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## LOCAL VOLUME RATE AGREEMENT- TERMS & CONDITIONS

The following terms and conditions will apply to each of the individual agreements to be entered into **INSTITUT TEKNOLOGI BANDUNG** with each of the Hotel(s), and are incorporated by reference therein:

**RATE:** In consideration of the anticipated annual volume business that your company represents, Four Points by Sheraton Bandung is pleased to extend the net, non-commissionable guest room rate (as listed in the schedule above).

**This rate option is subject to Non Last room availability (“NLRA”).**

Guest room rates are offered on a NET basis, non-commissionable basis and inclusive of the prevailing 11% government tax and 10% service charge

Preferred rates are applicable to single occupancy and will be confirmed based on the specific room inventory available at the time a reservation is made.

**Four Points by Sheraton Bandung** commit to honor the above stipulated rate and **INSTITUT TEKNOLOGI BANDUNG** agrees to communicate with its frequent travelers, naming Four Points by Sheraton Bandung as the preferred hotel vendor in Indonesia. In addition, it is agreed that **Four Points by Sheraton Bandung** will be prominently positioned in any printed or electronic rate directories published **INSTITUT TEKNOLOGI BANDUNG**

**ADDITIONAL SURCHARGES:** Please take note black out date will be applying on School Holiday, Idul Fitri, Christmas and New year period.

**TRACKING:** Tracking will be coordinated by the Four Points by Sheraton Bandung. Callers must request the **INSTITUT TEKNOLOGI BANDUNG** rate at time of booking. Guests are asked to present corporate identification at time of check in. This will ensure that the proper rate and tracking credit are given.

**MEETINGS AND** Due to the difference in nature of individual and group bookings, we are unable to

### Four Points by Sheraton Bandung

Jalan Ir. H. Djuanda No. 46, Bandung, West Java, Indonesia

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bandung.reservations@fourpoints.com

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- CONVENTIONS:** guarantee that the preferred rate will be offered for groups (i.e. for 10 or more rooms per night). Group rates will be negotiated on a case by case basis by each individual Hotel according to market conditions and the meeting's specifications. **The proposed rates are for individual travel only and may not be utilized for group or convention attendees.**
- REQUEST FOR SPECIAL ACCOMMODATIONS:** Requests for specific rooms, suites or bed types will be accommodated whenever possible. We consider it part of our standard of service to arrange for any necessities your valued associates may require while in **Indonesia**.
- GUARANTEE:** Reservations can be guaranteed for late arrival with a credit card or deposit. In the event that a reservation is guaranteed for late arrival and the guest "no-shows", the appropriate room and tax charges will be charged against the form of payment used to guarantee the room for late arrival. Reservations can be cancelled without penalty if the hotel is notified prior to the one day before the date of arrival date of arrival. A cancellation number should be obtained from the reservations agent for reference.
- RELOCATION:** Should the Hotel(s) be oversold on the night of the guest's arrival (and provided the booking has been guaranteed), the Hotel will arrange accommodation at a comparable hotel. The Hotel will pay for transportation to this accommodation and one phone call to home or the office.
- BILLING PROCEDURES:** All guestroom charges including room and tax and/or incidentals will be the responsibility of the individual traveler. If a traveler does not have a credit card, a cash deposit will be required upon check in at the front desk.
- If charges are to be direct billed to **INSTITUT TEKNOLOGI BANDUNG** prior credit arrangements and notification to our reservations office is required. In addition to a completed credit application, we require a letter on company letterhead (Letter of Undertaking/Guarantee) to authorize billing. This information must be updated annually. All direct billing authorized by your company is guaranteed for payment and payment is due upon receipt of invoice, but no later than **30 days (depending on the credit approval)** after the Hotel's billing date.
- Check in time is **14:00 hours**; however, in our continuing effort to provide a pleasant stay, guests will be able to check in as early as rooms are available.
- REVIEW:** Terms of the agreements with **INSTITUT TEKNOLOGI BANDUNG** are subject to a quarterly review by Four Points by Sheraton Bandung at which time room night production will be measured and evaluated. Four Points by Sheraton Bandung reserves the right to cancel or alter terms of this arrangement in relation to such Hotel with thirty days' written notice if volume is not on pace to meet the annual room night commitment.

