

HOSTING OF MAJOR ASSOCIATION EVENTS HOTEL CHARTER

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In order to facilitate the holding of major congresses, local event industry professionals have put in place comprehensive systems in order to facilitate the organisation of major international events for pre-reservation and purchase of hotel rooms and to adequately meet the needs of those looking to place an event in the city.

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CONTEXT

The Hotel Charter (hereinafter "the Charter") concerns exclusively any new event organised by non-profit organisations (learned societies, federations, professional associations, etc.) generating more than 1,000 bed nights... and requiring reservations at several hotels.

The charter applies to events* for which the Lyon Convention Bureau (hereinafter: Lyon CVB) must have, several years in advance, placed a bid to host the event in the city of Lyon.

It may be submitted to agencies, the conditions below being, for the signatories of the Charter, "minimum" sales conditions.

The Charter expresses the moral commitment of its signatories: non-compliance with the commitments made cannot result in any contractual or legal sanction.

-> *an event is a meeting:

- on the initiative of one or more scientific or technical organisations,
 - with financial participation from event attendees,
 - in the course of which participants from different walks of life meet at a given time and in a given place,
 - with high educational added value,
 - of which the objective is the dissemination, exchange of knowledge, and sharing of experience on a given theme between specialists in the same discipline,
 - with a generally set frequency.
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Article 1. VALIDITY OF THE CHARTER

This Charter applies for all signatories for a term of three consecutive years from the date of signing.

FOR GROUPS:

Article 2. HOTEL COMMITMENTS

Article 2.1. OFFER HARMONISATION

- > The hotelier commits to not offer more attractive rates on reservation channels than the rates negotiated for the convention, until the final release date.
- > The hotelier commits to make available 50% of the hotel's accommodation capacity if the hotel has fewer than 100 rooms and 60% for more than 100 rooms.
- > The hotelier commits to propose rates incl. VAT per room and per night, with City tax being charged extra.
- > The hotelier commits to propose identical rates for double rooms and single rooms and to maintain an identical rate for each night of the Convention irrespective of length of stay.
- > The hotelier commits to ensure the accompanying spouse's stay is complimentary, without breakfast being charged extra. The complimentary stay for the spouse is applicable in double rooms only (no complimentary stay for the second person in a twin room). The accompanying spouse shall be liable to pay only individual visitors' tax.
- > For pre and post event reservations at the weekend, the best promotional rate shall be applied under equal conditions.
- > The hotelier commits to provide firm and final rates when the rate request is made less than 12 months before the date of the event. If the request is made more than 12 months before the date of the event, the hotelier commits to not make an increase of more than 3% in relation to the declared rate.
- > The hotelier commits to offer 1 free bed night for 50 purchased.

Article 2.2. HOSTING IN HOTELS

- > The hotelier commits to put in place signs for the event at the front desk: Lyon CVB shall provide hotels with a Perspex display stand as well as the visual to print for each relevant event.
- > The hotelier shall display means of transport in the lobby to access the event.

Article 2.3. TERMS AND CONDITIONS OF PAYMENT

The terms and conditions of payment are as follows:

- > Upon signing the contract (9 to 12 months before the date of the event), the client must pay a 1st down-payment of 15% of the amount of the invoice.
- > 90 days before the date of the event, the client must pay a 2nd down-payment of 35% of the amount of the invoice.
- > 30 days before the event, the client must pay a 3rd down-payment of 45% of the amount of the invoice.
- > The client can pay the balance of the invoice 30 days before the event.

If the above terms and conditions of payment cannot be met, the special conditions of each hotel shall be applied. Reservations must be made with a bank guarantee or a down-payment cheque.

Article 2.4. **RESERVATION CANCELLATION CONDITIONS**

Total cancellation

When an event is cancelled totally in Lyon, 180 days before the event, the reservation is cancelled. No penalty shall be due. **Partial**

cancellation

- > When the convention is cancelled 180 days to 90 days before the event, 50% of the number of rooms per night and per hotel can be cancelled without penalty. Above this 50%, any bed night cancelled shall be billed at 50% of its initial rate, on the initial block.
- > When the convention is cancelled 89 days to 30 days before the event, 20% of the number of rooms per night and per hotel can be cancelled without penalty. Above this 20%, any bed night cancelled shall be billed at 80% of its initial rate, on the initial block.
- > When the convention is cancelled 29 days to 15 days before the event, 10% of the number of rooms per night and per hotel can be cancelled without penalty. Above this 10%, any bed night cancelled shall be billed at 90% of its initial rate, on the initial block.
- > When the convention is cancelled 14 days before the event: 100% of the total amount of bed nights reserved shall be billed. -
- > No-show: 100% billing of all reserved rooms.

FOR INDIVIDUALS:

Article 3. ALLOTMENTS

The hotelier commits to make available 30% of the hotel's accommodation capacity. For a convention for which reservations are made individually, the hotelier reserves the right to reduce the room allotments according to the following conditions:

- > 60 days before the event: 25% to 30% of the allotment according to the number of unsold rooms; -
- > 45 days before the event: 50% of the remaining allotment,
- > 15 days before the event: unsold rooms reclaimed by the hotel.
- > Reservations must be made with a bank guarantee or a down-payment cheque.

Two original copies signed in Lyon

on 2018

On behalf of

Mr.

Director
