


S T P A U L H O T E L

**CONTRACT ID: MECR001
MEETING & GUESTROOM**

Montreal, Thursday, August-18-22

Client Company Ministry of the Environment of the Czech Republic, referred as <i>"The Company"</i> Contact Michal Pastvinsky, Director of the Department of International Relations Address Vršovická 1442/65, Praha 10, 100 10 Phone +420267122838 Email michal.pastvinsky@mzp.cz	Hotel Company St Paul Hotel, Referred as <i>"The Hotel"</i> Contact Jean-Adrien Renouf, Director of Sales Address 355, McGill street, Montréal, Quebec, Canada, H2Y 2E8 Phone  Email 
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Dear Michal,

According to our discussions, we are pleased to confirm the following agreement:

ACCOMMODATION

Date of arrival December 1st 2022 **Departure Date** December 21st 2022

Date	Dec 1 st	Dec 2 nd	Dec 3 rd	Dec 4 th	Dec 5 th	Dec 6 th	Dec 7 th	Dec 8 th
Queen superior room	33	36	36	40	40	40	40	40
Rate (per night)	\$260	\$260	\$260	\$260	\$260	\$260	\$260	\$260

Date	Dec 9 th	Dec 10 th	Dec 11 th	Dec 12 th	Dec 13 th	Dec 14 th	Dec 15 th	Dec 16 th
Queen superior room	40	40	40	40	40	40	40	40
Rate (per night)	\$260	\$260	\$260	\$260	\$260	\$260	\$260	\$260

Date	Dec 17 th	Dec 18 th	Dec 19 th	Dec 20 th
Queen superior room	40	40	40	40
Rate (per night)	\$260	\$260	\$260	\$260

355 rue McGill, Montréal, Québec H2Y 2E8
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S T P A U L

H O T E L

- The room rate mentioned above is in Canadian dollars and is per room, per night before taxes
- Currently, the applicable taxes are 3.5% Lodging (on Room rate Only) Tax, 5% Federal tax, 9.975% provincial tax, service 18% (on F&B only)
- The estimated above rate taxes included is 312.34\$
- The above rates are NET, Non-commissionable
- The room rate is based on single or double occupancy. An additional fee of \$36.00 per extra adult per room per night applies. Child stays for free (0-17 years old).
- In-room internet access (Wi-Fi and Wired) is included.
- Deluxe Buffet breakfast is included in the room rate. It will be available from 7:00 a.m. until 10:00 a.m in our lounge.
- The rate is offered 2 days before and after the event. All the other rooms categories are bookable upon availability and rates of the Hotel.

ARRIVAL & DEPARTURE POLICIES

- Check-in is at 3:00 p.m.
 - Early check-in is available upon request and is subject to availability.
- The checkout is at 12:00 p.m.
 - Late check-out is available upon request and is subject to availability.

PARKING SERVICES

Services	Rates
Self-parking daily	\$22.00 per car (from 8 am to 6 pm)
Self-parking overnight	\$32.00 per car (24h)

RESERVATION PROCEDURE

Reservation by rooming-list:

Your organization shall provide a complete rooming list to hotel St Paul no later than **30 Days prior to the date of arrival**. The list should indicate the day of arrival and day of departure as well as the billing instructions for each participant. Should a reservation guarantee (credit card or deposit) may not be provided for each participant on the rooming list, in the eventuality that each guest is responsible for the room & taxes, Company, should be responsible for the value of the first night for delegates no showing up. St Paul Hotel will contact Company, to ask if the delegates plan to come the next day, if not, Company will be responsible for the payment of the total of the stay initially reserved, according to the attrition policy.

To better serve you and ensure an efficient registration procedure, we suggest that you indicate, on the rooming list, the accommodation preferences of your participants

REVISION OF ROOM BLOCK AND CUT-OFF DATE

- The above-mentioned guestrooms will be held for your group **until 30 days prior to the date of arrival** at which date the hotel will release the non-confirmed portion of the room block and the room block attrition will apply.

- All blocked rooms remaining unreserved at the **cut-off date** shall be released for resale and subsequent reservations shall be accepted on a first-come, first-served basis, at the prevailing ongoing rate.
- Should you wish to guarantee a block of rooms beyond the cut-off date, a letter of confirmation would be required by the hotel. Rooms cannot be held on a guaranteed basis without formal written authorization. This letter of confirmation will contract the company for the guarantee of the payment for all rooms held after the cut-off date, if these rooms remain unreserved by your participants.

PROMOTIONAL MATERIALS

- Unless previously authorised in writing, nothing shall be posted on, nailed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of gummed promotional stickers or labels is prohibited.
- All damage to the building and its equipment will be charged at the expense of the convening organisation.
- Requests to place promotional materials, signage, etc. in the main lobby and public areas should be directed to our Convention Services Manager or Maitre D'hôtel on site.
- It is the responsibility of the conference organiser to communicate the stipulations of the contract in regards to Promotional Materials to all delegates/exhibitors.

