to approve and/or amends any plans for decoration, stage, lighting from an outside contractor.

### **The Client Agrees**

- To Keep free access to all fire exit or escape route during the entire duration of the event
- Not to make alterations to internal arrangements or fabrics of the hotel premises
- Obtain any license or permit required by Law or Custom in connection with the event
- To remove at his/her expenses all material, including (but not limited to) decoration items after the end of the event and will not accept any liability for loss or damage.
- To be considered responsible for all damage, destruction or alteration of the facilities and equipment, accidentally or voluntarily caused by his Guest or subcontractors (including but not limited to florists, musicians, entertainers, decorator...)
- To cover the cost of reparation, renovation and / or replacement of such damaged facility or equipment.

### **ACCOMMODATION Rooming List and Block Guarantee**

Once we have received a copy of this signed agreement the below terms and conditions will be applicable.

### **Final Room Requirements**

The final rooming requirement is to be received on or before **01<sup>st</sup> October 2017**.

Your final daily room requirements will be the exact number of rooms booked for you, any rooms in the block shall be released and any additional rooms requested after this will be subject to rate and availability.



Once we receive your final rooming requirements by **01<sup>st</sup> October 2017**. All rooms will be guaranteed by **UAE University**. No shows will be subject to 100% cancellation fee for the duration of the stay.

### **Reduction in Room Nights**

A reduction in length of stay of booked reservations only will be accepted with no charge up to **15 days** prior to the arrival date of the first guest check in, A charge of 100% of the room rate will be applied for any reductions over and above the 20% of the total room nights.

No shows will be subject to 100% cancellation fee for the full duration of the stay.

## **DETAILED BILLING INSTRUCTIONS**

### **PAYMENT METHOD**

Unless credit has been established with the hotel, full payment will be required by cash or credit card as per the deposit policy of the hotel.

### **Deposit**

The following deposits are required for event & rooms which are guaranteed and paid by **UAE University**.

- 50% of the total estimated amount must be received after signing the agreement.
- The remaining 50% of the total estimated amount must be received on or before **01<sup>st</sup> October 2017**.

Failing to make the deposits, the hotel has the right to release the booking and reconfirmation will be subject to availability.

For credit card payment, please find attached the Credit Card Third Party Authorization Form. Kindly fill it in to include the signature of the credit card holder and please send it back along with a clear scanned copy of the credit card (both sides).

For payments made through bank transfers, kindly note below our bank details:

**Account Name** : Oceanic Hotel – Khorfakkan Beach  
**Account No.** : 0041 – 251490 – 001  
**IBAN No.** : AE630410000041251490001  
**Bank Name** : Sharjah Islamic Bank  
**Branch** : Khorfakkan Branch, UAE

### **Cancellation**

This is a confirmed & guaranteed block. In case of the event being cancelled or amended by the client for any reason other than Force Majeure, the following cancellation will be incurred:

- 50% of the total estimated amount if cancelled on or after signing of this agreement.
- 100% of the total estimated amount if cancelled after **01<sup>st</sup> October 2017**..

### **Decision date to confirm the Group**

Space has been confirmed for your event, we would appreciate receiving your confirmation on the above terms and conditions by **27<sup>th</sup> April 2017** after which the hotel reserves the right to release the rooms and space & reconfirmation will be subject to availability



**Dr.Ahmed**, we hope that the above covers your requirements and provides you with an overview of our services and facilities.

In the meantime please do not hesitate to contact me directly for any queries that you may have.

Assuring you of our best service and prompt attention at all times and look forward to welcoming you and your guests to Oceanic Khorfakkan Resort & Spa.

With best regards

I confirm the above is acceptable

---

**EMAD SAEED**

Group Director of Sales & Marketing

Tel: +971 6 57 20033

Fax: +971 9 2387716

Email: [emad.saeed@oceanichotel.com](mailto:emad.saeed@oceanichotel.com)

---

For:

Name:

Position:

Company Stamp:

Date:

*(I hereby certify I am authorized to sign on behalf of the above company)*