

# CONTRACT

## GRAND PRIX GRAND TOURS

RIVERBANK HOUSE 1 PUTNEY  
SW63JD, LONDON  
United Kingdom  
Tel: 442039665680  
Email: james@grandprixgrandtours.com

Milano 27.08.2025

Reference Number	MB0004574600	Group Dates	04.09.2026 / 07.09.2026
Voucher	MQ0001264803	Persons / Room	25 /50
		Currency	EUR
Group name	GRAND PRIX GRAD TOUR		

\*AD: Adults/ JR: Juniors/CH: Children/BB: Babies

**NH COLLECTION MILANO PORTA NUOVA** Via Melchiorre Gioia 6, 20124 Milano – Tel +39 02 62371

Dear Mr James ,

Thank you very much for choosing Minor Hotels for your stay.

We are pleased to send you our confirmation for NH Collection Porta Nuova

Quotation			
04.09.2026 - 07.09.2026	Price excl. VAT	VAT	Total Price incl. VAT
<b>NH Collection Porta Nuova</b>			
Hotel Reservations	25.840,92	2.584,08	28.425,00
City Tax	525,00	0,00	525,00
<b>Total</b>	<b>26.365,92</b>	<b>2.584,08</b>	<b>28.950,00</b>

Currency EUR

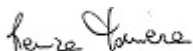
Room VAT: 10,00%

F&B Services VAT: 10,00%

**Please check all services, rates and dates are correctly stated and return a signed copy of the below agreement to our office before 29.08.2025 in order to make definite reservations.**

We are looking forward to making your event a success  
Should any questions in the meantime arise, please do not hesitate to contact me.

Yours Sincerely,



Groups & Events Management Team  
Tel: 0039 02 87361997  
[nhgroupsales1.it@nh-hotels.com](mailto:nhgroupsales1.it@nh-hotels.com)  
Italy Milan GEM  
Strada 1 Milanofiori  
20057 Assago

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Bed and Breakfast					
Number of Rooms	Category	Room	Occupancy	Price excl. VAT	VAT Price per room incl. VAT
NH Collection Porta Nuova		25AD			
04.09.2026					
25	ROH DUS		1AD	344,55	34,45 379,00
05.09.2026					
25	ROH DUS		1AD	344,55	34,45 379,00
06.09.2026					
25	ROH DUS		1AD	344,55	34,45 379,00

SUPPLEMENT DOUBLE ROOM € 20.00 PER ROOM PER NIGHT CITY TAX EXCLUDE

Currency EUR  
Price excl. City Tax  
Room VAT: 10,00%  
Breakfast VAT: 10,00%

Room type: RUN OF HOUSE: rooms' category undefined, assignment upon arrival.

### Accommodation

The above table lists the amount of rooms per date and the corresponding price, per room per night, breakfast included. The quoted room rates for your group are not applicable for individual reservations. In case of legislative changes, the offered prices will be adjusted.

The hotel does not guarantee the availability of rooms before and/or after the dates above.

Any cancellation, modification or reduction of rooms has to be informed in writing to the hotel.

### Arrival and Departure

The rooms are reserved from 15:00 on the day of arrival to 12:00 on the day of departure. Guests arriving before 15:00 will be provided with a room based on availability.

Please indicate:

- ☒ Guests will be arriving individually.  
☐ Guests will be arriving as a group.  
Arrival time \_\_\_\_\_ / Departure time \_\_\_\_\_.

Name of the person responsible while your guests are in-house: \_\_\_\_\_

### Rooming list

The hotel requires a full rooming list 15 days prior to the arrival date. Any specific requirements with regards to individual guests must be indicated on this rooming list with the following details: name + family name + place and date of birth, nationality, passport number.

NH Hotels guarantees that the rates that are offered at the moment of the confirmation are the best available for the same type and booking class (excepted for promotional rates tied to restrictions such as: limited number of booked rooms, advanced prepayment on booking and modification/cancellation restrictions. Should the confirmed booking be reduced, published rates could be amended.

City tax per person per night  
NH Collection Milano: Euro 7,00

Please advise if the above tax can be added to your invoice or needs to be paid directly by the clients upon check-in. In case of no reply from your part, the city tax payment will be due upon check-in.

### Commissions

The commission contributes 10% on the net VAT rates and it will be calculated on the following contracted services:

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- Accommodation

### Commissions on cancellation costs

In case of total or partial cancellation of the business, all payments that may incur cancellation costs will be commissionable as agreed in the initial event negotiation.

With the exception of the first deposit, for which up to a maximum 10% of the total value will not be commissionable.

