



Your Gathering **\*REDACTED \***

FROM: PENTAHOTEL BIRMINGHAM <b>*REDACTED *</b> <b>*REDACTED *</b> <b>*REDACTED *</b> <b>*REDACTED *</b> TELEPHONE: <b>*REDACTED *</b> EMAIL: UK.SALES@PENTAHOTELS.COM	TO: DEPARTMENT FOR INTERNATIONAL TRADE  <b>*REDACTED *</b> 50 VICTORIA STREET SW1H 0TL LONDON GREAT BRITAIN TELEPHONE: <b>*REDACTED *</b> EMAIL: <b>*REDACTED *</b> FAX:
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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 11<sup>th</sup> February 2022. However, if prior to the 11<sup>th</sup> 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: \*REDACTED  
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Departure: \*REDACTED  
\*

- 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:

**\*Redacted\***

**Please mention following reference:**

**\*Redacted\***

### **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:

**\*Redacted\***

Title: \_\_\_\_\_

PentasticHotel

Name:

**\*Redacted\***

Title: \_\_\_\_\_

Signature: **\*REDACTED \***

Place and date: 22/4/2022

Signature: **\*REDACTED \***

26/4/2022

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 ask their guests to pay for any extra 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-hour