



RADISSON MEETINGS

AGREEMENT - 2025/S/300/0063

The following agreement is made between:

SOF Hotel Operations Sp. z o.o.

ul. Poleczki 35

02-822 Warszawa

NIP:7792425634 („Hotel”)

Represented by: General Manager **Andreea Cheratoiu**

and

ČCCR – CzechTourism

Štěpánská 567/15

120 00 Praha 2 - Nové Město

(“Client)

Represented by:

Name: **Ing. Tereza Hofmanová**

Title: **Director of the Product Management, Research and B2B Cooperation Department
Head Manager of the Czech Convention Bureau**

EVENT OVERVIEW

Date: 04th June 2025 – Wednesday

Event	Time	Space	Att.	Details	Price
Meeting room	10:00-17:00	Alfa 1 – 215 square meters	60	Special set up	5200 PLN/day
Coffee break	10:00-17:00	Foyer	60	Continuous	84 PLN/person
Lunch buffet	13:00-14:30	Restaurant Vibes	60	Option 3	180 PLN/person
Corkage service	13:00-14:30	Restaurant Vibes	60	-	61,50 PLN/person

The meeting rooms are equipped with air-conditioning and natural daylight.
Rental rate includes LCD projector, Screen, Flipchart, Wi-Fi internet.

Name on the signage should be:
.....

The prices of catering services are approximate. Prices of catering services depend on the selected menu.

The hotel requires a menu selection until 28th May 2025.

Menu with special diets should be provided before group arrival.

All changes in this matter should be consulted with the Executive Chef more than 72 hours before dinner.



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ESTIMATED COST OVERVIEW FOR 60 PEOPLE

Cost	Amount in PLN
Meeting room	5 200 PLN
Coffee break	5 040 PLN
Lunch	10 800 PLN
Corkage service	3 690 PLN
Total	24 730 PLN

The estimated cost is in PLN and includes VAT and applicable charges.

RADISSON REWARDS FOR BOOKERS AND PLANNERS



Radisson Rewards for Bookers and Planners is designed for our travel professionals. As a member, you will be rewarded for bookings at any of our more than 700 hotels in Europe, Middle East, Africa and Asia-Pacific and enjoy exclusive opportunities to earn and redeem points for a wide selection of award night stays, airline miles and more. If you are not a member yet, please consider joining our loyalty program now at [Radisson Rewards](#). Make sure to provide your Radisson Rewards membership number every time you request a meeting proposal from our hotels.

Please include your Radisson Rewards for Bookers and Planners membership number and name here:

Member number: _____

Member name: _____

DEPOSIT AND PAYMENT

The Client will pay 100% of conference and food and beverage costs in two tranches:

- 50% within 21 days from the date of signing the contract
- 50% till 25th June 2025

Available methods of the payments:

- Bank transfer
- Credit card via VPOS Polcard



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The invoice will be addressed to the following address:

Company name: ČCCR – CzechTourism

Address: Štěpánská 567/15

120 00 Praha 2 - Nové Město

Republika Czeska

Vat No. CZ49277600

I agree to receive all invoices for services provided by SOF Hotel Operations Sp. z o.o. in PDF via email

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Please note that the final invoice will be issued in PLN.

	Master Account	Individual
Guestroom incidentals (mini bar, laundry, Pay TV, etc.)	<input type="radio"/>	<input type="radio"/>
Additional drinks during lunch	<input type="radio"/>	<input type="radio"/>
Drinks at the bar	<input type="radio"/>	<input type="radio"/>
Parking	<input type="radio"/>	<input type="radio"/>

TERMS AND CONDITIONS

Click [here](#) for general terms and conditions and please note the cancellation policies for your event differing from the terms and conditions:

Event services may be cancelled free of charge as stated below:

- Cancellation before 25th March 2025: Free of charge
- Cancellation 14 days prior to the day of the event: 10% of the event revenues initially contracted can be cancelled free of charge. Any additional cancellations will be charged based on the contracted event revenues

GENERAL:

1. The Client shall not use the name Radisson Blu nor the Radisson Blu logo in advertisements or any publications without prior written approval from the Hotel or Radisson Blu.
2. The Client and the Client's guests are not permitted to bring any food and/or beverages into the Hotel's premises unless previously requested and agreed upon. All liquors delivered by the Client must be originally packed and labeled in accordance with Polish law.
3. The Client agrees to adhere to all fire and safety regulations of the Hotel.
4. The Client shall be liable for all damages suffered by their guests or their guests during the group stay at the Hotel.
5. Both parties must approve all changes or amendments to the contract in writing for them to be valid.
6. Polish law will apply to all matters not regulated by the contract and the present General Terms and Conditions.
7. Appropriate common courts will resolve any disputes stemming from the contract.



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PACKAGES:

1. Deliveries of packages are to be notified within 3 business days before the conference to the person handling the conference.
2. Packages are to be properly labeled. They should contain information about the title of the conference, date of the conference, the name of the contact person on the side of the organizer and the hotel, and the number of notified packages. The absence of such information is tantamount to the lack of acceptance of packages at the hotel.
3. Packages that have not been previously notified to the person responsible on the side of the hotel and are sent after the deadline will not be accepted at the hotel due to security reasons.
4. After the end of the conference, packages are to be collected not later than 2 business days after the conference's conclusion. If the deadline for the collection of packages has passed, the hotel charges a fee of PLN 100.00 net for each square meter of warehouse space per day.

COMMISSION

Please note, that following booking has not included a commission rate.

ACCEPTANCE AND SIGNATURE

I have received, read and I agree with the above contract proposal and the hotel's [general terms and conditions](#).

Client/Contact

Hotel/Contact

Date/Signature

Date/Signature



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