

# Reservation form

## Mini-headquarters hotel



|                  |  |
|------------------|--|
| Edition          |  |
| Host Association |  |

### For the Host Association

|               |  |
|---------------|--|
| Hotel name    |  |
| Hotel address |  |
| Hotel website |  |
| Contact name  |  |
| Contact email |  |

### Hotel information:

|                                                                                                    |                                                                                                                 |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Distance to airport (km)                                                                           |                                                                                                                 |
| Time to go to the airport (hh:mm)                                                                  |                                                                                                                 |
| Distance to Stadium (km)                                                                           |                                                                                                                 |
| Time to go to the Stadium (hh:mm)                                                                  |                                                                                                                 |
| Star rating*                                                                                       |                                                                                                                 |
| Total number of rooms                                                                              |                                                                                                                 |
| Number of standard rooms<br>Number of deluxe rooms/junior suites<br>Number of suites               |                                                                                                                 |
| Total number of meeting rooms                                                                      |                                                                                                                 |
| Total surface of meeting rooms (m <sup>2</sup> )                                                   |                                                                                                                 |
| Seated capacity of main restaurant (no. of persons)                                                |                                                                                                                 |
| Number of parking spaces available owned by hotel                                                  |                                                                                                                 |
| Number of parking spaces available owned by external party (i.e. public parking in front of hotel) |                                                                                                                 |
| Hotel chain (if relevant)                                                                          |                                                                                                                 |
| Property management type                                                                           | <input type="checkbox"/> owned <input type="checkbox"/> franchised <input type="checkbox"/> management contract |
| other – please specify:                                                                            |                                                                                                                 |

\* Based on the Hotelstars Union criteria

## Rooms and rates

The hotel must reserve the following rooms in its premises for the Host Association for the period between \_\_\_\_\_ and ending on \_\_\_\_\_ :

|                                     |  |
|-------------------------------------|--|
| Number of rooms confirmed per night |  |
|-------------------------------------|--|

The hotel hereby confirms the following information to the Host Association in respect of rooms at the premises of the hotel based on the principle that all rates quoted are per room (standard type), per night, including breakfast and taxes, covering, without limitation, VAT, city/tourist tax and service charges:

|                                                                                                             |  |
|-------------------------------------------------------------------------------------------------------------|--|
| Rack rate published in June 2022 (EUR) for standard room, single use, including breakfast, VAT and city tax |  |
|-------------------------------------------------------------------------------------------------------------|--|

|                                                                                                               |  |
|---------------------------------------------------------------------------------------------------------------|--|
| Average achieved rate in June 2022 (EUR) for standard room, single use, including breakfast, VAT and city tax |  |
|---------------------------------------------------------------------------------------------------------------|--|

|                                       |  |
|---------------------------------------|--|
| Level of VAT at time of signature (%) |  |
|---------------------------------------|--|

|                                                           |  |  |
|-----------------------------------------------------------|--|--|
| Level of city/other taxes at time of signature (% or EUR) |  |  |
|-----------------------------------------------------------|--|--|

The hotel agrees that the rates charged to UEFA will not be higher than twenty per cent (20%) than the average published rate in \_\_\_\_\_

## Meeting rooms

The hotel must reserve for the Host Association the following meeting rooms in its premises for the period between \_\_\_\_\_ and \_\_\_\_\_ :

| Description                                                  | Meeting room name |
|--------------------------------------------------------------|-------------------|
| Meeting room (approx. 80 m <sup>2</sup> )                    |                   |
| Meeting room (approx. 50 m <sup>2</sup> )                    |                   |
| Meeting room (approx. 150 m <sup>2</sup> )                   |                   |
| Privatised space (meeting room or restaurant) for 60 persons |                   |

## Sustainability

The hotel subscribes to the UN's Guiding principles on business and human rights: [https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr\\_en.pdf](https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf) and is aligned with the principles concerning the fundamental rights which are the subject of the Declaration on Fundamental Principles and Rights at Work

[https://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---declaration/documents/normativeinstrument/wcms\\_716594.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/normativeinstrument/wcms_716594.pdf) namely:

- freedom of association and the effective recognition of the right to collective bargaining;
- the elimination of all forms of forced or compulsory labour;
- the effective abolition of child labour; and
- the elimination of discrimination in respect of employment and occupation.

