



## THE PINES MELAKA

PROPOSAL FOR MEETING – MALAYSIA PRODUCTIVITY CORPORATION PETALING JAYA (HQ) REV01

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**Friday, November 27, 2020**

<b>TO</b>	:	Puan Norhaniza Hamir
<b>COMPANY NAME</b>	:	<b>MALAYSIA PRODUCTIVITY CORPORATION (MPC)</b> Lorong Produktiviti, Jalan Sultan 46200 Petaling Jaya, Selangor
<b>NO TEL</b>	:	012 6117933
<b>EMAIL ADDRESS</b>	:	norhaniza@mpc.gov.my
<b>SALES CONTACT</b>	:	<b>Dayang Haslinda Abg Mohd Juana</b>

Dear Puan Norhaniza,

### PROPOSAL FOR RESIDENTIAL PACKAGE 04-06 DECEMBER 2020 REV01

Thank you for your interest in THE PINES as the venue for your forthcoming event. I am delighted to submit our quotation for your kind consideration.

THE PINES MELAKA is a 4 Star Deluxe hotel which is strategically located along the historical Melaka Riverside, and is within closed proximity to the famous Kampung Morten, which is one of the few remaining traditional Malay village in the heart of the city. THE PINES is also situated within the old Melaka town, where some delicious local and hawker food is all within walking distance.

#### ACCOMMODATION -

Date Check in	:	04 – 06 December 2020 (Friday to Sunday)
No of person	:	30
No of Room	:	30
Type of Room	:	Superior Single

**(Please advise us in 7 working days prior to function and subject to change according to availability)**

NO RESERVATION and NO ROOM BLOCK has been setup at this stage, space is on request basis and subject to availability.

#### **Residential Package - valid for 20 paying guests**

SUPERIOR Single @ RM 300.00nett per person per night x 30 units x 2 nights = **RM 18,000.00**

#### THE PINES HOTEL

33, Jalan Tun Sri Lanang, 75100 Melaka, Malaysia.  
T (606) 240 2323 | F (606) 240 2325 | [www.thepines-melaka.com](http://www.thepines-melaka.com)



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### MEETING ARRANGEMENT

Date : 04 – 06 December 2020  
No of person : 30 persons  
Set up : Round Table (5 groups)  
Time of function : Half Day and Full Day

#### Package inclusion:

##### Day 1

Check-In after 3pm onwards  
Dinner @ 7pm to 8pm  
Supper @ 10.30pm to 11pm

##### Day 2

Breakfast @ from 6.30am  
Morning Tea Break @ 10am to 10.30am  
Lunch @ 1pm to 2pm  
Afternoon Tea Break @ 3.30pm to 4pm  
Dinner @ 7pm to 8pm  
Supper @ 10.30pm to 11pm

##### Day 3

Breakfast @ from 6.30am  
Morning Tea Break @ 10am to 10.30am  
Lunch @ 12pm to 2pm  
Check-Out @ 12pm onwards

**\*\* All meals as per Chef's choice**

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### Meeting Facilities and Equipment Inclusion: -

- Seminar amenities inclusive of Mineral Water, Mints and Hand Sanitizer
- Complimentary Usage of 01 function room
- Complimentary Usage of internet access
- PA System with 02 Mic (Standard PA Systems)
- 1 x LCD Projector with screen
- 1 x Rostrum
- One (1) unit of whiteboard or flip chart with marker pens
- **The above package does not include backdrop arrangement. Hotel is using e-backdrop**
- Standard hotel directional signage will be provided

### Additional Charges for Equipment & Hall (*if required*): -

- 1 x LCD Projector @ RM 1,500nett per unit per day
- 1 x Break Up Room @ RM1,000nett per unit per day
- 1 x Wireless Mic @ RM180nett per unit per day
- 1 x Flipchart @ RM45.00nett per unit per day
- 1 x Extension Cord @ RM50.00nett per unit per day

### Remarks: -

- \* Preset up or rehearsals are subject to hall availability.
- \* Extension of time will be charged at RM 500.00nett per hour.
- \* Confetti, Firework, Candle are not allowed in function room.
- \* Smoking is strictly prohibited in ballroom and function room.

### Program: -

- Kindly provide us your detailed program 7 working days prior to function.

Function space is reserved for the time indicated. Please advise us in advance should additional set up / tear down time be required or any program revision be anticipated in order for an appropriate space to be made available. The Hotel reserves the right to reassign function space whenever the need may arise.

### VALIDITY OF OFFER

Rates and details that provided in this quotation would only be valid for 01 week. In order to secure your booking, please confirm in writing by/before the cut-off date by paying the deposit within 7 days. Rooms/Function halls will automatically be released for general sales after deadline.

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### **CONFIRMATION**

We are delighted that you have chosen The Pines to host your next event. Your acceptance of confirmation together with the required deposit must be received before the above stipulated dateline, failing

which, your tentative booking shall be cancelled without further reference to you. Kindly return the duplicate copy of our quotation duly signed with your deposit for our further action.

### **ROOM - BLOCK CLAUSE**

Please be advised that the guest room(s) have not been blocked for your group. To secure the room booking, a 50% deposit of the total estimated amount will be required seven (7) days after the signing of the acknowledgement. Deposit paid is non-refundable.

### **HERITAGE TAX**

On 01 April 2012, the Melaka State Government imposed a mandatory **RM2.00nett Heritage Tax Fee** per occupied room per night for all hotel accommodation. This fee may change without prior notice.