CONFIRMATION

- To retain the block of guestrooms, this signed contract must be returned to the, Hotel St-Paul at the latest on **August 17th 2022**. If the delay is not respected, the hotel reserves the right to revise the prices without any further notice.
- No block of rooms will be protected until the signed contract and the deposit is received.
- The hotel will provide a 24-hours' notice delay, passed the limit date, for **the company**, to sign this contract. If the **company**, does not sign and if the Hotel St Paul has other requests from other clients for the same period, Hotel St Paul will have the right to offer the rooms to other clients.

ROOM ATTRITION

In the event that **The Company** decides to reduce its sequence block, **The Company** will have to refer the table of attritions presented below. This indicates the percentage of the block of rooms that can be released without penalty.

- Until 30 days prior arrival date : A maximum of **20 % (cumulative)** of the room block can be released without penalty.

Attrition can only be applied on the contracted night (pre and/or post-night do not count in the attrition).

CONFIRMATION

- In order to retain the block of guestrooms this signed contract must be returned to the St-Paul the latest on **August 17th 2022**. No block of rooms is held by the Hotel until the signed contract and the deposit are received.
- The meeting space is on soft hold until that limit date **August 17th 2022**. If the delay is not respected, the hotel reserves the right to release the meeting space without any further notice.
- Should another organisation request spaces for the same dates, your organisation will be given 24 hours to either confirm or release the commitment being held in the event a contract is not signed.

DEPOSIT

Upon signature of this agreement, please make note of the following deposit requirement(s). All deposits will be credited to the Master Account.

- Upon Contract Signature: 25% of the anticipated revenue is requested: \$ 46 118 CAD
- On October 1st 2022: 50% of the anticipated revenue is requested: \$ 92 237CAD
- 20 days prior to the arrival date: the balance (anticipated revenue + taxes) is requested: 106 831 \$ CAD

Anticipated revenue includes guestrooms reserved total amount (before Taxes).

Please indicate the billing details by marking an X in the appropriate box:

- Deposit(s) will be paid by credit card. The signatory of this contract will have to fill-out the credit card authorization form through the link received by an email from the secured platform Sertifi Service.
- Deposit(s) will be paid by wire transfer. The hotel will provide its Bank information for the payment. Any additional charges due to currency exchange or bank fees will be paid by the company.

Should your booking be altered from the original contract, additional deposit(s) would be required. For your information: TVQ/QST: 1019310082, TPS/GST: 141500983.

BILLING PROCEDURES & ACCOUNT SETTLEMENT

Billing Procedure:

Please indicate the billing details by marking an X in the appropriate box

- individual is responsible for payment of all charges (hotel room rate & incidentals)
- The Company is responsible for the room portion only (individual pays own incidental)
 - o Parking: Yes No
- The Company is responsible for the payment of all charges (hotel room rate & incidentals).
- Any charges unpaid by guests will be transferred to the group's Master invoice and settled by company.
- The Contact Name and signatories indicated on this contract will be the only individuals authorised to approve charges to the master invoice. If another person is authorized to approve charges on the master invoice, please write his first name, last name, and job position here:

CANCELLATION CLAUSE

Should the entire conference be cancelled, the following cancellation penalty will apply:

- From contract signature to 75 days prior to arrival date : No fees
- From 74 days to 45 days prior to arrival date : 25% of the anticipated revenue as cancellation fee
- From 44 days to 30 days prior to arrival date : 50% of the anticipated revenue as cancellation fee
- From 29 days to 15 days prior to arrival date: 75% of the anticipated revenue as cancellation fee

- From 14 days to the arrival date : 100% of the anticipated revenue as cancellation fee

Anticipated revenue includes guestrooms booked total amount. Any Cancellation fees paid will remain as a credit valid for 1 year from cancellation date for any new group booked at The Hotel.

Anticipated revenue includes guestrooms booked total amount. Any Cancellation fees paid will remain as a credit valid for 1 year from cancellation date for any new group booked at The Hotel.

Should events beyond the reasonable control of the Hotel and GROUP, including but not limited to (1) acts of God, (2) war, including armed conflict, (3) strikes or labor disputes at the Hotel, (4) disease at the Hotel or in Montréal (examples of disease: SARS, Legionnaires, COVID-19), (5) government regulation or advisory (including travel advisory warnings), (6) civil disturbance at the Hotel, (7) terrorism or threats of terrorism in Canada as substantiated by governmental warnings or advisory notices, (8) curtailment of transportation services or facilities which would materially affect attendees from attending the conference, (9) disaster, fire, earthquakes, hurricanes in Montréal, (10) unseasonable extreme inclement weather in Montréal (11) shortages or disruption of the electrical power supply or flooding in the Hotel, or (12) any other cause reasonably beyond the parties' control (collectively referred to as "occurrences"), making the event commercially impracticable, impracticable to perform, illegal, or impossible to fully perform under this Agreement as the Parties originally contracted. In such case the affected Party may terminate this Agreement, without liability, upon written notification.