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**GOVERNING LAW:** The agreements set forth in the attached appendices between **INSTITUT TEKNOLOGI BANDUNG** and Four Points by Sheraton Bandung shall be governed by the laws of Indonesia

**JURISDICTION:** Any dispute, controversy or claim arising out of or in relation to any if the agreements set forth in the attached appendices entered into between **INSTITUT TEKNOLOGI BANDUNG** and Four Points by Sheraton Bandung shall be subject to the exclusive jurisdiction of the Indonesian courts.

Room Category	Rack Rate (IDR)	Corporate Rate (IDR) With 1 Breakfast	
		Weekdays (Net)	Weekends (Net)
Classic	IDR 2.420.000 Net	<b>IDR 1.300.000</b>	<b>IDR 1.300.000</b>
Premium	IDR 2.843.500 Net	<b>IDR 1.717.040</b>	<b>IDR 1.924.676</b>
Deluxe	IDR 3.025.000 Net	<b>IDR 1.968.720</b>	<b>IDR 2.176.356</b>
Room Category	Rack Rate (IDR)	Corporate Rate (IDR) With 2 Breakfast	
		Weekdays (Net)	Weekends (Net)
Classic	IDR 2.420.000 Net	<b>IDR 1.400.000</b>	<b>IDR 1.400.000</b>
Premium	IDR 2.843.500 Net	<b>IDR 1.838.040</b>	<b>IDR 2.045.676</b>
Deluxe	IDR 3.025.000 Net	<b>IDR 2.089.720</b>	<b>IDR 2.297.356</b>
Additional Buffet Breakfast	<b>IDR 121.000 Net / pax</b>		
Extra Bed	<b>IDR 605.000 Net</b>		
Meeting Package	Rate (IDR)	Benefits	
Full board Meeting	<b>IDR 800,000 Net</b>	2x Snack, 1x Lunch, 1x Dinner, including internet connection	
Full Day Meeting	<b>IDR 550,000 Net</b>	2x Snack, 1x Lunch or Dinner, including internet connection	
Half day Meeting	<b>IDR 450.000 Net</b>	1x Snack, 1x Lunch, or Dinner, including internet connection	

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Additional Lunch / Dinner	<b>IDR 300,000 Net</b>	
Additional Coffee Break	<b>IDR 250,000 Net</b>	1x Snack
Additional Bandwidth 50 Mbps	<b>IDR 3,000,000 Net</b>	

All rates are:

- Quoted in Rupiah (IDR)
- The above rates are net, inclusive of the prevailing 11% government tax and 10% service charge.
- Inclusive of In-Room Internet Access on complimentary
- Inclusive of buffet breakfast for 1 (one) or 2 (two) pax based on rate request
- Hotel contract rates do not apply to groups
- The Hotel reserve the right to adjust without notice, all price in this agreement, subject to increase or decrease in government tax and any restructure in government tax introduced.
- Black out date will be applied for the peak seasons period determined by the hotel (weekday and weekend based on date applied):
  - **Lebaran Period**
  - **Christmas Day**
  - **New Year**
  - **School Holiday Period**
- The Hotel has the right to sell at the Best Available Rate any room type when the date falls off the cut of dates.
- Additional person for breakfast may apply charges
- Smoking and handicap room are available based on request

#### **CANCELLATION POLICY**

Reservations can be cancelled without penalty if the hotel is notified by **24 hours prior to the date of arrival**. Clients who do not show will be charged for the entire length of stay. No-show must be paid without reliance on voucher due to the inability of the client to present the voucher. Should the company fail to pay cancellation fee. Hotel may cancel the company's billing privileges or this letter, at Hotel's sole discretion, without any obligation or liability whatsoever. A cancellation number should be obtained from the reservations agent for reference.

***Remark: All Cancellation must be received in writing***

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