Minor Hotels pays the commissions through Onyx Centersource\*. If your agency is not registered, you can sign in following this link [www.payments.onyxcentersource.com](http://www.payments.onyxcentersource.com)  
Or you can contact Onyx Support Team at the following link <https://www.onyxcentersource.com/need-assistance/>

In case your agency is already registered on Onyx platform you can contact our customer care center ONYX <https://www.onyxcentersource.com/need-assistance> in order to check also the payment status and eventually claim differences managed with hotels.

If you are in any doubt about the Minor Hotels payment process, you can access at following link: <http://www.nh-hotels.com/meetings/commission-payment-process>

**Payment and invoicing will be managed by ONYX, will be not necessary to issue and send any commission invoice to the hotels.**

**\*Exception only for Italian agency that have tax reason as "Ritenuta di acconto", in that case the Agency will not contact Onyx but only and directly the hotels.**

Assuming that the Agency/Company does not claim the collection of its commission directly and reliable manner within a maximum period of ten (10) months from the issue of the invoice corresponding to the services object of this contract, it will be understood that the Agency/Company renounces definitively and irrevocably to the payment of the mentioned commission and, consequently, the Hotel will not be obliged to pay it.

### Guarantee

- Please mark the check box when applicable:
- All costs to the CLIENT, including extras like telephone and minibar.
- The CLIENT will guarantee for the items checked under payment details. Upon check-in, the guests will be asked for a credit card or cash deposit to guarantee any incidental expenses.
- The incidental expenses of the guests will be guaranteed by the CLIENT. In case the incidental expenses are not paid upon check-out, the CLIENT will be invoiced by the hotel.
- The incidental expenses will be directly guaranteed with a credit card by the tour leader

Mr. /Mrs. \_\_\_\_\_

### Payment

Please mark the check box to define which charges will apply to either the **GRAND PRIX GRAND TOURS** or to the individual guests:

GRAND PRIX GRAND TOURS		Per own account of the guests
<input checked="" type="checkbox"/>	Hotelroom with breakfast	<input type="checkbox"/>
<input type="checkbox"/>	Additional consumptions (e.g. phone, minibar)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	City tax	<input type="checkbox"/>
<input type="checkbox"/>	Porterage	<input checked="" type="checkbox"/>

### General cancellation conditions

Cancellation should take place in writing. Verbal cancellations are not legally binding. The date on which the written confirmation of the cancellation is received will be considered the definite date of cancellation. The cancellation fee will be based upon the total value of the reservation, as within the most recent confirmation letter of the group, event or conference.

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### **Penalty Condition**

In case of total, partial cancellation or any changes, the following penalties will be applied:

From contract signature up to 180 days prior to arrival date: 90% of reserved services on a daily basis can be cancelled without fee. **CONSIDERING MLOS REQUESTED**

From 179 to 90 days prior to arrival date: 50% of reserved services on a daily basis can be cancelled without fee. **CONSIDERING MLOS REQUESTED**

During the 89 days prior to arrival date: any cancellation is charged 100% with the exception of 1 room or 1 participant that can be cancelled without fee until 3 days before arrival

Please transfer the above amounts to the below bank account

### **No Show**

No shows are charged 100%, net VAT 10%.

Late arrivals, early departures or any cancellation during the event are charged 100%.

### **Deposit Conditions**

The customer must provide the hotel with credit card details and/or transfer a guarantee deposit amounting at most to the reservation value less any interim payments already made. Guarantee deposits received shall be subject to proper accounting procedures, shall serve exclusively as security for the hotel and definitely do not count already realised turnover.

### **Payment Procedure**

Non-refundable deposit, as per art. 1385 C.C. divided into following not refundable tranches:

10% of total value to be paid once the contract is signed EURO 2.895,00

40% of total value to be paid 180 days before arrival date

40% of total value to be paid 90 days before arrival date

Balance: 10% of total value to be paid 45 days before arrival date

Please transfer the above amounts to the below bank account details before each payment due date.

Bank transfer to the hotel's bank account

### **NH COLLECTION MILANO PORTA NUOVA**

IBAN: IT 88 Y 01005 01600 0000 0001 3137

SWIFT CODE: BNLIITRRXXX

NH ITALIA SPA

Via G.B. Pergolesi 2A

20124 Milano

ITALIA

P IVA 04440220962

We kindly ask you to provide your credit card details to guarantee the remaining balance with the debit authorization in case of missing or partial payments, cancellations exceeding the permitted, unpaid extras, late check-out and early check-in, late arrivals, early departures and no-shows.

