

QUOTATION FOR MEETING PACKAGE AND ACCOMODATION

Dear Mr Jerry,

Warmest Greetings from The Everly Putrajaya!

Thank you for considering The Everly Putrajaya as the venue for your upcoming event. Further to your inquiry, we are pleased to propose the following new norm SOP package for your kind consideration.

Meeting Package

i) Full Day Meeting Package (4 Meals – Light Breakfast, AM Coffee Break, Lunch & PM Coffee Break) is at RM 140.00nett per person per day.

Package included

- 12 hours per day usage of Function room or Ballroom with social distancing set up
- PA System (8 Channel Mixer)
- 2 unit of cordless microphone
- 1 unit of LCD projector
- 1 white screen
- Free WIFI 50/mbps
- 1 whiteboard with maximum 3 pieces of whiteboard markers
- 1 flip chart with maximum 10 pieces of flip chart paper and 3 pieces of whiteboard markers (red /blue / black)
- Writing paper and pencils
- Drinking water and mints throughout seminar (To be refilled during Lunch only)
- 1 signage display board at the entrance of function room only
- 1 registration table at the entrance with a bottle of hand sanitizer of the function room only.

(AV equipment can be arranged on demand with no cost based on availability)

Accommodation

Standard Single / Twin Sharing is at RM 190.00nett per room per night with Breakfasts (Rooms are available for a maximum 22 hours stay per night, check in after 1500hrs and check out at 1200hrs. Extended hours can be arranged based on room availability)

Please be informed that all arrangements are New Norm SOP applied (refer attached image) and the offer rates are flexible and open for negotiation. We would like to invite you for site inspection to discuss further more for your event.

Kindly please confirm the package for our further action to proceed the quotation and block the venue.

Please contact us should you need further clarification.

Your Safety, Our Priority, Thank You & Have a Nice Day!

VP Sales



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