

TERMS & CONDITIONS

Rooming list

A rooming list, containing name of each participant of the group, arrival/departure, the occupancy for each room (single, double) must be received by the Hotel no later than 21 days prior to the group scheduled arrival date.

Check-in and check-out

Check-in time is available as from 15:00 on the day of arrival. In case of guest arrival before this time, the Hotel will do its utmost to provide this early check-in. However, a pre-registration should be made the night prior to arrival at an extra overnight charge, in case an early arrival needs to be 100% guaranteed (subject to occupancy and at the best available rate). The check-out time is 12:00. In case of late check-out, a half day rate will apply for extensions up to 18h00 and are subject to availability on the day.

Late cancellation, early departure, no show

The Hotel reserves the right to charge no-show, late cancellations and early departures at the contracted room rates for the reserved nights. If the guest has not arrived within half an hour after the reserved time, Hotel can consider the reservation as cancelled and to be charged.

Cancellation

If the Client partially or completely cancels the Event, the client needs to pay cancellation fee.

A cancellation fee shall be paid by the Client upon partial or full cancellation as compensation for the Hotel's lost profit and not as a penalty (Cancellation Fee). The Cancellation Fee shall be expressed as a percentage of the total reservation value.

The cancellation fee percentages are stated below.

Number of days prior to the start date of the event:

Expresses as a percentage of the total reservation value:

Until 120 days:

A cancellation fee of 5% of the reservation amount is due by the client.

120- 89 days:

A cancellation fee of 25% of the reservation amount is due by the client.

89 - 60 days:

A cancellation fee of 80% of the reservation amount is due by the client.

59 – 30 days:

A cancellation fee of 90% of the reservation amount is due by the client.

29 - 15 days:

A cancellation fee of 95% of the reservation amount is due by the client.

14 - 1 days:

A cancellation fee of 100% of the reservation amount is due by the client.

Deposit

The Hotel requires a full deposit (100%) for all contracted orders prior to the event, which will be paid as follow:

The following deposit terms apply to this contract for the Group & Events:

- First deposit: 50% of the total contracted revenue needs to be paid at the signature of the contract.
- Second deposit: 25% of the total contracted revenue needs to be paid 90 days prior to the date of arrival.
- Final deposit: 25% of the total contracted revenue needs to be paid 30 days prior to the date of arrival.

The amounts mentioned in this contract should be paid in EURO before the due dates mentioned above. If the deposits are not paid before the due dates, the Hotel reserves the right to cancel the contract unilaterally with a notice of 5 working days.

Invoice

Our invoices are payable in EUR at the Hotel address, upon receipt and excluding discount. The sole fact of accepting a bill of exchange or an extension of payment does not detract from the application of our general selling terms and does not implicate any renewal of the debt. All taxes and payment charges are at the Organizer's own expense. Any change in the current taxes or service charges, imposed by the Dutch or City authorities will entail changes in the above-mentioned rates. If no written claim regarding the invoice of the De L'Europe Amsterdam is received within 14 days of the invoice date, the invoice will be considered as accepted by the Organizer. Invoices not paid by the stated due date will be increased by right and without notice by 2% of the outstanding amount with a minimum of 100 EUR to cover any administrative costs. Furthermore, interest of 1% per month will be added without notice, beginning 15 days from the invoice date. At the end of each meeting day, the Hotel will provide the authorized on-site representative with copies of the banquet checks for each function for final approval.

Indemnification and hold harmless

Hotel agrees to defend, indemnify and hold harmless the Group & Events from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement. Hotel also agrees to defend, indemnify and hold harmless Group from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of Hotel's performance pursuant to this Agreement, except for those actions or liabilities which are due to the misconduct or negligence of the Group.

Group agrees to defend, indemnify, and hold harmless Hotel from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Group or any contractors hired or engaged by the Group in connection with the performance of Group's obligations under this Agreement. Group also agrees to defend, indemnify, and hold harmless Hotel from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of the performance of Group's obligations pursuant to this Agreement, except those actions which are due to the misconduct or negligence of Hotel.

Insurance

The Organizer for the Group & Events and the Hotel are required to insure their obligations set forth in the section entitled "Indemnification and Hold Harmless" above, and to provide evidence of such insurance upon request.

Each participant at the event is supposed to behave according to the house rules of the Hotel. The Organizer shall be held liable for any and all damage and trouble caused by the participants or third parties hired for the event in the Hotel. All damage caused by the participants or the Organizer will be the Organizer's responsibility. For any activity introduced onto the premises by an outside contractor hired by the Organizer for the Group & Events, the Organizer will be fully responsible for the actions of such outside contractor. Upon request, Organizer will provide a certificate of insurance covering the actions of such outside contractor, naming the Hotel Owner as additional insured's with regard to the activities of such outside contractor.