The credit card details should be informed via the following landing page:

[credit card](#)

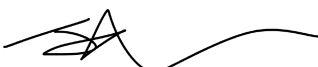
### **Invoice**

After the event we will be headed and sent to:

### **GRAND PRIX GRAND TOURS**

RIVERBANK HOUSE 1 PUTNEY

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SW63JD, LONDON  
United Kingdom

If otherwise- please specify:

Company: Grand Prix Grand Tours

Address: Riverbank House, 1 Putney Bridge Approach

Postal code & city: London SW6 3JD

Cost centre: \_\_\_\_\_ (Where applicable)

Reference number: \_\_\_\_\_ (Where applicable)

Minor Hotels requires the final invoice to be paid with immediate effect. Please indicate the reference number **MB0004574600** on the bank transfer.

All delays in payment will be subject to the Italian current interest.

If you do not respect the terms of payment, the hotel will be allowed to cancel your reservation without prior notice; remain the same penalties mentioned in the policy cancellation.

#### **Compete Clause**

This contract does not provide any exclusive hotel reservation, except for the spaces reserved for you. Therefore, in the event of any future requests, the hotel has the right to assign available additional spaces (rooms, meeting rooms or common areas) within the congress center and hotel establishment to other companies and agencies belonging to the same industry.

#### **Price**

All the above mentioned prices include VAT and Service Taxes.

In case of legislative changes or inflations, the hotel is entitled to amend the prices agreed upon within this contract. New taxes (such as city taxes, cultural taxes and others) may be added during the validity of this contract. In unforeseen cases, taxes may have to be settled upon arrival or departure by the guest.

The hotel is eligible to amend prices during unforeseen or later planned events (fairs, congresses, football matches etc.).

If possible, the customer shall be informed upfront and receive an updated contract with the amended prices.

#### **Indemnification**

The Hotel takes no responsibility for any damage, theft or burning of all the goods that are not delivered to the Hotel, including materials related to the event. These materials must be picked up by Client at the end of the event.

#### **Damages**

a) The hotel has an insurance that covers the risks of Fire, Flooding, Robbery of guests' belongings and personal injury (liability insurance).

b) Except in the event of proven blame attributable to the Hotel or to its employees, the Client shall be liable for all personal or material damage which might occur during execution of the agreement and shall take out, at his exclusive cost, such insurance as he deems necessary for this purpose.

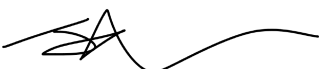
c) The Client shall be liable for any damage that the audiovisual equipment under contract or other property of the Hotel may sustain when such damage is the result of manifest misconduct or negligence by the Client or the attendees at the event.

d) Except as indicated in paragraph a) above, the Client shall be liable for all damage of any type suffered by materials, effects, documentation or any type of equipment not belonging to the Hotel or installed at the request of the Client for the execution of the contract.

#### **No official suppliers**

Any project of decoration, technical installations and/or sundry fittings out of the Hotel rooms, lounges and meeting rooms will have to be agreed beforehand in writing by the management of the Hotel and carried out in accordance with current regulations and safety rules.

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Client must provide the HOTEL with the project of set up /decoration of the spaces contracted at least 30 days before the event start date.

The Hotel will study it and come back to the client with approval or denial.

Any approval which might be granted will always and under all circumstances exclude any manner of perforation of floors and cladding materials of the fixing of posters which require the use of adhesive or glues on the walls, ceilings or floors of the premises being the object of the contract.

In the HOTEL, painting as well as noisy works are not allowed.

Except in case of prior authorization from the General Management of the Hotel, it is forbidden for Client to supply, direct or via third parties, from outside the Hotel any drinks, food, tobacco, flowers and decorative plants or trees. All outside supplies will have to be submitted beforehand for the approval of the Food and Beverage department.

### **Force Majeure**

The Client and the Hotel may cancel this Agreement without liability in case of force majeure, being force majeure any unforeseeable circumstances occurred after the signing of the Agreement, which are unavoidable and make it impossible to comply with the obligations of the Agreement by the party that invokes it.

Any deposits made by the Client shall be refunded by bank transfer to the Client by the Hotel within thirty (30) days of the force majeure event. Notwithstanding the aforementioned, the Hotel could deduct from such deposits all expenses incurred by the Hotel or by any third-party related to the execution of this Agreement. If said expenses will exceed the amount of the deposits, the pending amount shall be refunded to the Hotel by the Client.

### **Storage & Materials and packages reception**

In case the Client needs to receive materials at the Hotel premises, the management of the Hotel shall be aware of the dates of the delivery and collection of materials.

