

BANQUET EVENT ORDER

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BEO# 9-19839 File# G/4077 Booked By # Nor Adlysyah Norji Event By #SHAFRIZAL HALIM

Name of Group: Jabatan Alam Sekitar

Meeting Name: Jabatan Alam Sekitar

Address: Seksyen Pengurusan Aplikasi

Aras 1 - 4, Podium Blok 2 & 3, Lot 4G3, Presint 4

Putrajaya, 62574

Primary Contact: PN Bt Azizan Nadia Izwanie

In-House Contact: PN Bt Azizan Nadia Izwanie

Phone : (038)871-2000

Fax : (038)888-9964

	From	To	Function	Room	Set-Up	Ppl.	
Wed	16/11/2016	09:00AM	10:00PM	MEETING	GARDEN 3	To be decided	30
Wed	16/11/2016	09:30AM	11:00AM	COFFEE BREAK (am)		STANDING CONCEPT	30
Wed	16/11/2016	12:30PM	02:15PM	LUNCH	ZEST 2	CLUSTER	30
Wed	16/11/2016	03:30PM	04:30PM	COFFEE BREAK (pm)		STANDING CONCEPT	30
Wed	16/11/2016	07:00PM	09:30PM	DINNER	ZEST 4	EXISTING SET UP	30
Wed	16/11/2016	09:45PM	11:00PM	SUPPER		STANDING CONCEPT	30

Front Office / Public Relations

FRONT OFFICE

Lobby signage:

BENGKEL PELAKSANAAN "GUIDED SELF REGULATION (GSR)", KELULUSAN JENIS KENDERAAN (VTA) SECARA "ON-LINE" DAN

DERAF PERATURAN BARU KENDERAAN BERMOTOR

GARDEN ROOM 3, LEVEL 1

9.00AM - 5.00PM

PR/ARTIST

BENGKEL PELAKSANAAN "GUIDED SELF REGULATION (GSR)", KELULUSAN JENIS KENDERAAN (VTA) SECARA "ON-LINE" DAN DERAf PERATURAN BARU KENDERAAN BERMOTOR

Banquet Set Up

BANQUET

1) Set-up in Garden 3 Foyer :

1 x registration table with 2 chair

2) Set-up in Garden Room 3 :

1 x portable screen

1 x Projector table with extension cord

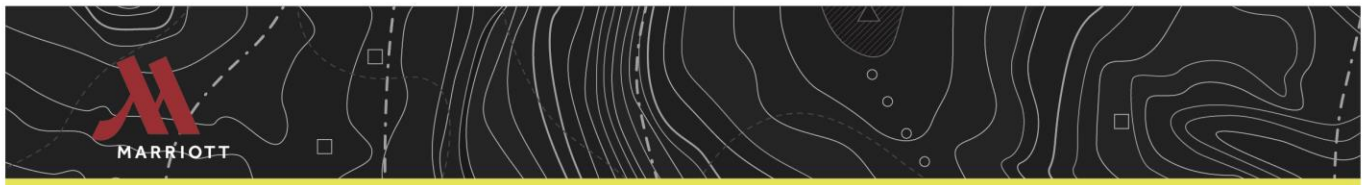
U-shape setup for 30 pax (15-1-15)

1 x Flipchart with markers & eraser set

Standard Meeting Amenities (Writing Pads, Pencils, Water, Mints)

BANQUET REMARK : Require turnover to classroom during lunch

Require turnover to 3 x mini boardroom during coffee break pm



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Audio / Visual Set Up

AV

1) The following will be provided by Hotel on COMPLIMENTARY basis:

Garden Room 3

1 x screen

1 x projector table with extension cord

1 x rostrum with microphone

1 x cordless microphone

2) Kindly standby AV staff for assistance

Menu / Restaurant

AM COFFEE BREAK

Tuna Sandwiches

Strawberry Tartlets

Fresh Fruits

Coffee & Tea

LUNCH @ ZEST

International Buffet Lunch

Kindly reserve section for group

PM COFFEE BREAK

Wantan Balls

Chocolate Truffle Cake

Fresh Fruit

Coffee & Tea

DINNER @ ZEST

International Buffet Lunch

Kindly reserve section for group

PM COFFEE BREAK

Chocolate Muffin

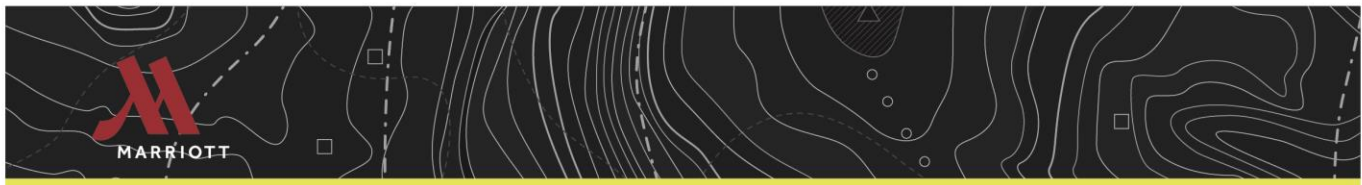
Mango Tartlets

Fresh Fruit

Coffee & Tea

Beverage

NIL



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Miscellaneous

NIL

Billing

BILLING

- 1) The Guaranteed attendance is **30 persons**
Guaranteed number will be charged if the actual attendance is lower than guaranteed.
However, charges will be based on the actual day is higher than the guaranteed number.
- 2) The following is charged to Master Folio of **Jabatan Alam Sekitar** :-
- 30 persons x Full Board Meeting Package at RM280.00nett per person
- 3) Authorised Signatory:-
Puan Nadia
- 4) Payment Schedule:-
LOU received received
Full payment to be settled upon 30 days received hotel invoice

Client :
Signature: _____
Name : _____
Company: _____
Date : _____

Property :
Signature : _____
Name : SHAFRIZAL HALIM
Designation : _____
Date : 11/11/2016