



Date: **01st April 2021**

Shanthini Tamadoram
MALAYSIA PRODUCTIVITY CORPORATION
Lorong Productiviti, Jalan Sultan
46200 Petaling Jaya
Selangor

Tel : 012 288 0144
Email : shanthini@mpc.gov.my

Dear Ms Shanthini,

QUOTATION: FULL DAY MEETING PACKAGE ON 04TH APRIL 2021

Warmest greetings from Palm Seremban Hotel!

Thank you for considering our hotel as preferred venue for your function. It gives us great pleasure to append below our confirmation for your kind perusal. Please do not hesitate to contact me directly for further information.

HALF DAY MEETING PACKAGE @ RM28.00NETT PER PERSON PER DAY

- 1 x PM Break
- Free flow coffee & tea
- Usage of meeting room

Event Arrangement

Date : 04th April 2021

Time : 5.00pm – 7.00pm

Venue : Palm 2, Level 6

Attendance : 50 paxs

Seating Arrangement : Please Advise

- 1 Registration table for 1 persons
- 1 Head table for 1 persons
- 1 Flipchart & 1 Whiteboard with markers & eraser set

Coffee Break Set Up : Food will be served with individual portioning or packaging

Lunch Set Up : Lunch at Sago Coffee House with Mini Buffet Lunch

Logs & Record : Every seminar participant need to register and temperature check at lobby before enter the seminar room.

PALM SEREMBAN HOTEL SDN. BHD. (883371-P)

Jalan Sungai Ujong, 70200 Seremban, Negeri Sembilan Darul Khusus, Malaysia.

T : 06 – 768 0088 F : 06 – 768 0099 E : info@palmseremban.my W : www.palmseremban.my



- Banner : Please be advised that all external banners brought in are subject to space availability. Banner must be in line with the hotel's approved standard size.
- Noticeboard : Please advise us on your signage requirements which will be Placed at the main lobby and at the entrance of the function room.
- AV Equipment :
Handheld Microphone – **RM 100.00nett per day**
LCD Projector – **RM300.00nett per day**
Clip/Lapel Microphone – **RM 100.00nett**
Standard Microphone – **RM100.00nett**
Karaoke Set – **RM 800.00nett per day**
- Total Cost : ***Half Day Meeting Package***
RM28.00 x 50 Persons = RM1, 400.00

LCD Projector @ RM300.00 per unit

Total: RM1, 700.00
- Deposit/Payment : In order to secure the above event space, the Hotel would require a deposit of 30% of the total estimated revenue with a signed & returned copy of this proposal.

Balance of the expected amount of the billing will be required 1 week prior to the event.

Should there be any extra billing during the event, the client will settle this on the conclusion of the event by cash or credit card.

Payment can be in form of a cross-cheque, made payable to **Palm Seremban Hotel Sdn Bhd**. Full prepayment is required prior to the actual event date.

Name of Bank: **CIMB BANK BERHAD**
A/C Number: **8007-016-834**
- Cancellation : Please be advised on the following cancellation charges in the event functions are being postponed or cancelled. Percentage allocation is based on the total estimated function revenue.

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Functions / Events

- Less than 14 days : 50% cancellation charge

Accommodations

- Less than 72 hours : 1 night cancellation charge
- Less than 1 week : 30% cancellation charge

Cut Off Date : **01st April 2021.** All function space blocked will be released for general sales automatically once the cut -off date expires.

Letter of Undertaking: A letter of undertaking is required should the payment by LOCAL ORDER / E-PEROLEHAN or if payment to be made 7 days upon receive invoice from Hotel.

We trust that the above arrangements and conditions meet your requirements and look forward to your early comments and confirmation of your booking.

Yours sincerely,

Farah Mohammad

Sales & PR Manager

Tel : 06 – 768 0088

Mobile : 018 – 2918 187

Email : farah.mohammad@palmseremban.my

I/We hereby confirm & agree with the above arrangements.

MALAYSIA PRODUCTIVITY CORPORATION
04TH APRIL 2021

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Name: Shanthini Tamadoram

Designation: Asst Manager

Date: 01 APRIL 2021

Company Stamp:



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