



Atlas Hotels Ltd  
4 Romulus Court, Meridian Business Park  
Leicester, LE19 1YG

Booking Details		Date Of Issue - 11-May-22	
Title of Event:	<b>DIT - Group</b>		
Booking Duration:	From 28/07/2022 at 16:00 to 10/08/2022 at 12:00		
Booking Ref:	27096		
External Ref:			
Company:	Department of International Trade	Hotel:	Holiday Inn Express
Address:	*REDACTED *	Address:	*REDACTED *
Contact:		Contact:	
Telephone:		Telephone:	
Email:		Email:	
Booking Agent:	West Midlands Growth Company Ltd	Parking Charge:	*REDACTED *
Address:	*REDACTED *	Commission %:	*REDACTED *
Telephone:	*REDACTED *		
Email:			

Payment and Cancellation Terms	
Pay Method:	*REDACTED *
Other Terms & Conditions:	<p>The Holiday Inn Express Birmingham Snow Hill are subject to a minimum stay period of the duration of the games – 28th July to 9th August inclusive. You may have different people check in and out during these dates however each room is subject to the minimum of 7 nights and these dates must be prepaid as per the terms on the following page</p> <p>1) The original allocation may not be reduced in length by more than 1 night in total - with a minimum of 7 consecutive nights required at all times.</p> <p>2) The number of rooms held/cancelled on each night throughout the minimum duration must be of equal value.</p> <p>3) Individual arrivals and departures within the minimum 7 night stay period are permitted so long as all rooms are occupied/paid for on each day</p>

Accommodation Details	Accommodation & Package Charges: £67,200.00
*REDACTED *	

<b>Total Charge (Inc VAT)</b>	<b>£67,200.00</b>
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Signing below confirms the above details and acknowledges the understanding of the following page, Atlas Hotels Ltd Terms & Conditions			
Client Name (PRINT):	*REDACTED *	Coordinator Name (PRINT):	*REDACTED *
Date:	22/04/2022	Date:	25/04/2022
Signature:	*REDACTED *	Signature:	*REDACTED *
Client Member Number:	*REDACTED *		



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## Terms and Conditions

### **Accommodation**

- a) All bedroom accommodation rates are quoted in Pound Sterling per room, per night and include VAT at the prevailing rate, service charges and the buffet breakfast
- b) Quotes are based on the information provided at the time of booking. We reserve the right to revise pricing if the volume or the length of stay of the booking changes by more than 20%
- c) For accommodation bookings we will provide a template rooming list for completion and do not accept rooming lists in PDF format

### **Cancellation:**

At any point up until 23:59 on 31 Dec 2021, 100% of the room nights without charge or penalty

- Between 00:01 on 1 Jan 2022 and 23:59 28 Feb 2022, cancellation up to 50% of the remaining room nights without charge or penalty
- Between 00:01 on 1 Mar 2022 and 23:59 on 30 Apr 2022 cancellation up to 25% of the remaining room nights without charge or penalty
- From 00:01 on 1 May 2022 any cancellations will be subject to charge. Cancellation charges will apply for the full duration of the stay.

For the dates 18th July to 27th July and 9th August to 13th August inclusive:

- You may cancel up to 100% of the rooms holding on these dates up until 4 weeks prior to the 1st day of arrival (20th June)
- Between 4 weeks prior and 2 weeks prior you may cancel up to 25% of the remaining rooms holding on these dates without charge.
- Between 2 weeks prior and 1 week prior to arrival you may cancel up to 10% of the remaining rooms holding on these dates without charge. Any cancellations over and above this will incur the full charge.
- No further cancellations are allowed after 1 week prior (11th July).

Rooming List:

- Any unnamed or non-guaranteed rooms will be released 14 days prior to the arrival date stated above and full cancellation charges will apply. A final rooming list is required at least 10 days prior to the arrival date stated above.

### **Payment & Commissions**

On 1st April 2022, 50% of total room rate is payable;

2) On 1st May 2022, the remaining balance of the rooms is payable after deduction for any rooms cancelled in accordance with the cancellation policy.

- a) No cash is accepted at hotels
- b) Where the card holder is not present for payment, a 3rd Party Authorisation Form is required to process payment. Failure to follow this process may result in refused access or payment being required on arrival
- c) Commissions are paid on the gross rates offered and the commission must be confirmed at the time of booking. Example - £100 including VAT @20%, gross rate £100.00. Commission offered of 10% would result in £10.00 claimable
- d) Commission is paid via IHG Electronic Commission Service (Onyx) after the event/group has departed and on the receipt of a commission invoice sent to [commissions@atlashotels.co.uk](mailto:commissions@atlashotels.co.uk)

### **Liabilities**

- a) Please safeguard your property. The hotel will not accept any liability for loss or damage to property or death, illness or injury to persons unless caused by the hotels negligence
- b) Unless the hotel is liable as referred to in (a), you will indemnify the hotel from and against any and all liability for loss or damage to property arising as a result of the event
- c) You are advised to consider your insurance cover in respect of (b)
- d) The hotel reserves the right to obtain a deposit on arrival at the hotel to cover for any loss or damages caused

### **General**

- a) Goods and services may not be bought or sold on the premises without prior written consent in which case additional terms and conditions will apply that must be signed. No tickets whatsoever may be sold at the event without prior written notice where insurance information will be required
- b) Brand information including but not limited to, Atlas Hotels' IHG, Holiday Inn Express, IHG® Rewards Club, Hilton, and Hilton Honors may not be used in any advertising or other publicity without prior written consent
- c) No signs, displays, posters or other material may be fixed to the walls without prior written authorisation
- d) If you are employing the services of an outside contractor you agree to indemnify the hotel against any loss or damage to property or death, illness or injury to any persons; and against all claims, costs, demands, proceedings and damages arising therefrom. Outside contractors employed by you must report to reception and sign the Contractors Indemnity Form
- e) Any changes and amendments to this agreement or terms and conditions will need to be agreed by Atlas Hotels and a new contract will be issued



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Pro-forma issued Department of International Trade for Payment for DIT - Group

Booking Ref:  
External Ref:  
Hotel:  
Address:

**\*REDACTED \***

Contact:  
Position:  
Telephone:  
Email:

**\*REDACTED \***

Company:  
Contact:  
Address:

**\*REDACTED \***

Booking Agent:  
Contact:  
Address:

**\*REDACTED \***

Date: 17/03/2022  
First Arrival Date: 28/07/2022  
Last Departure Date: 10/08/2022  
Booking Ref: DIT

Description	Amount
Accommodation	£67,200.00
Meeting Room	
Food & Beverage	

**Total Charge (Inc VAT): £67,200.00**

A VAT Invoice will be provided after the last departure date

Bank Details:

**\*REDACTED \***