The delivery of materials will not be accepted more than 24 hours prior to commencement of the event, always through the Hotel's tradesmen entrance.

All materials shall be perfectly identified with the name of the group and dates.

If storage of material will be needed, the Hotel shall be informed in advance about the dates and the necessary space of storage.

In case that an additional room will be required due to security conditions or dimensions, the Hotel may inform the Client regarding the additional cost of the room, which shall be charged to the Client at his acceptance.

### **S.I.A.E. procedures**

The entertainments organized at the hotel are subject to obtaining a permission from the S.I.A.E. The handling of the related files must be handled directly by the customer in his own name at the office of competence. A copy of the permit obtained must be delivered or sent to the Events Office the day before the event to the following email address [s.cottino@nh-hotels.com](mailto:s.cottino@nh-hotels.com) Any lack of such permission will prevent any kind of entertainment.

The payment of the rights to the SIAE will be made at the exclusive care and expense of the client, who is obliged to keep a copy of the documentation proving the payment and to deliver it at the request of the hotel.

The client undertakes to keep the Hotel e NH Italia S.p.A. indemnified and harmless against the lack of permits or the non-payment of SIAE rights and will therefore provide without delay for the payment of any cost, charge, expense or sanction that should be charged to the hotel or NH Italia S.p.A. as a result of the violation of this clause.

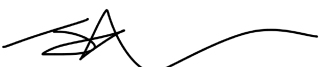
### **Dispute resolution**

The Agreement is governed by and construed with the laws of Italy. The place of jurisdiction for any and all disputes arising from this Agreement is Milan, Italy.

This represents the entire agreement between the parties as to the subject matters herein. The provisions stated in this Agreement shall prevail, in case of conflict, over those stated in any different agreements concluded between the parties. This agreement may not be amended except by a writing signed by both parties.

**Please return a copy duly stamped and signed on each page of this agreement, together with the evidence of payment we require and that is part of this agreement as not refundable deposit to our office before 29.08.2025, in order to make a definitive reservation.**

Stamp and sign here for acceptance





For approval:

For approval:

**NH ITALIA SPA**

NH Group & Events Management Team

Renza Tomera

### Specific approval

The parties agree that they have carefully read this agreement and specifically and expressly approved the following points: restrictions / minimum length of stay, minimum guaranteed, method of payment, cancellation penalties, commissions on cancellation costs, general cancellation conditions, No Show, S.I.A.E. procedures, indemnification and dispute resolution.

For approval:

For approval:

**NH ITALIA SPA**

NH Group & Events Management Team

Renza Tomera

### SUSTAINABLE MEETINGS & EVENTS – UP FOR PLANET & PEOPLE

An event at Minor Hotels Europe & Americas is more than an event, it is the possibility of offering a SUSTAINABLE MEETING & EVENT. In our commitment to create a positive impact to the Planet and the People, we work to ensure that every event held at one of our hotels has the least possible impact on the environment.

The Company works to minimize its environmental footprint, reducing the carbon emissions, increasing the efficiency of the consumption of natural resources and developing more sustainable services.

See how Minor Hotels Europe & Americas works on its UP for Planet & People strategy <https://www.nh-hotels.com/en/corporate/sustainability/sustainable-company-up-for-planet-people>

### CARBON NEUTRAL EVENT

We are pleased to inform you that your event meets the Minor Hotels Europe & Americas criteria to become a CARBON NEUTRAL EVENT, in line with the company's commitment to tackling climate change. As part of our commitment to create a positive impact on the Planet and the People, we work for every single event held at one of our hotels has as little impact on the environment as possible and the remaining impact is offset through carbon offsetting projects. This means that your event will have no carbon footprint as we will offset the emissions generated at the hotel by your event through offsetting projects. There is no additional cost to you in making your event carbon neutral.

Read more about how we offset emissions. <https://www.nh-hotels.com/en/corporate/sustainability/sustainable-company-up-for-planet-people/up-for-people/customers>

In accordance with current data protection regulation, we hereby advice that this contract involves the processing of personal data by the joint data controllers:

- 1.- Minor Hotels Europe & Americas, S.A.,
- 2.- Minor Hotel Group Limited,
- 3.- Oaks Hotels and Resorts Limited.

The personal data will be processed for the following purposes:

- To make you offers of the services indicated in this document, the basis of legitimacy being the pre-contractual relationship.
- To measure the degree of satisfaction in the services contracted in any of the Group's Hotels, through the sending of quality surveys, the basis of legitimacy being the legitimate interest.
- On the other hand, personal data will also be processed for sending commercial communications about the different services of the joint controller, only if you give your express consent.

