



Warm greetings from HOTEL NEO CIREBON!

It is with great pleasure that we welcome **UPT Logistik Institute Teknologi Bandung** as a member of the HOTEL NEO CIREBON preferred Wholesale Account program. As a member, your guests are entitled to substantial discounts in HOTEL NEO CIREBON.

**Contract Validity : 1 April 2024 - 31 March 2025**

Room Type	Bed Type & No. Of Room	Size (Sqm)	Contract Rates
Standard Room	Double : 50 Twin : 70	21	Rp. 398,800 net/room/night (include breakfast)
			Rp. 368,800 net/room/night (no breakfast)
Suite Room	Double : 5	31	Rp. 658,800 net/room/night (include breakfast)
			Rp. 608,800 net/room/night (no breakfast)
Extra Bed			Rp. 250,000 net (include breakfast)
			Rp. 200,000 net (no breakfast)

**Rates Inclusive Of:**

- 21% government tax and service charge
- Rates are per night and valid for single or double occupancy, valid for maximum 2 persons
- \*Daily breakfast
- Free Internet Access in all Hotel Area (including in room)

**High & Peak Season Surcharge**

- **HIGH SEASON SURCHARGE AT Rp. 200,000 NETT / NIGHT**
- Lebaran Period **6 April - 20 April 2024**
- Christmas Days **21 – 30 December 2024**
- **PEAK SEASON SURCHARGE AT RP. 200,000 NETT / NIGHT**
- New Year **31 December 2023 – 2 January 2025**
- **WEEKEND SURCHARGE AT Rp. 50,000 NETT / NIGHT**
- Every Saturday



### **RATES RESTRICTION**

1. The rates granted are confidential and are non commissionable, inclusive of tax and service charge.
2. While surcharges are indicated in this contract, there may be events where we will have to request you to apply additional surcharges for certain dates. We will inform you about these no less than 2 weeks before the date.
3. Rates may change due to economic stability. We will inform you in writing if such an event should occur.  
All bookings prior to the notice will not be affected.
4. The offer outlined in this contract will be available only when a returned signed copy is received.

### **RESERVATION POLICIES**

Rate is applicable upon receiving advance reservation from your office. In case no prior reservation has been made, you will be charged using the best available rates (BAR).

Room reservation is subject to availability and confirmation of the respective hotel upon time of reservation, therefore advance reservation is advisable. Generally, the confirmed reservation will be held by the respective hotel only until 6 PM local time.

### **CHILDREN POLICY & MAXIMUM GUEST PER ROOM**

- Children: age between 6 – 12 years old.
- Maximum occupancy per room is 3 persons (2 adult and 1 children under 12 years old)
- Maximum 1 child under 6 years old is free for sharing bed with the parent.
- Children above 05 years old must book an extra bed or additional breakfast to share room with adults. Extra bed may incur extra charges.
- Children under 6 years free buffet meals if dining with parents.
- Additional breakfast for children from 6 – 12 years old available at IDR 40,000nett per person.
- Agent should inform hotel reservation to book for additional breakfast and extra bed



### **CANCELLATION & NO SHOW POLICY**

- 1) Any cancellation be received 7 days prior to arrival on low season and 14 days or high season and 21 days on peak season, a penalty of one night's room rate contracted will be applied to your account
- 2) Any cancellation be received 7 days prior to the arrival on high season and 14 days on peak season, a penalty of 50% of total night's room rate contracted will be applied to your account
- 3) Any cancellation be received 7 days on peak season, 100% of total night's room rate contracted will be applied to your account
- 4) "No show" 1 night room rate contracted on low season and 100% of total night's room rate contracted on high & peak season will be applied to your account

### **BILLING AND PAYMENT POLICY**

- Advance deposit is required upon check-in for personal expenses.
- The Proforma invoice will be sent upon reservation confirmation or latest 14 days' prior guest arrival
- No credit facilities. All invoices shall be settled within 7 (days) upon receipt of invoice. If payment has not been settled before 7(seven) days, will be considered as full prepayment on "CASH BASIS"
- In the case of unsettled invoice / outstanding (credit facility) as per due date, it will incur a 2% interest of the total outstanding amount
- In the case of unsettled invoice / outstanding (credit facility) as per due date, hotel reserve the right to refuse any placement booking
- *Hotel only accepts payment methods via bank transfer to the hotel official account stated on this contract.*

*If payment is made at the hotel, it may be made in cash (up to the legal limits) only to the hotel General Cashier, or by bank card (MasterCard, Visa, Union Pay, etc) at the hotel front desk. Hotel will not be responsible and accept any payment made through hotel staff, sales, or representative (except Hotel General Cashier) as event payment or deposit.*

### **OUR BANK AND ACCOUNT NUMBER IS:**

**BCA, ACCOUNT No. : 428.186.7878 - PT. PERDANA ASRI UTAMA**

### **CREDIT FACILITIES**

1. In the event, you may choose to establish credit facilities with the hotel, a credit application form is available upon request.
2. Credit facilities will only be granted once satisfactory credit references have been received and approved by hotel accounting with terms & conditions applied.
3. Application for credit should be made at least 15 working days before guest arrival.
4. Hotel invoice should be settled maximum 14 days after the company receives the invoice from the hotel. Failure to issue payment within these terms may result in credit facilities being withdrawn.



### **TAX & SERVICE CHARGE**

The hotel reserves the right to adjust the rates here agreed without notice in the event of tax alteration by government and service charge amendments.

### **DISTRIBUTION**

Rates in this agreement may not be used or displayed on any kind of Website, unless for the specific and password-protected use of the employees of and consultants to the company signing this agreement.

### **CONFIDENTIALITY AND EXCLUSIVITY**

- This contract remains confidential between the undersigned and designates clientele, and shall not be disclosed to other third parties. Unauthorized disclosure of content will automatically terminate this agreement.
- Any amendment to this agreement shall not be valid until agreed in writing by authorized HOTEL NEO CIREBON and **UPT Logistik Institute Teknologi Bandung**
- Internet restriction: **UPT Logistik Institute Teknologi Bandung** shall ensure that Room Rate is not provided on any Online Channels as room only or unpackaged, including without limitation via online (e.g., internet based) channels, or any other interactive or electronic channels, including mobile devices that the end-user Guest can access, this includes, but is not limited to, online travel agencies (OTAs), opaque sites, group buying, loyalty or points redemption programs, flash sales, social commerce and daily deals sites and applications. In any which case HOTEL NEO CIREBON needs to approve before launching.

### **GENERAL CONDITIONS**

HOTEL NEO CIREBON and the client agrees to each carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in the retreat during the period of accommodation. The performance of the agreement by either party is subject to acts of nature, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency making it illegal or impossible to provide the facilities contracted.

### **CHECK IN & CHECK OUT PROCEDURES**

Check in time is from 2.00 PM and check-out time is at 12.00 noon. Extension of check-out time until 18.00 hours is subject to space availability and will be charged 50% based on contract rates. Check-out after 18.00 hours is subject to one night room charge at contracted rate.

### **ROOM REQUEST**

Room request is subject to the availability at the mutually agreed rates, between the company and the hotel. The company shall direct all reservations to **HOTEL direct phone or email**.