The Hotel denies any responsibility in the case of theft or any damage caused to any equipment or objects on display or objects left by the Organizer or one of his / her guests in the Hotel. For any valuables kept on the Hotel premises, the Organizer or participant is responsible for the insurance at the appropriate value of such valuables.

Termination for cause

Except as otherwise provided in this contract, neither party shall have the right to terminate their obligations under this agreement. Either party may terminate this agreement for any one or more of such reasons upon written notice to the other party within five (5) days of such occurrence or receipt of notice of any of the following occurrences. This contract is, however, subject to termination for cause without liability to the terminating party, under any of the following conditions known as 'Force Majeure':

The parties' performance under this contract is subject to acts of God, inclement weather, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the parties' control, making it impossible, illegal or which materially affects a party's ability to perform its obligations under this contract.

In these specific cases, either party shall be entitled to suspend the contract until such time when the circumstances constituting 'Force Majeure' have disappeared. Each Party shall nevertheless endeavor reasonably to alleviate the effects of such circumstances constituting Force Majeure, including agreeing upon alternative arrangements.

In the event that either party shall make a voluntary or involuntary assignment for the benefit of creditors or enter into bankruptcy proceedings prior to the date of the Group's meeting, the other party shall have the right to cancel this Agreement without liability upon written notice to the other.

The Hotel shall promptly notify the Group if there is a change in the management company which operates the Hotel prior to the meeting, in which event Group shall have the right to terminate this Agreement without liability upon written notice to the Hotel.

Should the Group & Events decide to continue with their program during a time that is affected by the Rights of Termination listed above, hotel will not hold group responsible to any attrition obligations listed in this agreement.

Acceptance

Contained in this contract are the detailed commitments and arrangements to be provided to the Group & Events. To enable the Hotel to provide maximum service, any requirements beyond the level of these commitments should

be indicated by the Organizer upon return of the signed document, and must be accepted by the Hotel. All changes or additions to the contract must be laid down in writing and have to be accepted by both parties. Verbal agreements are not valid. Until a definite agreement is signed by both parties, the Hotel has the right to cancel the event and release any blocked rooms and/or spaces. The Organizer is fully aware of the conditions mentioned in the Terms & Conditions, which constitute an integral part of the present contract, and agrees to abide by them.

Changes and notice

Any changes to these terms must be made in writing and signed by both parties to be effective. Any modifications, additions or corrective lining out made on this contract will not be binding unless such modifications have been signed or initialed by both parties. Any notice hereunder shall be given to the individuals listed on the first page of this agreement at the addresses set forth herein. Notice must be given through certified or registered mail, return receipt requested, overnight delivery, with a signature signifying receipt in order to be effective under this agreement and shall be deemed delivered upon receipt.

Arbitration

The parties agree that any and all claims, controversies or disputes between the parties which arise out of or relate in any way to this Agreement or a breach hereof and which the parties are unable to resolve informally shall be submitted to binding arbitration in Amsterdam, Netherlands to be conducted in accordance with the Commercial Arbitration Rules or a dispute resolution provider as otherwise agreed to by the parties.

The parties expressly agree that this arbitration shall be final and binding on the parties and judgment may be entered upon the award and may be enforced by appropriate judicial action in any state or federal court having jurisdiction thereof. In this connection, the parties hereby submit themselves to the jurisdiction of the Netherlands. The parties agree that the arbitrator shall adhere faithfully to the laws of the Netherlands and that the arbitrator shall award to the prevailing party in arbitration the reasonable attorney's fees and costs expended in connection with any arbitration conducted under this provision.

Waiver

If one party agrees to waive its right to enforce any term of this Agreement, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Agreement.

Binding agreement

This Agreement, which is incorporated herein by reference, are all of the terms agreed to by the parties. Any changes to these terms must be made in writing and signed by both parties to be effective. All prior agreements, verbal or written, are no longer effective once this Agreement is signed by the parties.

Privacy and confidentiality

The Hotel commits to take appropriate technical, physical and organizational measures to protect the personal data collected for collaboration purposes from the Group & Events from misuse or accidental, unlawful and unauthorized destruction, loss, alteration, disclosure, acquisition or access, that are consistent with applicable privacy and data security laws and regulations. However, no internet-based site can be 100% secure and the Hotel shall not be held responsible for unauthorized or unintended access that is beyond its control.

SIGNATURES

I have received, read and I agreed with the above Contract and the Hotel General Terms and Conditions

For the Organizer	For the Hotel
Name: Title: Date: Authorized Signature:	Name: Title: Date: Authorized Signature: