

March 25, 2021

Puan Siti Nur Syuhaida Bt Mohd Salleh
PERBADANAN PRODUKTIVI MALAYSIA (MPC)
 Delivery Management Office (DMO)
 Lorong Produktiviti
 Jalan Sultan
 46200 Petaling Jaya
 Selangor

Tel : Nil
 Mobile : +6011 – 1977 3745
 Email : syuhaida@mpc.gov.my

Subject: SEBUTHARGA BAGI PENGINAPAN PADA 07HB – 10HB APRIL 2021 / RABU - SABTU



Olive Tree Hotel



Olive Tree Concepts Sdn. Bhd. (950069-X)
 76, Jalan Mahsuri, 11950 Bayan Lepas, Penang, Malaysia

☎ +604 637 7777 ✉ life@olivetreehotel.com.my
 ☎ +604 637 7788 🌐 www.olivetreehotel.com.my



Reduce
Reuse
Recycle



We are
straw-free



Smoke-free
environment



No Pets
Allowed

Dear Puan Siti Nur Syuhaida,

Greetings from Olive Tree Hotel, Penang!

Thank you for choosing Olive Tree Hotel, Penang's first green building business hotel as your preferred venue for your forthcoming event.

Olive Tree Hotel is committed to implementing environmentally conscious and sustainable measures of conserving water, energy, and manufactured resources. We continue to provide exemplary services for our guests.

Further to our tele-conversation with my colleague, we are pleased to recapitulate below the confirmation outlining the arrangement of your event and room stay. In the case of any changes or amendments, please do not hesitate to contact us immediately to ensure that our team strives to provide you with the best solution at the most promptly manner.

Room Accommodation Arrangement


Check-in Date / Day : 07th April 2021 / Wednesday
 Check-out Date /Day : 10th April 2021 / Saturday
 Number of rooms / Rate : 07 x Deluxe Double
 Payment Terms : Room and breakfast bill to company. Miscellaneous on personal account

Room Category	Room Rate		
	Room Only	Single Occupancy	Double Occupancy
Deluxe	MYR 190.00nett per room per night	MYR 210.00nett per room per night	MYR 230.00nett per room per night
Premium Deluxe	MYR 200.00nett per room per night	MYR 220.00nett per room per night	MYR 240.00nett per room per night
Olive Deluxe	MYR 225.00nett per room per night	MYR 245.00nett per room per night	MYR 265.00nett per room per night
Executive Deluxe	MYR 295.00nett per room per night	MYR 315.00nett per room per night	MYR 335.00nett per room per night
Executive Suite	Nil	MYR 550.00nett per room per night	MYR 550.00nett per room per night

Remark Rooms & Room Categories are Subject to Availability upon confirmation

*Please take note that check in time is from 15:00 and check out time is at 12:00.

- Rates are quoted in Malaysian Ringgit (MYR) is exclusive of MYR3.00nett Hotel Fee. In accordance to Pelan Jana Semula Ekonomi Negara, the 6% Service Tax exemption had been further extended until June 2021 and MYR10 Tourism Tax is exempted from July 2020 until June 2021 respectively.**

Acknowledged By : 
 Puan Siti Nur Syuhaida Bt Mohd Salleh





Deluxe Room (28 sqm)



Olive Deluxe (30 sqm)



Executive Deluxe (35 sqm)



Executive Suite (57 sqm)



Executive Suite (57 sqm)



Executive Suite (57 sqm)

With Compliments when staying with us at Olive Tree Hotel Penang

- Set breakfast to be served daily from 6:30am to 10:30am – Subject to Latest SOP from MKN
- Complimentary high-speed internet access
- Complimentary access to press reader
- Chiro Tech mattress and microfiber pillows
- 40 inch LED HD television

Check-in Time

Hotel Rooms are generally available for guest check-in after 1500hrs. Guest(s) arriving prior to this time will be allocated Room(s) as soon as they become available. For all early check-ins, we strongly recommend that you reserve the Room(s) the night before in order to guarantee early check-in.

Check-out Time

Check-out time by 1200hrs. Guests requiring special consideration for late check-out should make their request when making reservations or upon check-in at the Front Desk. Rooms may be extended until 1800hrs at a minimal charge of 50% off the above mentioned rates, subject to availability. After 1800hrs, rooms will be charged at the full rate.

Master Rooming List

All reservations are centralized by **MPC** and that all individual reservations will be included in the master rooming list. Rooming list received on **01st April 2021, Thursday**. It is understood that **MPC** is to make full payment based on the applicable rate equivalent to 1 nights to guarantee that all rooms are reserved upon signing of the agreement by **30th March 2021, Tuesday**.

Third Party

We would like to point out, in case your company chooses to hire a local handling agent, the Hotel would not be responsible for paying any arising fees/charges to the agent, due to the earlier established preferred room rates. Any fees incurred would be borne by the organizer.