Should you agree to the terms and conditions of this contract, a signature is requested on this contract by the company. The signed contract needs to be sent back the latest on August 17th 2022.

Should you need to update the contract, a written notice must be provided to the Hotel and the Hotel must approved.

We are looking forward to welcome your event at the Hotel St Paul. Please rest assured that we will provide our best services as we are proud to host your group & meeting in a personalised designed atmosphere.

Should you need further information, please do not hesitate to contact Jean-Adrien Renouf at

Best regards.

Jean-Adrien Renouf

Both parties have accepted the above terms and conditions and have signed:

Ministry of the Environment of the Czech
Republic
Michal Pastvinsky
Date

Hotel St Paul
Jean-Adrien Renouf

Date August-18-22

- From 29 days to 15 days prior to arrival date: 75% of the anticipated revenue as cancellation fee
- From 14 days to the arrival date : 100% of the anticipated revenue as cancellation fee

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Anticipated revenue includes guestrooms booked total amount. Any Cancellation fees paid will remain as a credit valid for 1 year from cancellation date for any new group booked at The Hotel.

Should events beyond the reasonable control of the Hotel and GROUP, including but not limited to (1) acts of God, (2) war, including armed conflict, (3) strikes or labor disputes at the Hotel, (4) disease at the Hotel or in Montréal (examples of disease: SARS, Legionnaires, COVID-19), (5) government regulation or advisory (including travel advisory warnings), (6) civil disturbance at the Hotel, (7) terrorism or threats of terrorism in Canada as substantiated by governmental warnings or advisory notices, (8) curtailment of transportation services or facilities which would materially affect attendees from attending the conference, (9) disaster, fire, earthquakes, hurricanes in Montréal, (10) unseasonable extreme inclement weather in Montréal (11) shortages or disruption of the electrical power supply or flooding in the Hotel, or (12) any other cause reasonably beyond the parties' control (collectively referred to as "occurrences"), making the event commercially impracticable, impracticable to perform, illegal, or impossible to fully perform under this Agreement as the Parties originally contracted. In such case the affected Party may terminate this Agreement, without liability, upon written notification.

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Ministry of the Environment of the Czech Republic
Michal Pastvinsky

Date

17 Aug 2022



Hotel St Paul
Jean-Adrien Renouf

Date August-17-22

S T P A U L HOTEL

Hotel St Paul
355, McGill Street
Montreal, Qc H2Y 2E8

Ministry of the Environment of the Czech Republic

Vršovická 1442/65
100 10 Praha 10

Facture Proforma / Proforma Invoice: 229726

Check In: December 1, 2022
Check Out: December 21, 2022

GST/TPS 141500983 RT 0001
QST/TVQ 1019310082 TQ 001

Dates	Description	#	Price	Total	Service 18%	Lod.taxes 3.5%	TPS/GST 5%	TVQ/QST 9.975%	Total
December 1, 2022	Breakfast	33	25,00	825,00	148,50		48,68	97,11	1 119,28
December 1, 2022	Superior Queen room	33	235,00	7 755,00		271,43	401,32	800,64	9 228,38
December 2, 2022	Breakfast	36	25,00	900,00	162,00		53,10	105,93	1 221,03
December 2, 2022	Superior Queen room	36	235,00	8 460,00		296,10	437,81	873,42	10 067,33
December 3, 2022	Breakfast	36	25,00	900,00	162,00		53,10	105,93	1 221,03
December 3, 2022	Superior Queen room	36	235,00	8 460,00		296,10	437,81	873,42	10 067,33
December 4, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 4, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 5, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 5, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 6, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 6, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 7, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 7, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 8, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 8, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 9, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 9, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 10, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 10, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 11, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 11, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 12, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 12, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 13, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 13, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 14, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 14, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 15, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 15, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 16, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 16, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 17, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 17, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 18, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 18, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 19, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 19, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92
December 20, 2022	Breakfast	40	25,00	1 000,00	180,00		59,00	117,71	1 356,71
December 20, 2022	Superior Queen room	40	235,00	9 400,00		329,00	486,45	970,47	11 185,92

Total 204 100,00 \$ 3 532,50 \$ 6 456,63 \$ 10 704,46 \$ 21 355,39 \$ 246 148,97 \$

Deposit upon contract signature: August 17th, 2022 **(46 118,00) \$**

Deposit on October 01st, 2022 **(92 237,00) \$**

Deposit on November 10th, 2022 **(107 793,97) \$**

Payable des réception à / Payable upon receipt to:

Hotel St-Paul de Montreal Inc.

TOTAL DU: 0,00 \$