

## Communication from the Vice-Chancellor for Development and Social Relationships of VSB-TUO

### I. Price list for hotel accommodation

Accommodation type	Price in CZK incl. 14% VAT	Price in CZK incl. 14% VAT occupied by 1 person
Suite big	1 400	1 280
a) extra bed	460	-
Suite small	980	-
One bed room	700	-
Two beds room Comfort	880	760

Price includes:

- breakfast
- internet connection
- gym

In reasonable cases the accommodation of university guests can be discounted by 10% of the price listed above.

### II. Long term hotel accommodation

By long term accommodation such accommodation is meant lasting longer than one month and based on the Contract of accommodation. This contract includes:

- price arranged for one calendar month
- payment is to be provided the first working day of particular calendar month paid in cash at the reception or cash office of Accommodation Services, if the contract does not determine otherwise
- period of accommodation
- if the accommodation is terminated sooner than the contract determines the guest is obliged to pay the total amount for the whole month, in which the termination of accommodation is submitted

### III. Accommodation of the visitors in the students' rooms

Price for one night

CZK 100

In accordance with the regulations of the Halls of Residence, article 5, points 5.2. and 5.3. visitors may stay in 1 room for **3 nights at the most in a row** over the course of 1 month, not exceeding the number of visits to one accommodated eight nights.

The Director of the Housing Services has the right to decide upon the prices for accommodation in a different fashion than listed in this price list to the extent of their competencies. The Vice-Chancellor for Development has the right to establish individual prices and this on the basis of an agreement between the ordering body and the Housing Services of VSB-TUO in particular for group events organised during the holiday period, etc.

#### IV. Price list of Boarding Services

Prices of Boarding Services are determined as contractual being calculated on the base of input costs of the food stuff added by the percent mark-up as mentioned below.

Boarding service type	Mark-up in %	Note
With service	120	+ 20% VAT
With service for school org. parts	100	
With demanding preparation, buffets and service	150	+ 20% VAT
With demanding preparation, buffets and service for school org. parts	120	
Food, snacks and buffets export	contractual price	+ 14% VAT
Goods sale	60	+ VAT by determined tariff
Salads, desserts, soups sale etc.	20-60	+ 20% VAT
Sale of daily university canteen offer	contractual price	+ 20% VAT (includes university overheads)
Others – coffee, “postmix” etc.	contractual price	+ 20% VAT
Excellent services	contractual price	+ 20% VAT

The Director of Boarding Services is in charge to change the mark-up in reasonable cases.

#### V. Common regulations

##### Order

An order has to be issued in written (when accommodating more than 10 persons; boarding order has to be issued in written when paying by the invoice). Person of Accommodation and Boarding Services confirms the order and informs the client about the preliminary price, way of payment and conditions of cancellation policy.

When the client wants to pay by the invoice the order has to include the precise name of the client, residence of the client and Identification Number of the client (IČ in Czech).

When the order is issued by the organizational parts of VSB-TUO the order has to include the identification number of such part; the internal invoice will be issued to this org. part.

If the services are to provided in amount being higher than 200.000,- CZK without VAT, then there is an obligation to sign the contract.

If the price is planned to be higher than 5.000,- CZK incl. VAT, Accommodation and Boarding Services are in charge to ask for deposit in amount of 30% of the total price. Due date of the deposit will be mentioned in the confirmed order.

**Cancellation policy**

Accommodation and Boarding Services are in charge to calculate a fee for the late cancellation. This fee includes the partial cancellation as well. Cancellation fee is to be charged as the particular percentage out of the total price for services ordered lowered by the amount for services realized.

<b>Number of days before the realization term</b>	<b>Accommodation services % of price</b>	<b>Boarding Services % of price</b>
Up to third day (3 <sup>rd</sup> day)	100	100
Fourth-fourteenth (4 <sup>th</sup> -14 <sup>th</sup> day)	30	-

The issue of this communication serves to cancel:

- the communication of the Vice-Chancellor for Development TUO\_SDE\_11\_009 'Price list for Accommodation and Boarding Services'

Prof. Ing. Jaromír Gottvald, CSc.  
Vice-Chancellor for Development and Social Relationships