### **CONDUCT OF EVENT**

The Client agrees to begin their event at the scheduled time and agrees to have their guests, invitees and other persons vacate the designated event space at the closing hour indicated including the removal of any exhibits, setups and personal belongings. Goods left at the hotel after an event will be deemed to have been abandoned unless prior arrangements have been made.

### **LOSS OR DAMAGE**

The Hotel will not be responsible for any damage(s) or loss(es) of merchandise, equipment or valuables left in the Hotel's premises prior, during or after a function (also applies to in-house guests). Organizer of the event will be liable for any damage(s) caused directly or indirectly to the hotel property, by their guests or external contractors engaged by them. Should knocking, drilling, hanging or sticking of materials on walls on Hotel property or movement of Hotel furniture be required, please ensure to inform Hotel personnel prior for permission.

### **INSURANCE**

Whilst the staff of the hotel will take every care with security and protection of property and guests, we are unable to accept any responsibility for damage, loss of property or injury before, during or after the event. We recommend all patrons to arrange their own insurance.

### **SOUND LEVEL**

The hotel reserves the right to tune down the music volume as deemed necessary.

### **EXHIBITS**

During exhibitions or events, kindly ensure that no fire exit doors or public entrances are blocked in any way. The availability of exhibition space is in accordance with times booked for the event.



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### **FIRE ALARM**

A charge of **RM1,000.00 ++** will be levied should the organiser or their appointed representatives use any materials, which would trigger off the hotel's fire alarm. Please ensure that whilst works are being carried out in the hotel premises, the organiser or their representatives should inform the hotel in writing if smoke guns or any flammable materials are used at any time.

### **DISCLOSURE**

The client hiring space at the hotel shall freely disclose the intended nature of the event being held and will at no time undertake any activity that is deemed as illegal or improper.

### **HOUSE RULE**

Please be informed that contractor's workers are not allowed to loiter at hotel's public areas and are to be dressed appropriately at any time (i.e. shorts, slippers, torn shorts or jeans are forbidden).

### **REFURNISHMENT**

The Hotel reserves the right to carry out such renovations to and upgrading program of the Hotel as it deems fit. The decision to upgrade shall be made by the Hotel at its absolute discretion. Any renovation if carried out will be with minimal disturbance to the guests and will have no impact on the function room.

### **RATES**

The rates are quoted in local currencies and are based on your original requirements set out. Should your requirements change, all rates are subject to review and may change accordingly.

### **TAXES**

Please be informed that all rates quoted in the above are in Malaysia Ringgit, and are subject to ten percent (10%) service charge and prevailing government taxes. Should the government taxes change your rate will be adjusted to reflect this.

### **PRICING POLICY**

This quotation will remain valid for the above event period only. Kindly note that prices quoted may be subject to change, depending on change in event requirements / dates.

### **DEPOSIT AND PREPAYMENT POLICY**

As a policy of the hotel, we would require a nominal deposit of **50% which is non-refundable** and non-transferable to secure the rooms / function room booking and the balance of payment to be settled by **before 2 week of group arrival** by cash or credit card, or Local Order, Letter of Undertaking.

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Payment is to be made in Ringgit Malaysia made payable to **PTS Leisure Sdn Bhd**. Payment may also be settled at the following office:

<b>Pay to</b>	:	<b>PTS Leisure Sdn Bhd</b>
<b>Bank</b>	:	<b>Ambank (M) Berhad</b>
<b>Account</b>	:	<b>888 100 963816 0</b>
<b>Branch</b>	:	<b>Melaka – Jalan Munshi Abdullah</b>
<b>Address</b>	:	<b>154 &amp; 156, Kompleks Munshi Abdullah, Jalan Munshi Abdullah, 75100 Melaka.</b>
<b>Swift Code</b>	:	<b>ARBKMYKL</b>

### **CANCELLATION POLICY AND PROCEDURE**

In the event of cancellation/postponement, a written notice is required, and cancellation charges will be imposed as follows:

- 14 days prior to arrival date: 75% of total estimated amount
- 5 days prior to arrival date: 100% of total estimated amount

### **ATTRITION POLICY AND PROCEDURE**

Accommodation and event charges are based on delegate numbers advised at time of enquiry and are used to generate your business proposal and quotation. Should your numbers change prior to confirming your booking, your quotation may change accordingly.

From the signing of this Contract and up to 15 days prior to the commencement date of the Event, a partial reduction of the bedrooms blocked of up to 60% may occur. In the event of any cancellation in excess of the above stipulated threshold, the Hotel shall assess the Cancellation Fee based upon the scale above.

### **EXCLUSIONS OF LIABILITY**

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequences of war, change of status of the Malaysia Government, strikes, riots, acts of God or any other conditions beyond the control of the Hotel.

We sincerely hope the above mentioned meet your requirements and expectations. Please do not hesitate to contact me at 019 2809268 or email to [dayang.haslinda@thepines-melaka.com](mailto:dayang.haslinda@thepines-melaka.com) should you require any further assistance or information.

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We look forward to welcoming you and your guests to **THE PINES MELAKA** and assuring you of our best and utmost attention for your function.

Thank you and best regards

Yours sincerely,

**DAYANG HASLINDA ABG MOHD JUANA**  
**Cluster Senior Sales Manager – Group Hospitality**  
*(No Signature Require via Email)*

I, hereby agree and accept the above:

Signature

Name

Norhaniza Binti Hamir

Designation

Manager, Productivity and Competitiveness Division (PCD)

Company Stamp



Date

30 November 2020

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