The data will be disclosed to the authorities when required by legal obligations. The exercise of rights of access, rectification, erasure, opposition, restriction, and portability can be sent to the e-mail address [dataprotection@minor.com](mailto:dataprotection@minor.com)

In addition, you may bring a complaint to the competent data protection authority if you consider that your rights have been violated. For additional information on how we process personal data, please consult our Privacy Policy available at <https://www.nh-hotels.com/>.

☐ I consent MINOR HOTELS to use my personal data collected, to be contacted for communication and marketing purposes by the entities included in the MINOR HOTELS available through the following link <https://www.nh-hotels.com/>.

### ATTACHED SECURITY RULES FOR RENTAL CONTRACTS IN CASE OF PREPARATIONS CARRIED OUT (DIRECTLY OR INDIRECTLY) BY THE TENANT

The followings safety rules must be respected by the tenant :

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#### **PROHIBITIONS**

- SMOKING IS PROHIBITED during the preparation and use of the room.
- Do not obstruct the firefighting devices (fire-resistant doors, extinguishers, hydrants, alarm buttons etc) and emergency signs present in the given leasehold area with any material or furnishings.
- Do not lean or hang items from structural fittings, furnishings or windows.
- Do not deposit inflammable liquids inside the given leasehold area.
- Do not position hot objects (such as incandescent spotlights) near the fittings or hangings.
- Do not modify the seating arrangements.
- Do not obstruct the electrical panels and boards present in the service rooms with any type of material.
- In case of fire or emergency, do not use the lifts. Instead evacuate the zone via the paths and exits that are marked Emergency.
- Do not throw hot objects inside the waste containers.
- Do not tamper with or carry out maintenance of any sort on the fixed equipment and/or furnishings provided in the room.
- Do not obstruct the openings of the installed ventilation systems or the grills of the cooling systems and equipment.

#### **OBLIGATIONS**

- Immediately notify NH Italia S.p.A of any anomalies or damages that arise.
- Respect the maximum capacity of the room.
- In case of emergency call immediately the reception of the hotel and/or in the case of a fire, activate the alarm systems.
- During breaks, work interruptions or at any time in which the room is not being used, separate all furnished equipment that is present.
- Respect the maximum capacity and load of the lifts present in the Hotel.
- The type of chemical substances introduced in the company must be communicated to the buyer prior to its arrival, together with the presentation of the relative security documents.
- The chemical substances will have to be correctly packaged and labelled according to the norms in force.
- In case of the eventual preparation and use of the room involving the preparation for use of dangerous materials, prior authorization must be requested from NH Italia S.p.A.

The same requested prior authorization, complete with the issued "fire permit", must detail if the preparation and use of the room includes the presence of free flames and/or hold objects.

- All company operators, in the development of various activities, must adopt all the legal precautions and the norms of the good finalized techniques in order to avoid any emission or release into the atmosphere, water or ground. In particular, it is forbidden to accumulate and decant chemical substances in the proximity of grates, or surfaces that are not waterproof; if required, further suitable equipment can be provided to avoid environmental contamination (eg. control containers, waterproof material).
- Waste deriving from removals, substitutions, demolitions and from any other source and waste of all types of products in the carrying out of work will have to be transported and sold by the company, in concordance with the norms in force.
- The work area must be always kept clean and in order.
- It is absolutely forbidden to throw rubbish or waste on the roads and car park areas, inside or outside the hotel.
- It is absolutely forbidden to unload liquid substances of any sort.
- In case of spillages of chemical products and of other materials, the nearest hotel employee must be advised immediately, as well as the reference buyer, in order to immediately activate the specific emergency procedures.
- In case of an emergency or threatening danger, the nearest hotel employee must be advised immediately, as well as the reference buyer, in order to immediately activate the specific emergency procedures.

#### **NOTES**

- NH Italia S.p.A reserves the right to review the rules of prohibitions and obligations at any moment, without prior notice.
- The preparation of the area, which is the responsibility of the tenant, must occur with work equipment of the same tenant.

#### **GUARANTEES**

- The tenant guarantees that the preparation will be carried out by qualified technical persons, with full respect to the health and safety regulations listed in D.Lgs. 81/2008. The tenant also agrees to communicate any eventual risks deriving from the preparation and all relative security measures.
- The tenant engages himself to indemnify and guarantee NH Italia S.p.A. from any damage to things and/or people due to fault and/or unskillfulness of the tenant and/or third party.

Stamp and sign here for acceptance