

To : Nurfatimah Mohd Zaki
 Company : MPC
 Tel : 011 1090313
 Fax :
 Email : nufatimah@mpc.gov.my
 Subject : Proposal for Seminar Half Day Package
 Date of Issued : Monday, March 29, 2021
 Total Pages : 5 Pages

Dear Nur Fatimah,

Greetings from Hotel Armada Petaling Jaya!

Thank you for considering Hotel Armada Petaling Jaya as the proposed venue for your forthcoming event. We are excited at the possibility of hosting this event and look forward to share with you the services we have to offer.

DATE	TIME	ATT.	VENUE/ SET UP	TEA BREAK		HALF DAY PACKAGE
1 April 2021 (Thursday)	8.30am- 1.00pm	7 pax	Avenia, Level 3 (available & booked) ∞	Welcome Coffee & Tea (2 snack)	8.30am	FULL DAY PACKAGE RM 100. nett per pax / per day
				AM Tea Break (2 snacks)	10.30am	
				Dome Set Lunch	12.30pm	

Package inclusive of : -

- Free-flow coffee & tea
- Complimentary meeting room arrangement
- Complimentary bottled water & mints
- Standard writing materials
- Complimentary one whiteboard & two flipchart with markers
- Complimentary use of LCD Projector with screen
- Basic PA System with one wired and one wireless microphone
- Complimentary internet usage for organizer (2 user)
- **Additional Lunch @ RM 50.00 nett per person**

Food will be charged according to the number of persons guaranteed or actual attendance whichever is higher; any final charges should be made in writing at least 5 working days before the date of the event.
Please advise the vegetarian if there is any vegan.*

The function room shall be vacated at the agreed upon time, should there be extended time, an additional charge per hour will be applicable. Room rental is also applicable for attendance fall below minimum package:

- Additional hours after midnight, rental is chargeable at RM 1100.00+ / RM 1166.00nett room rental per hour for Arcadia Room.
- Additional hours after midnight, rental is chargeable at RM 2750.00+/ RM 2915.00nett room rental per hour for Atlanta Ballroom.
- **Please be advised all rates quoted are in Malaysian Ringgit and subject to prevailing Taxs.**

Backdrop

Charges for backdrop are as follows:-

- Materials : Inkjet Print, size 8(W) x 4 (H), full colour RM250.00
- Materials : Inkjet Print, size 12(W) x 6 (H), full colour RM350.00
- Materials : Inkjet Print, size 12(W) x 8 (H), full colour RM450.00
- Materials : Inkjet Print, size 16(W) x 8 (H), full colour RM550.00

The rate above includes installation charges and backdrop panel.

Kindly forward designs / wordings 14 working days prior to event date. Any designs/artwork required from hotel, an additional RM150.00 surcharge will apply.

Signage

Directional signboards will be placed at the Main Lobby as well as on the function floor. Please advice on wordings 7 working days prior to the event date.

Parking

For **non-residential guest** and attending events at the hotel shall be entitled to a flat rate parking fee of **RM8.00nett** per vehicle per entry, subject to a validation stamp located the pre – function foyer of the event.

For **residential guest** and stay at the hotel shall be entitled for **complimentary** parking at basement or open space area, subject to a validation at the Reception / Concierge counter

- Parking rate is subject to change without prior notice

CONFIRMATION / BILLING INSTRUCTIONS

- At present, the function space is blocked on a **TENTATIVE** basis of your event. Kindly advise us on the acceptance and confirmation on or before **30 March 2021**. The blocked venue will be released automatically once above cut-off-date is reached or should we receive a request for the same venue prior to the cutoff date stipulated above.
- In order to secure the function space and date, we would require a non-refundable and non-transferable deposit of 50% deposit of the total estimated amount of the event. Balance of payment of total estimated has to be collected 7 days before function date where confirm number of participants are given to the hotel.
- All payment can be made by either cash or credit card or company cheque made payable to **HOTEL ARMADA (PJ) SDN BHD** or remitted to the Hotel's bank account as follows :

Bank	Account	Cheque Payable to
Maybank Berhad	014169214572	Hotel Armada (PJ) Sdn Bhd

- For credit card payment, kindly furnish us with the following details:

Card Holder Name	
Credit Card Number	
Issuing Bank	
Card Type	
3 Digit Number	
Expiry Date	

POSTPONEMENTS / CANCELLATION POLICY

All postponements /cancellation must be advised in writing. Deposit paid is not refundable in the event of cancellation. However,

- For postponements / cancellation made more than 3 months (90 days) prior to the function date, no charges will be levied. All deposits collected may be utilized up to 3 months (90 days) from the notification date of cancellation, after which, the deposit is forfeited.
- For postponements / cancellation under 3 months (90 days), 75% of total deposit collected will be forfeited, while the remaining 25% may be utilized within 3 months (90 days) from the notification date of cancellation, after which, the deposit is forfeited.
- For postponements / cancellation under 30 days, the entire deposit will be forfeited.

