



Your Gathering #485450

<p>FROM: PENTAHOTEL BIRMINGHAM VERNESSA DAVY ERNEST STREET HOLLOWAY HEAD BIRMINGHAM, B1 1NS TELEPHONE: 01216228800 / 07535074308 EMAIL: UK.SALES@PENTAHOTELS.COM</p>	<p>TO: DEPARTMENT FOR INTERNATIONAL TRADE MR ALEX SCHAEFER 50 VICTORIA STREET SW1H 0TL LONDON GREAT BRITAIN TELEPHONE: +44 07717 568571 EMAIL: ALEX.SCHAEFER@TRADE.GOV.UK FAX:</p>
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We've created a remarkable atmosphere of productivity and professionalism for your business event by adding one unique ingredient: Fun.

You can't be functional if you don't start with fun. That's what we do. We get called mavericks, rebels and black sheep as a result. That's ok. Just don't call us boring.

This Agreement between « **Department for International Trade** » ("**The PentasticGroup**") and « **Pentahotel Birmingham** » ("**The PentasticHotel**") is effective as of the date it is signed by the **The PentasticGroup** and must be signed and returned no later than the 11th February 2022. However, if prior to the 11th February 2022, a third party requests some or all of the event dates set out in this Agreement and is in a position to sign immediately, we will advise the **The PentasticGroup** in writing and will have 3 business days from the date of such notice to confirm the booking by returning the signed Agreement and the related deposit. Past the set out date **The PentasticHotel** may without any liability enter instead into an Agreement with the third party.

ACCOMMODATION:

Arrival: 22.07.2022

Departure: 27.07.2022

ROOM TYPE	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
	22.07.22	23.07.22	24.07.22	25.07.22	26.07.22
Penta Standard Room					
Occ1	20	20	20	20	20
Total	20	20	20	20	20

ROOM TYPE	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY
	22.07.22	23.07.22	24.07.22	25.07.22	26.07.22
Penta Standard Room					
Occ1 (Gross)	GBP192.00	GBP192.00	GBP192.00	GBP192.00	GBP192.00
Total	20	20	20	20	20

- All rates quoted in GBP, the use of our fitness and the statutory VAT. Any change in the current taxes or service charges, imposed by the government will entail changes in the above mentioned.
- Breakfast Buffet included.
- Supplement of £10.00 applies for a double occupancy, including breakfast for the second person.
- The rates are valid for the services, numbers and dates offered above. Any change of pattern and numbers are subject to availability and rate change
- The PentasticHotel has the right to revise the rates in case of a decrease more than 50%

TOTAL GROUP ROOM NIGHT COMMITMENT 100

RESERVATION METHOD

- ✓ Rooming list

Guest room reservations will be made by rooming list that includes a clear listing of full names, arrival/departure dates, and type of accommodation desired for everyone. For group of more than 50 room nights The PentasticHotel will provide with a specific document "Rooming list - File to fill" for the PentasticGroup to complete and send back completed to the PentasticHotel.

The rooming list must be received no later than **15 days** prior to the arrival date.

- To be charged to the company

The accommodation payment will be made on site by each participant individually.

However, the PentasticGroup undertakes to provide one credit card as a guarantee for late cancellations and / or eventual no-shows, by filling in the Credit Card authorization form provided in the following pages.

The PentasticHotel reserves the right to modify the meeting room if operational needs so require. Also please note that menus can be subject to variations depending on our available supplies and operational needs.

Kindly send back the document **"Event / Group Check-List"** provided in the following pages, completed no later than **15 days before arrival**.

Kindly note the PentasticGroup shall provide all event details to the PentasticHotel no later than 15 days before arrival. If changes occur after, the PentasticHotel will do his best to provide the required services but cannot guarantee it.

COSTS

Total Rooms:	19,200.00
TOTAL (VAT included):	GBP 19,200.00

BILLING INSTRUCTIONS

<u>WILL BE CHARGED TO THE PENTASTICGROUP:</u>		<u>WILL BE CHARGED TO THE GUEST:</u>	
Bedrooms & breakfast	<input type="checkbox"/>	Bedrooms & breakfast	<input type="checkbox"/>
Extras	<input type="checkbox"/>	Extras	<input type="checkbox"/>
Parking	<input type="checkbox"/>	Parking	<input type="checkbox"/>
Late cancellations & no-shows			
Seminar and Catering Charges			

ROCKSTAR ATTENTION PLEASE!

If the above grid is not completed upon signature the PentasticGroup will be considered responsible for all above mentioned charges.

The invoice for this event will be sent to and paid by (please complete):

COMPANY LEGAL NAME:	
To the attention of:	
Address:	
Accounting Tel. Number:	
VAT Number:	
Company Billing Reference (e.g PO Number):	

PAYMENT

The following payments are due by the PentasticGroup as set out below.

If arrival date is in less than 15days:

- The PentasticGroup shall provide credit card details as guarantee using the form in the following pages, and provide with a valid proof of payment of bank transfer required below:

DEPOSIT DUE (VAT INCLUDED)	DATE DUE
10% of the total contracted amount	Upon signature
50% of the total contracted amount	59 days prior to arrival
40% of the total contracted amount	30 days prior to arrival

The PentasticHotel shall have the right to cancel this Agreement if the PentasticGroup fails to pay any installment of the deposit on the due date.

Deposits are payable on account:

Unicredit Sort code 30-10-61 | Account No. 16756106 | Swift HYVEGB2L | IBAN GB92 HYVE 3010 6116 756106

Please mention following reference: 485450

Accepting the proposal:

This proposal has been prepared on a contract basis. It is subject to confirmation and will be effective as long as one copy signed by the PentasticGroup is in the possession of the PentasticHotel. Regarding all other matters, the General Terms and Conditions will apply. Both Pentastic Parties confirm that they have read this document, understand the content, and accept it.

PentasticGroup

Name: Ceri.Owen-Bradley

Title: Deputy Director, Commercial

Signature: *Ceri.Owen-Bradley*

Place and date: 22/4/2022

PentasticHotel

Name: Helen Vann

Title: Regional Sales Manager

Signature: *Helen Vann*

Place and date: 26/4/2022

Credit Card Authorization Form

As we are protecting your credit card details, please consider that we only require the last 4 digits of your credit card number at this point. The rest of the details should be communicated to the PentasticHotel by phone on +44 1189 035 925

- **Cardholder Information**

Name as it appears on credit card

- **Card type**

Visa MC Amex Diners/CB Discover JCB

- **Account type**

Individual (personal credit card)
 Corporate/Company Name

Last four digits of your credit card _____

Exp. date _____

Address _____

Postcode _____

City, Country _____

Phone _____

Email _____

I certify that all information is complete and accurate. I hereby authorize the PentasticHotel to charge the credit card mentioned above as guaranty of non-payment of the contracted services relative to contract n° 485450

- Use this credit card as well for deposit payments
- And extra charges confirmed after signature of the contract*

****Please note that if this condition is not accepted, all extras' charges will have to be paid directly at the reception before the group's departure.***

Cardholder signature _____

Date _____

Group Check-List

(TO BE SENT **15 DAYS** BEFORE GROUP'S ARRIVAL)

ACCOMMODATION:

- Rooming List: sent
- Check-in: individual in group*
If group approximate timing:.....

EVENT:

- Agenda for each day:
 - Arrival Time:
 - Morning break:
 - Lunch:
 - Afternoon break:
 - Departure time:
- Title of the meeting to display:
- Final Number of participants (Speakers included):
- Speaker table in the meeting room: YES NO
 - Number of speakers:
- Plenary room set-up:
- Breakout room set-up:
- Technical Equipment:
Beamer, screen, 1 flipchart included - extras fees apply for any other equipment

Special Diet / allergies:

DIET	NB OF PEOPLE	DIET	NB OF PEOPLE	DIET	NB OF PEOPLE
Vegetarian		Gluten Free			
Vegan		Nut allergy			
Dairy Free		Halal			

- Other remarks:
(package delivery etc .)
- Contact person on site:
Phone number:
Allowed to add charges to company bill*: YES NO

Pentahotel Birmingham
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Holloway Head

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Reg. No. 12 24 26 36
Director: Guy Baruch

Unicredit
Sort code 30-10-61
Account No. 16756102

Birmingham B1 1NS

VAT No. GB 347 8815 57

Swift HYVEGB2L
IBAN GB06HYVE30106116756102



***PentasticGroup must have credit authorization or provided with CC as guarantee otherwise not applicable**

Cancellations: After the contract has been signed, it is no longer possible to cancel the agreement free of charge. After this stage, the following conditions will apply:

The percentages are not applicable on a cumulative basis.