## General terms and conditions

- 1.1 The terms of this Hotel Reservation Form shall remain in force until confirmation or cancellation by UEFA of the entirety or any part of the room block and meeting space (without penalty or cancellation fee due) until
- 1.2 The Host Association shall be entitled to transfer or assign any of the rights granted, or the benefit of any of the services provided, under this Hotel Reservation Form to any third party (including but not limited to UEFA, who shall be entitled to subsequently transfer or assign them to any third party) at its sole discretion. The hotel shall remain fully liable for the performance of its obligations under this Hotel Reservation Form to such relevant third party(ies) and the hotel acknowledges and agrees that it shall not impose any additional fees or charges as a result thereof (except potential commissions).
- 1.3 The hotel agrees to enter into a long-form agreement with UEFA (or any relevant third party as per above clause 1.2), which long-form agreement will be provided by UEFA (or by any relevant third party as per above clause 1.2) upon confirmation of the number of rooms, meeting rooms and other facilities, areas and spaces required at the hotel's premises. Such long-form agreement shall continue until complete fulfilment of mutual obligations by both parties, unless terminated earlier in accordance with the terms of such long-form agreement. The hotel acknowledges that the long-form agreement will include the following mandatory elements:
  1. no minimum overnight stays;
  2. no imposed minimum or maximum number of rooms;
  3. for each room type and/or meeting rooms blocked, the hotel guarantees a flat rate valid throughout the whole Reservation Period;
  4. at least one complimentary room offered (to be defined based on the total number of room nights reserved by UEFA);
  5. any additional rooms requested, if available, must be subject to the same terms and conditions (including the cancellation terms) as the ones agreed with UEFA at the time of signature of the long-form agreement;
  6. no overbooking on any of the rooms reserved by UEFA;
  7. Free Wi-Fi in all bedrooms and meeting rooms;
  8. no direct/indirect marketing, promotional, advertising, public relation activities associated with the event, including ticket distribution in connection with the event without prior written approval of UEFA;
  9. no communication or reference to the name of UEFA or the event, for promotional or advertising purposes (including advertisement, website, brochure, promotional materials) can be done without the prior written approval of UEFA;
  10. no commercial rights related to the event can be exploited and no association between hotel and UEFA or the event can be created by the hotel;
  11. for any other scheduled activity to take place at the hotel during the reservation period, the hotel management shall obtain UEFA's prior approval to check that there's any potential conflict of interest with the event;
  12. the hotel shall seek UEFA's approval for any reservations requests from third parties (large groups, weddings, media representatives, etc.) during UEFA's or the team's stay. Should UEFA estimate that such requests represent a threat to UEFA's or the team's privacy and security then the hotel agrees to comply with any reasonable demands from UEFA and/or to refuse such reservations requests;
  13. in the event of non-performance of any task of the long-form agreement because a case of force majeure (being an external, extraordinary and/or unforeseeable event of insurmountable violence which can include earthquakes, floods, civil wars, acts of terrorism, embargos and closing of borders but not cases of labour dispute) no party shall be deemed to breach the long-form agreement. UEFA has the

right to terminate the long-form agreement and pay for the services actually used before the event of force majeure;

14. no renovations planned during the reservation period;
15. deposit(s) paid by UEFA will not equal to 100% prepayment before the reservation period;
16. no surcharge fee to be paid on any products delivered by UEFA, as and if requested by UEFA, the hotel shall cooperate with UEFA's commercial partners, including product sales (mini-bars, bars, etc.) and other promotion;
17. flexible catering arrangements (such as flexible meal times and meal choices) and, if selected as team hotel, the possibility for the team's chef to use the kitchens and catering facilities in order to store, prepare and provide food and beverage to the team if needed at no additional costs for UEFA or team;
18. UEFA shall be entitled to transfer or assign any of the rights granted, or the benefit of any of the services provided, under the long-form agreement to any third party at its sole discretion. Furthermore, the hotel agrees to renegotiate rates, conditions and commissions with third parties identified by UEFA upon UEFA's specific request, including potential direct contracting with such third parties.

This reservation has been signed by a duly authorised signatory:

For the Hotel (duly authorised signatory):

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*Signature*

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*Name*

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*Title*

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*Date*