

# PAYMENT TERMS FOR GROUPS AND MEETINGS

In order for us to create the best possible conditions for your group, there are certain matters that you and we at Scandic have to agree on. Here you can read the fine print and collected payment terms for you who have booked groups, meetings and events with us.

## Definitions

This information applies to groups, meetings and events booked for a hotel operated by Scandic Hotels AB. The person who concludes the contract with reference to a group, a meeting or an event is considered to be the customer.

The customer is responsible for providing a valid payment method in connection with the booking being confirmed.

A group can be said to exist when a room booking is made, with or without meals, of at least 10 rooms or for at least 15 persons arriving and/or traveling at the same time.

A meeting, event or arrangement can be said to exist when a booking is made in this purpose.

## Payment method

Scandic Hotels AB offers the following payment methods for groups and meetings:

### Collective card payment Proforma invoice Invoice

Our Swedish hotels do not accept payment in cash.

### Collective card payment

It is possible to pay with a collective card payment on site, i.e. one common card payment for the entire group or the entire meeting.

At the time of confirmation, Scandic Hotels AB reserves the right to ask for guarantee of payment.

## Proforma Invoice

It is always possible to pay by proforma invoice for all or part of the sum.

Scandic Hotels AB reserves the right to request a proforma payment as a guarantee of all or part of the sum in connection with the cancellation conditions coming into effect.

The prepayment is deducted from any final invoice and will be included in the calculation of any late cancellation fees.

## Invoice

It is possible to pay by invoice if the following requirements are encountered:

Approved credit check  
The invoice amount exceeds SEK 5,000  
Payment terms 10 days  
An invoice fee of SEK 50 is added to all non-electronic invoices.

