



No. 009/LOC-GOV/ISJTA/MIR/VII/2020

To : Puslitbang APTIKA IKP Badan Litbang SDM Kemkominfo Ms. Fitri	FROM : Mila Reztyana (Sr. Sales Manager)
Company : KEMENTERIAN KOMINFO	
Address : Gedung Belakang Lt.5  Jl. Medan Merdeka Barat No.9, Jakarta Pusat	TELP : 021-50852500 Mobile : +62 821-2366-1185
MOBILE : +62 812-8198-8505	DATE : 13 July 2020
FAX :	TOTAL NO. OF PAGES: 5 pages
EMAIL :	(INCLUDING THIS PAGE)
Subject : Letter of Confirmation <b>Event on 15 July 2020</b>	

***Warmest Greetings from ibis Styles Jakarta Tanah Abang...***

Dear Mrs. Fitri,

Thank you for considering ibis Styles Jakarta Tanah Abang for forthcoming venue of your event.

The Hotel is pleased to confirm the following information according to your requirements.

**MEETING ARRANGEMENT**

Name of Event : “.....”  
Date of Event : 15 July 2020  
Total Participant : 20 Pax  
Type of package : **Fullday Meeting Package**  
Time of Meeting : Day 1: 08.00 – 17.00  
Venue : TBA  
Set-up : U- Shape  
Rate : IDR 380.000 net/pax/day

\*\*\*Additional Room IDR 700,000 net/room/night

**Inclusions of Meeting Package:**

- Free use of meeting room as per above mention program
- 1xLunch, 2x Coffee Break
- Registration desk
- 2 microphone & standard sound system
- 1 Screen & 1 LCD projector Portable
- Note pad + Pencil
- Free Wi Fi Internet
- Candies and Mineral water
- 21% tax & service

**ibis Styles Jakarta Tanah Abang**



### Estimation Cost

Periode	Type Room/Type of Package	Rate	x	Total Room/Pax	x	Total Night/Day	Total Rate
15/07/2020	Fullday Meeting Package	Rp380.000	X	20	X	1	Rp 7.600.000
TOTAL							Rp 7.600.000

Please note that this is not the Actual Performa Invoice. The total charges above is an estimation of Hotel arrangement at point of request. The room exchange rate is subject to change, based on the day the PROFORMA INVOICE issue. Upon confirmation, the actual cost will be based on Contract of Guaranteed No. of Guests for Catering and Guestrooms, if any.

#### PAYMENT:

- ☐ Payment by CASH/ Transfer latest 14 days after invoice receive, Guarantee by Guarantee Letter
- ☐ By LS, Guarantee by Guarantee Letter

**Important:** The strict respect of the "Payment" delay will guaranty your reservation. In case of non-respect, the hotel has the right to cancel the booking. In such a case, the hotel will keep the payment already done.

Payment can be made by:

- ☐ Cash
- ☐ Credit card
- ☐ Transfer

#### Bank Account:

**A/N PT. CIPTA ARDINA SEJAHTERA**

**BANK MANDIRI CAB. FAKHRUDIN**

**121-00-5850888-2**

- ☐ Any other extra charges are to be settled at the end of the event by Credit Card or Cash)"
- ☐ All Bank charges should be borne by the sender

#### CUT-OFF DATE

All guest accommodations outlined in the guest accommodations block that are not reserved by **Monday, 13 July 2020** will be cancelled and may be resold by the Hotel. Any guest accommodations desired by the group after the cut-off date will be on a space availability basis at the prevailing Select Rate.

#### CONFIDENTIALITY

The Organizer, its directors, officers, employees and all delegates shall not disclose or permit to be disclosed the provisions of this Agreement or the substance thereof, information relating to the Daily Room Rate or any other information relating to the Hotel which is confidential. The Organizers shall be responsible for any disclosure by any of the foregoing persons

#### MASTER ACCOUNT

A Master Account will be established for the Organizer. At least ten (10) days prior to the start of the Group, the Organizer shall notify the Hotel in writing of:

**ibis Styles Jakarta Tanah Abang**



- a) The list of charges that are to be billed to the Master Account
- b) Authorized signatory to sign and approve charges that are to be billed to the Master Account

### **INDIVIDUAL GUEST'S ACCOUNT**

Unless otherwise advised, all guestrooms and incidental charges will be billed to the account of each individual guest, to be established in their individual names upon registering with the Hotel and payable by such guests upon check-out.

