



# SWISS-GARDEN

HOTEL & RESIDENCES | KUALA LUMPUR

SGHRKL/VM/SH/0934.18

Thursday, 13<sup>th</sup> September 2018

Ms. Amanda Lim Chan Sim  
Maybank Apprentice  
**MALAYAN BANKING BERHAD**  
100, Jalan Tun Perak,  
50050 Kuala Lumpur, Malaysia.

H/P : 016 522 7307  
Tel : 03 2070 8834 Ext 5370  
Email : [amanda.lim@maybank.com](mailto:amanda.lim@maybank.com)

Dear Ms. Amanda,

## **QUOTATION FOR MALAYAN BANKING BERHAD – ROOM ACCOMMODATION ON 17<sup>th</sup> – 20<sup>th</sup> OCTOBER 2018**

Thank you for your interest in Swiss-Garden Hotel & Residences Kuala Lumpur as the venue for your forthcoming event in 2018. Please find below our initial proposal for your kind perusal and consideration.

### **ROOM ACCOMMODATION**

Number of Rooms : Approximately 10 - 15 rooms – Twin Sharing  
Number of Persons : 25 - 30 persons  
Date of Arrival : 17<sup>th</sup> October 2018, Wednesday  
Date of Departure : 20<sup>th</sup> October 2018, Saturday

**Rate** : **HOTEL**  
**Deluxe Room**

- RM230.00nett per room per night with 1 breakfast
- RM250.00nett per room per night with 2 breakfasts

### ***Notes:-***

- Rate quoted above is inclusive of breakfast
- Rate quoted is in Ringgit Malaysia & non-commissionable.
- Applicable only for this event only.
- Complimentary usage of Wi-Fi in room and Public areas.

### **Notes:-**

\*Please be advised that it is the responsibility of the organizer to inform all participants as follows:

- a) Hotel check in time is at 1500hrs and check out is at 1200hrs. Late check-out required till 6pm is chargeable at 50% off the above rates and a full day after.
- b) The Hotel will only accommodate early arrival subject to room availability.
- c) Please note that if payment for the above room accommodation will be made by personal account, kindly revert with a written Letter of Undertaking or Credit Card details such as credit card number, expiry date, Issuance bank and name on the card to guarantee this booking

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117, Jalan Pudu, 55100 Kuala Lumpur, Malaysia.

Tel : 603 – 2785 1111 Fax : 603 – 2141 5555

E-mail : [sales@shrkl.swissgarden.com](mailto:sales@shrkl.swissgarden.com) Website : [www.swissgarden.com](http://www.swissgarden.com)

Owned by PJD Hotels Sdn. Bhd. (Co. No. 47791-T)

A member of PJ Development Group

### **RATES, TAXES AND COMMISSION**

All rates quoted are non-commissionable and in Ringgit Malaysia.

Please be informed based on the Government's announcement, the rate of GST will be reduced from 6% to 0% effective 1 June 2018.

This (or all prices) price is subject to any applicable indirect/consumption tax that may be imposed by the government.

**Tourism Tax** - Under the gazetted Tourism Tax Act 2017, all foreign guests will be levied a Tourism Tax of RM10.00 per room/per night for stays from 1st September 2017. This amount will be a supplementary charge in addition to the quoted or contracted room charges and taxes contained in this Agreement/Quotation/Contract. The Tourism Tax will be collected directly from the guest(s) at the hotel. Malaysian Citizens and Permanent Residents producing valid Identity Cards and MY PR Cards respectively will be exempted if their accommodation is not shared with a foreigner.

All taxes, levies & charges are subject to change at the discretion of the hotel and in accordance with the Malaysian government.

### **STORAGE**

Should there be a requirement for storage facilities at the hotel, either during the function, before or after the function, the hotel will not liable for any damages or losses of equipment and materials.

### **TIME**

Meeting rooms will be used as per the stipulated time of your meeting with an option in favor of Swiss-Garden Hotel & Residences Kuala Lumpur to use the room(s) after the said stipulated time.

### **NOISE LEVEL**

Swiss-Garden Hotel & Residences Kuala Lumpur reserves the right to regulate the level of noise generated by audio or visual equipment or attendees at and during function.

### **COPYRIGHT LICENSE & ROYALTIES**

The Organizer shall ensure that a proper license or approval or permit has been obtained from the relevant authority(s) to provide or supply copies of Music for use as part of its rental package in connection with the events (specify the events) to be held at the premises of Swiss-Garden Hotel & Residences Kuala Lumpur, including broadcasting the music.

Notwithstanding the above, the Organizer hereby agrees to assume all liabilities arising from the supply, provision and broadcasting of the Music at the premises of Swiss-Garden Hotel & Residences Kuala Lumpur by Organizer or its agents and to indemnify Swiss-Garden Hotel & Residences for all losses suffered in connection there to including but not limited to costs and expenses incurred in defending any action of infringement of copyright or any Intellectual Property belonging to any third party(s) and damages resulting from the aforesaid activities of the Organizer at the premises of Swiss-Garden Hotel & Residences Kuala Lumpur.

### **VALIDITY OF QUOTATION**

This quotation and all its contents will expire on **26<sup>th</sup> September 2018** unless a booking is placed with the hotel prior to the expiry of this quotation.

### **DEPOSIT & CONFIRMATION**

Whilst space is available at the time of writing, we wish to bring to your attention that at this point of time, no function space, accommodation or other services are being held for this event. All confirmation will be subject to availability at the time of reservation.

Should you wish to secure a booking, the following payment schedule will apply:-

- \* 50% of total payment – at time of confirmation
- \* Balance of total payment – 7 days prior to the function

Should payment be made by cheque, please make payable to **PJD HOTELS SDN BHD**. All deposits paid are non-refundable and non-transferable. Failure to meet with the above schedule may result in a partial or total release of space held regardless of all payment made previously.

### **CANCELLATIONS & POSTPONEMENTS**

All postponements must be notified to Swiss-Garden Hotel & Residences Kuala Lumpur in writing.

In the event of any cancellation of function at any time after payment of the confirmation fee, the said fee is not refundable and will be forfeited by the Hotel. However, for any postponement of function (with at least 7 days advance written notice to us) 50% will be retained by Swiss-Garden Hotel & Residences Kuala Lumpur.

The said balance may be utilized as part payment of the confirmation fee for the postponed function (now deemed as an entirely new function) or any other function provided the aforesaid function is held at Swiss-Garden Hotel & Residences Kuala Lumpur within 6 months from the first postponement.

In the event the said balance is not utilized as described, within the 6-month period, the said balance shall not be refunded and will be forfeited by the Hotel.

We trust the above is in order and meets your requirements. Please do not hesitate to contact us shall you require any further information or clarification.

Thank you.

Yours Sincerely,

For Swiss-Garden Hotel & Residences Kuala Lumpur



**Viknesh M**

B&C Sales Manager

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