

24th March 2021

MALAYSIA PRODUCTIVITY CORPORATION (MPC)

No. 8, Jalan Padi Mahsuri, Bandar Baru UDA,
81200, Johor Bahru, Johor Darul Ta'zim,
Malaysia

Tel. No : 07 - 237 7422 / 07 - 238 8464
Mobile : 016 - 445 4097
E-mail : hisyam@mpc.gov.my

ATTN : ENCIK MOHD HISYAM HATIMTAI

Dear Encik Hisyam,

QUOTATION: HALF DAY MEETING PACKAGE ON THE 30nd MARCH 2021

Greetings from "LaCrista Hotel Melaka"

Thank you for your interest shown in our hotels. Further to tele-conversation today, we're pleased to append herewith our Meeting Package for your consideration:

(A) MEETING ARRANGEMENT

Date : 30 March 2021
Venue : (no meeting room has been booked until we receive the confirmation letter. Meeting rooms are upon availability. First come first served basis)
Set-up : Classroom
No. of pax : 55 pax

(B) HALF DAY MEETING PACKAGE

**HALF DAY MEETING @ RM170.00nett per pax per day
– From 9.00am - 01.00pm**

The above rates are inclusive of:

✓	Morning Tea Break (01 Heavy + 02 type of snacks)
✓	Lunch
✓	Usage of 01 main meeting room
✓	01 Microphone and basic PA system
✓	Whiteboard or Flipchart with markers
✓	Drinking Water and mints
✓	Writing materials

CUT OF DATE: 26th March 2021 – Failing which above booking will be released automatically

OTHERS

Equipment	Rental Charge
TV / VCR	RM 150.00nett per set per day
LCD Projector	RM 500.00nett per unit per day
Standing / Table Microphone	RM 205.00 nett per unit
Extension Power Cord	RM 30.00nett per unit per day
Karaoke Set	RM 1,200.00nett per unit per day
Wireless Broadband for Meeting Package	RM 1,200.00nett (3D/2N)
Utility Charged for Karaoke Set	RM 500.00nett per unit per 4 hours
Flip chart or Whiteboard	RM 80.00nett per unit per day
Photocopy	RM 0.50 cent per sheet
Facsimile	RM 1.00 per sheet

Backdrop

First 20 standard letterings will be provided on a complimentary basis. Subsequent standard lettering will be charged at RM2.50 nett per letter/alphabet. Logo ranges from RM150.00nett onwards depending on the color scheme and visual.

TERMS AND CONDITIONS

Notes

No booking has been made for your event. Room & function room subject to availability upon confirmation;

Rates

All rates quoted nett in Ringgit Malaysia with 0% Service Tax and inclusive of RM2 for Melaka Heritage charge per room per night. Rates are applicable for minimum group size of 20 pax and above otherwise subject to surcharge;

Rooms

Official check-in time is 3.00pm and check-out time is 12.00 noon;
Early check- in and late check – out are strictly on request basis and subject to additional charge. In the event of “NO SHOW ROOM” Full lengths of room reserve shall be charged. The Hotel reserves the right to charge for any damages done to any part of the Hotel premises or equipment;

Lacrista Hotel Melaka
Owned by Sigmaprise Sdn Bhd (525741H)

146 Jalan Hang Tuah
75300 Melaka Malaysia
T 606 281 6868 F 606 281 9898

Reservations T 606 281 6868 F 606 281 9898
E reservation@lacrista.com.my W www.lacrista.com

Function Space

The Hotel reserves the right in its absolute discretion to reallocate the function room originally booked & stated in the confirmation letter should the need arise;

Payment

50% of deposit required upon confirmation. Balance are to be settled in full either by cash or credit card 7 days prior to the date of function or arrival.

All Cheque

Payments by company cheques are to be received by the Hotel 14 working days prior to group arrival. All cheques are to be made payable to: **"NAUTICAL INSIGHT SDN BHD"**

Maybank Account No : 5540 2629 4258

Jalan Hang Tuah, Melaka

Guaranteed Guests

A guaranteed number of guests is required upon date of confirmation or not later than one (1) week prior to the date of function. Should the actual number of guests be higher than the guaranteed the actual number of guests will be charged. Should the actual attendance be lower than the guaranteed number of guests, the guaranteed number of guests will be charged.

Cancellation

In the event of cancellation, a written notice is required not later than 30 working days prior to the date of function. Otherwise, a cancellation fee from the estimated total cost (rooms and banquet event) will be applicable as follows:-

- | | |
|-----------------------------|------|
| ▪ 2 week prior to event | 50% |
| ▪ 72 hours before the event | 100% |

We trust the above is in good order and meets with your requirement. Please be informed that space subject to availability upon your confirmation. In the event, should there be any further assistance or information of which we could render, please do not hesitate to contact the undersigned **at 06-2807021/013 - 336 1106**.

We look forward to welcoming you to "LaCrista Hotel Melaka. ' *Your Personalised Lifestyle Hotel* ' "

Yours sincerely

LaCrista Hotel Melaka

~ via e-mail ~

TUNKU HANNAH

Sales Executive