### **REDUCTION OF EVENT FUNCTION FACILITIES / SERVICES**

In the event Organizer reduces or fails to use the contracted Function Space, but does not cancel the entire Event, the Organizer agrees to pay the Hotel a Cancellation Fee according to total budget estimation of Banqueting charges, including service charge & Government tax.

### **CANCELLATION OF THE GROUP**

Under the terms of this agreement, the Hotel has reserved the guest rooms and function space required by the Organizer. Cancellation of this Group in its entirety will cause the Hotel to suffer significant financial loss.

Therefore, the Organizer agrees to the following cancellation policy:

- ☐ If the cancellation notice is received by the Hotel after **Monday, 13 July 2020** the Organizer agrees to pay the Hotel a cancellation fee of 100% (full charge) of the total anticipated room charges inclusive of tax and service.

### **RE-SCHEDULING OF THE GROUP**

There should not be any more Re-scheduling of the Group. Should there be a re-scheduling of the Group, ibis Styles Jakarta Tanah Abang has a full right to charge a 100% cancellation fee from the total budget estimation without a further discussion.

### **AMENDMENTS**

Any modification, alteration, change, revision or amendment to this Agreement shall only be effective if it has been agreed to and signed by both parties in writing.

### **NO WAIVER**

The failure by either party to insist upon the strict performance of any covenant, agreement, term or condition of this Agreement, or to exercise any right or remedy consequent upon a Breach thereof, shall not be construed as a waiver of any such breach or any subsequent breach of such covenant, agreement, term or condition.

### **FORCE MAJEURE**

The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof Beyond the abilities of the parties, making it inadvisable, illegal, or impossible to perform to the terms the of contract, hold the meeting, or provide the facility. This Agreement may be terminated or revised for any of the above reasons without liability by written notice from one party to the other. In the event of non-performance due to the above reasons, ibis Styles Jakarta Tanah Abang shall



keep in full the deposits received for a rescheduling the date of function with the already paid deposit to a new date mutually agreed by both parties.

### **INDEMNITY**

Each party hereby indemnifies and holds the other and third party planner harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the negligence or misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants, provided such individuals are acting within the scope of their employment.

### **DISPUTES**

The parties agree that any dispute in any way arising out of or relating to this contract may be resolved by a court of The Republic of Indonesia.

### **NON-ASSIGNMENT**

**Ms. Fitri** not assign or transfer any part of this Agreement to any party.

The offer set out in this Agreement will be open for acceptance (Signed Confirmation) by **KEMENHUB** on **Monday, 13 July 2020** after which the offer shall be withdrawn and ibis Styles Jakarta Tanah Abang shall be entitled to cancel all arrangements made by the Hotel to date for the Event (if any) without further notice to the Organizer.

***Please indicate your acceptance by initialing all pages including the enclosed General Terms and Conditions, and signing on the execution page of both original sets of this Agreement and return one set to the Hotel. The duly executed Agreement must be received by the ibis Styles Jakarta Tanah Abang on or before Monday, 13 July 2020 failing which the offer shall lapse.***

We hope that the above arrangements meet all your requirements. Please do not arrangements meet all your requirements. Please do not hesitate to **(62-21)5085 2500 or mobile +62 821-2366-1185** for further information

In the meantime, we are looking forward to being of service to your group and showing them our very special brand of **ibis Styles Jakarta Tanah Abang** hospitality.

Best regards,

*Original signed*

Mila Reztyana  
Sr. Sales Manager

Acknowledged by,

*Original signed*

Aditia Wijanarko  
Director of Sales

Agreed & Confirmed by,

**KEMENTERIAN KOMINFO**

ibis Styles Jakarta Tanah Abang