GENERAL TERMS AND CONDITIONS

1. The client will inform the Hotel of any changes in the number of guest at least seventy two hours (72) before the function. For notification less than 72 hours, the client will be charged at the price agreed for the number of guest guaranteed or the actual attendance on that day, whichever is higher.
2. Function rooms are assigned by the guaranteed minimum number of people anticipated. Additional room rental fees is applicable if group attendance drops below the minimum attendance at the time of booking. We reserve the right to relocate your function venue to a room suitable for the attendance without notification, if the attendance reduces or increases.
3. The organiser shall be responsible for any losses, damage or breakage of equipments provided by the hotel or any other hotel property.
4. The use of banners on the exterior of the Hotel is at the discretion of the Management of the Hotel. The Hotel's permanent signs, banners, etc may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Hotel's signage. No banners can be hung around the Hotel's premises without prior approval from the Management and any necessary license that may need to be applied by the organizer must be done through proper channels.
5. Please be advised that it is the responsibility of the organiser to ensure that proper security and insurance coverage be arranged for all equipment brought in by the organiser.
6. Should there be a requirement for storage facilities in the Hotel, either during, before or after the function, the Hotel will not be held liable for any damages or losses of equipment and materials.
7. Pre- Setup: Kindly note the pre-setup requirements are subject to availability. (The Hotel reserves the right to sell the function space from 9.00am to 5.00pm)
8. The Hotel reserves the right to reject any function if in the hotel's exclusive opinion is considered detrimental to the Hotel or its guests.
9. With the current regulations by the Ministry of Health of Malaysia, please be advised that smoking is strictly prohibited in all air-conditioned private function rooms, pre function and foyer area.
10. **STRICTLY NO OUTSIDE FOOD AND BEVERAGE ARE ALLOWED** without prior approval or notification by the Management.
11. Takeaway Policy: Under no circumstances food be removed during meetings or events within the hotel. The company's policy on takeaway leftover food is strictly non-negotiable in adhere to Hotel Armada Petaling Jaya's Safe Food & Hygiene Policy.
12. The organizers shall indemnify the hotel, in the event there is any claims whatsoever made by any 3rd parties, arising from the sale of the products or any misrepresentation regarding the product or the functions.

13. In accordance with the Personal Data Protection Act 2010 (PDPA), Armada Petaling Jaya is committed to comply with PDPA in protecting guests personal information. The Armada Petaling Jaya will only collect required information that we believe to be relevant. The information will not be disclosed to any external organization for purposes other than those needed by the hotel to serve you better. However, if you wish to be excluded from our database, please email pr@armada.com.my for our further action. In the meantime, or until we receive your notification, we will deem that you consent to us processing your personal data in accordance with our PRIVACY POLICY.
14. Sound Check/Noise Level, kindly be informed that the level of noise / sound check in any of the function rooms will have to be within the permissible level determined by the hotel. The hotel reserves the right to advise organizers to reduce the noise level should it be affecting the surrounding function rooms which are occupied in the vicinity.
15. Lost and Damaged Items, the Hotel shall not be held liable for any loss or damage of items brought in to the hotel before, during and after the function. Organizer are advised not to place valuable items without any proper supervision.
16. Organizers are advised to adhere and to unload any equipments or products to the designated **LOADING AREAS**. The usage of the hotel's main guest lifts **ARE STRICTLY PROHIBITED** for any unloading purposes.
17. **Compliance with the Malaysia Copyright Act 1987 requires the organiser to comply with the Music Copyright License should they authorise music in public.**

Effective 1 January 2017, MRM has been designated by MyIPO agency under the Ministry of Domestic Trade, Co-operative and Consumerism to be the **SOLE** collecting body to carry out collective music license issuance and fee collection activities in Malaysia. Playing music without the licence from MRM will cause an infringement under the Malaysia Copyright Act 1987 as it denies the compensation of the intellectual work usage of the Songwriters, Recording Labels and Performers.

Therefore, kindly ensure to obtain the MRM Public Performance License for your event(s) if music is somehow performed at your event(s) via recorded music or live performance. For further information regarding the licensing matter, please contact our Licensing Officers below :-

Ms Anita Manuel : 03-6207 2970 anita@mrm.my
Mr Liyoel Cheong : 03-6207 2872 liyoel@mrm.my
Mr Steven Ho : 03-6207 2997 ckho@mrm.my

Log on to our website for further information at www.mrm.my

18. Any reservation of function room must be confirmed in writing and signed by the Organizer. A deposit must be paid on the due date as stated in the Catering Confirmation. The Hotel reserves the right to cancel a reservation if the Catering Confirmation is not signed, stamped and returned with the prescribed deposit by the stipulated date.
19. The hotel shall be discharged from performance or further of its obligations with the organiser or other parties having enforceable rights against the hotel upon the happening of any of the following events :-
 - Act of God or Force Majeure
 - Any act order, directive or restraint imposed by Government or other authority having power in that behalf
 - Fire, flood, pollution, contamination or explosion or any other loss affecting the hotel premises.
 - Any necessary and essential construction or renovation works to the premises, seizure under legal process, strike lock out, work stoppage or other restraint of labour either partial or general, from whatever cause.

We trust that you will find the above are in order and sufficient for your initial planning. Should you require any further assistance or information or should there be any details that are omitted, kindly contact me via my contact details below.

Thank you once again for showing an interest in Hotel Armada Petaling Jaya, as a venue choice and we look forward to making this event a success.

Cik Nurfatimah , kindly acknowledge your acceptance by signing and returning us a duplicate copy of this offer by or before the **30 March 2021** , preparation of 50% deposit is required after 7 days of acceptance of this offer, failing which the offer contained herein will lapse and booking shall be automatically released for general sales.

Yours sincerely,
Hotel Armada Petaling Jaya

Wan Ibrahim
Sales Manager | Armada Hotel Petaling Jaya
T +603 7954 6888 Ext 4618 | F +603 7958 5593
E: wanibrahim@armada.com.my | www.armada.com.my

Signed and Confirmed by:
Name of Company:
I/We hereby confirm the above-mentioned arrangements and reservations.



Name: Nur Fatimah Mohd Zaki
Designation: Assistant Manager
Date: 29 Mac 2021
Company Stamp: Malaysia Productivity Corporation (MPC)

(Kindly endorse and return copy to us by email or fax)