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Room Block Utilization Review

- Upon Confirmation** : First review of number of room blocks (to be confirmed to the Hotel in writing) the unused guestrooms will then be released.
- 5 Days** : Final guaranteed room block would be confirmed to the Hotel in writing. The unused rooms will then be released. Any booking made after this period will then be treated as first come first serve basis (Subject to availability of rooms). Any cancellation, late arrival or early departure that causes reduction from the previous room blocked will be subject to cancellation charges of total room nights of the total rooms being reserved. All confirmed reservations that are “No Show” on the day of arrival will be charged the full amount on the total room nights of the total rooms being reserved. The Hotel will release the subsequent nights for general sale.

Rooms Blocked Cancellation & Postponement Schedule

- 91 days to 180 days : Cancellation made prior to the arrival date of the group, will be charges 50% of the total room nights of the total bedrooms reserved
- 31 days – 90 days : Cancellation made prior to the arrival date of the group, will be charged 75% of the total room nights of the total rooms being reserved
- 30 days or less prior to arrival date : Cancellation made prior to the arrival date of the group, will be charged 100% of the total room nights of the total rooms being reserved

Third Party

We would like to point out, in case your company chooses to hire a local handling agent, the Hotel would not be responsible for paying any arising fees/charges to the agent, due to the earlier established preferred room rates. Any fees incurred would take care of by the organizer.

Booking Status/Function Space

Kindly note that the rates quoted are especially for this event and not applicable for any other events or dates. ***Rates are quoted in Malaysian Ringgit (MYR) is inclusive of MYR0.00nett Hotel Fee and In accordance to Pelan Jana Semula Ekonomi Negara, the 6% Service Tax exemption had been further extended until June 2021 and MYR10 Tourism Tax is exempted from July 2020 until June 2021 respectively.*** Please note that the above prices are correct at this date of this confirmation.

Please note that the event booking is subject to availability upon confirmation and event space assignment will be on “first come first served basis”. Function room will be assigned in accordance to the guaranteed minimum number of participants. There will be no charge for function space if at least 95% of participants are in attendance. The 5% wash down is applicable only if the Hotel is advised 5 working days prior to the event date. Should the expected number of participants fall below the minimum requirement, the Hotel reserves the right to either relocate your event to a more suitable function room or an additional room rental will be imposed.



Kindly note that all accommodation, packages and/or conference facilities booked will be automatically released for general use upon cut-off date expiry (5 working days from written confirmation) and non-receipt of deposit payment (5 working days).

Deposit and Payment

- Upon confirmation : A booking fee of 50% deposit from total cost is required to secure the venue space, whichever is lesser, and a Letter of Confirmation from you stating the Confirmation and the mode of payment.
- 3 Days : The hotel requires the balance of the full amount, based on the total guaranteed number.
- : The additional cost or miscellaneous charges incurred during the event is to be settled immediately after the function, by Credit Card or Cash; a credit card authorization is required at least 7 days before the event date.

Method of Payment

Payment can be made by Cash, Credit Card or Telegraphic Transfer.

For credit card payment we require your card number, the expiry date and the cardholder's name.

I hereby authorise Olive Tree Hotel to charge the deposit/event to my credit card details as shown below :

Card Holder's Name : _____

Expiry Date : _____

Credit Card No : _____ - _____ - _____ - _____

Credit Card Type : ☐ Visa ☐ Master ☐ Amex ☐ JCB ☐ Diners

For Amex, please provide the I/D No : _____ Last 3 digits at the back of the card : _____

Cardholder's Signature : _____
(NOTE: Please attach a photocopy of both sides of the credit card)

Telegraphic Transfer

Bank Name : Ambank (M) Berhad

Account Name : OLIVE TREE CONCEPTS SDN BHD

Account Number : 8881 - 0304 - 94414

Swift Code : ARBKMYKL

Bank Branch : Bishop Street

Bank Address : No. 56 & 58, Jalan Mahsuri, Bandar Bayan Baru, 11909 Penang.
(Note : Kindly fax us the bank in slip for verification purpose)

Car Park

Car park is chargeable at a flat rate of MYR 8.00 per vehicle per exit with an endorsement by Olive Tree Hotel.



Liability

The organizer is financially responsible for any bodily injury to personnel and damage to hotel property sustained during the function. Please note that the hotel will not be responsible for any loss of exhibits before, during and after the stay and function. Olive Tree Hotel is not liable for any refund in respect of the leftover food and beverage provided by Olive Tree Hotel during the function / Event.

Copyright Act

Please be informed that the Government ruling on the Copyright Act 1987 under Single Event which covers unauthorized public performance of recorded music and will require an appropriate license. The hotel also wishes to highlight that our current license covers only the in-house pipe in music and we will not be responsible for any action taken later by the MRM if such license has not been obtained.