CANCELLATION RECEIVED IN WRITING	AMOUNT DUE
From the Agreement Date to 60 days prior to the arrival date	0% of the total amount
From 59 days to 42 days prior to the arrival date	50% of the total amount
From 41 days to 31 days prior to the arrival date	75% of the total amount
From 30 days to 15 days prior to the arrival date	95% of the total amount
Within 14 days prior to the arrival date	100% of the total amount

It is not possible to move rooms from one night to another, even if the total number of roomnights remains identical. In case of no show, the entire stay will be charged at the rate applied in this contract. An early departure fee of 100% of the room rate applies if a group member leaves the hotel prior to the scheduled departure date.

The bedrooms and meeting rooms are connected. The Pentastichotel will not be obliged to keep the meeting rooms originally planned in the event of a substantial reduction in the number of bedrooms.

Any further reductions will be charged as stated in the General Terms and Conditions for events or in the contract agreed by the hotel. You can find the General Terms and Conditions by clicking the following link, where the PentasticGroup is referred as "the customer": <https://www.pentahotels.com/terms-and-conditions>

Function space: The PentasticHotel reserves the right to reallocate function space in order to provide suitable accommodation of size and quality for the event on the Event Dates. Due notice will be given in writing by the PentasticHotel to the PentasticGroup of any change from the Function Room specified in this Agreement should group numbers increase or decrease.

Reassign placement / change of set up: Each change in the set-up of the meeting / banquet rooms on site, in relation to what has been agreed with the conference planner, will be subject to a supplement of GBP20.00 per person.

Final numbers: Full details of the accommodation requirements, function rooms and other features applicable to the functions will be finalized between the PentasticHotel and the PentasticGroup 15 days before the event in writing and will, upon written confirmation by or on behalf of the PentasticGroup, become part of this Agreement. The PentasticGroup must notify the PentasticHotel in writing of all amendments to guest numbers and/or other arrangements before this date. Reduction in the duration or contracted value of the booking will be subject to the PentasticHotel's attrition policy (if applicable) in this Agreement. Billing will be based on contracted or actual numbers, whichever is greater. Final timings and rooming lists and any special requests must be confirmed to the PentasticHotel at least 15 business days prior to the event.

Food & beverage: Due to licensing requirements and for quality control, all food and beverage served at the PentasticHotel must be supplied and prepared by PentasticHotel.

Menu selection: Final menu selections are required 15 days prior to the event. If the menu selections have not been confirmed to the Hotel 15 days prior to the event, the Hotel reserves the right to make a menu selection in order to guarantee an optimal preparation of the event. Changes of menu selections within 15 days prior to the event are subject to additional charges.

Check-in /check-out Earliest check in time is 3:00PM. Latest check out time is 12:00 noon.

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**PENTA
HOTEL
BIRMINGHAM**

In case a fast check-in is required from the Group, the Group must provide a credit card as guarantee of any possible extra-fees linked to their guests stay. It is the PentasticGroup responsibility to asks their guests to pay for any extras charges linked to their stay (smoking fees, cleaning fees, phone calls..) at the reception upon check-out. If guests don't proceed with check-out at the reception and the PentasticHotel notices a prejudice after departure; the credit card given from the PentasticGroup as guarantee will be charged without prior notice.

Conditions: Our offer is subject to the capacities and types of events listed not being restricted by local or national government regulations which fall outside of our control. Our offer is subject to the capacities and types of events listed not being restricted by local or national government regulations which fall outside of our control.

Exhibition: Should an event or exhibition take place during the requested period, which is not yet known, the hotel reserves the right to change or increase the rates accordingly or to define exclusion dates /black-out dates. The prices quoted are base rates. The hotel reserves the right to increase prices by a maximum of 10% per calendar year.

Smoking fees: Please note the hotel is a complete non-smoking area, any guest failing to respect the non-smoking policy will be charged GBP350.00 per day. If guests are unable to provide the payment, the Group will be automatically responsible of the related fees.

Pictures: You can find a great variety of pictures from our hotel here: [Pentahotel Birmingham](#). Please note that the pictures are available for your internal usage only and remain the copyright of Pentahotels at all times.

Internet connection: High-speed WLAN is available in all rooms and the reserved conference areas.

Parking: Our hotel has 80 parking spaces available. The charge is £1.00 for every hour commenced and £4.00 for 24-hou

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