

Instructions to use Conference Hall facilities at a “New Star” Hotel

1. After confirmation of reservation the customer gets a bill for the Conference Hall reservation. The bill is the subject of clearance at least one day before the event.
2. All questions connected with the event are subject to prior agreement.
3. Technical hour includes 30 minutes before the event starts and 30 minutes after it finishes and is used to prepare the room for operating and clean up afterwards. In case this time is misused (the conference continues into these 30 minutes) the time is paid in accordance with the list price.
4. The ordering party can't hang out the advertising announcements about the conference at the hotel without prior agreement with the manager. Breakeage of this rule will result in 1,000 ruble fine.
5. Catering services may be rendered ONLY in special areas meant for coffee breaks.
6. The ordering party is fully liable for Conference Hall equipment safety and can't leave the Conference Hall unattended without notifying the manager.
7. The ordering party is entitled to discounts on condition that he/she uses the Conference Hall facilities at least 3 times per month or upon hotel administration permission.
8. The ordering party must abide by regulations of fire safety.
9. The manager is not liable for the property safety of the ordering party.
10. Upon completion of the conference the ordering party will inform the manager and leave the Conference Hall in due order and the manager will cash in additional services and accept the Conference Hall. If the manager is not available his/her function is to be fulfilled by the Hotel administrator.
11. Should the Conference Hall property be damaged or lost the ordering party should compensate this damage in compliance with the writ of waste.
12. Hotel administration has the right to cancel the conference should the ordering party fail to provide the payment document or refuse to pay within the terms specified in the Conference Hall reservation agreement.
13. The Hotel Administration has the right to stop the conference should the ordering party demonstrate indecent behavior, rude attitude or disregard of regulations for the use of Conference Hall.

14. Minimum settlement time for cash payment the Conference Hall facilities is 1 hour before the beginning of event.
15. The interval between the conferences is 1 hour.
16. The Hotel Administration is not liable for any force majeure (centralized water or light off, etc)

I am aware of the above specified rules:

Representative of the ordering party _____

/_____/

date: “ ____ ” _____ 20__