MRM Permit License

Kindly note the Hotel shall not in any event be liable or responsible for any entertainment License including Music Authors' Copyright Protection ("MACP") and Public Performance Malaysia Sdn Bhd ("PPM"). 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 license from MRM will cause an infringement under the Malaysian Copyright Act 1987 as it denies the compensation of the intellectual work usage of the Songwriters, Recording Labels and Performers. Therefore, kindly ensure the MRM Public Performance License for your event(s) is obtained 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 Ms. Anita Manel: 03-62072970 & Mr. Liyoel Cheong: 03-62072872. Log on to our website for further information at www.mrm.my

TERMS & CONDITIONS

1. Force Majeure

The performance of this Agreement by either party is subject to Act of God, war, terrorism, government regulations, disasters, strikes, civil disorders, curtailment of transportation facilities or other emergencies making it inadvisable, illegal or otherwise impossible to continue with the event. This agreement will terminate without liability to either party by written notice from one party to another with the return of the Client's deposit.

2. Indemnity and Hold Harmless

The Client is responsible & liable for losses, damages, claims, demand and expenses (including legal costs and expenses) arising out of or that are in any-way connected with injuries to any person (s), losses or damages to displays, equipment and other property brought onto the Hotel's premises by your organization or any members, agents or representatives thereof.

3. Non-smoking Policy

Olive Tree Hotel is a smoke-free hotel. In line with the Smoke-Free Policy, all guestrooms and enclosed public areas within the Hotel will be Smoke-Free Zones. Smoking will only be permitted in outdoor Designated Smoking Areas. Non-adherence of our Smoke-Free Policy in guestrooms carries a Room Recovery Fee of RM500 to be borne by the guest(s) concerned, for cleaning, deodorising and restoring the room to a smoke-free condition.

Acknowledged By :


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4. Damage to Complex

The Client will be responsible for all damages caused either to the venue or any other part of the complex by any persons in attendance at the Event, other than those under the control or direction of the Hotel; or any contractors engaged by the Client for the Event and must immediately report to the Hotel and reimburse the cost of rectification for any damage.

5. Security

Your organization acknowledges that the Hotel cannot be responsible for the safe keeping of equipment, supplies, written material or other valuable items left in the function rooms.

6. Security & Safety for Contractors

Kindly find the attached Security & Safety for Contractors documents to be signed and acknowledged if an outside Contractor or Event Management company is appointed for the event.

Validity

All rates quoted herein above are valid for a period of three (03) months from the date hereof. The Hotel shall subject to revision of rates as deem any confirmation done beyond above stipulated period necessary.

- *Rates are quoted in Malaysian Ringgit (MYR) is inclusive of MYR0.00nett Hotel Fee and In accordance to Pelan Jana Semula Ekonomi Negara, the 6% Service Tax exemption had been further extended until June 2021 and MYR10 Tourism Tax is exempted from July 2020 until June 2021 respectively.*

Acknowledge Confirmation

To secure the event booking kindly acknowledge on the indicated area on each page and return this sign copy as form of the agreement and acceptance along with the non-refundable deposit by **(5 working days from the confirmation date)** at the latest.

I trust that the above arrangement is satisfactory. In the meantime, we look forward to welcoming you and your group members to Olive Tree Hotel Penang.

Validity

All rates quoted herein above are valid for a period of three (03) months from the date hereof. The Hotel shall subject to revision of rates as deem any confirmation done beyond above stipulated period necessary.

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Acknowledged By :



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Acknowledge Confirmation

To secure the event booking kindly acknowledge on the indicated area on each page and return this sign copy as form of the agreement and acceptance along with the non-refundable or Letter of Undertaking at the latest.

I trust that the above arrangement is satisfactory. In the meantime, we look forward to welcoming you and your group members to Olive Tree Hotel Penang.

Hotel Signature:



Romzi Mohamed Omar (Mr)

Assistant Director of Sales

Olive Tree Hotel

Tel: +60 4 637 7777 (Ext. 7718)

Fax: +60 4 637 7799

Mobile :- +6019 559 7245

Email:- romzi.omar@olivetreehotel.com.my

I/We agree/confirm to the above mentioned arrangements, terms and conditions:-



Siti Nur Syuhaida Salleh
Assistant Manager

Productivity and Competitiveness Development (PCD)
Malaysia Productivity Corporation (MPC)

: Puan Siti Nur Syuhaida Bt Mohd Salleh

:

: **PERBADANAN PRODUKTIVITI MALAYSIA (MPC)**

Company Stamp:

Remark: Kindly be advised that without the acknowledged confirmation, the Hotel is unable to proceed with the necessary arrangements for your group and event.

