



BANQUET EVENT ORDER

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BEO# 9-19838 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. |
|-----|------------|---------|---------|-------------------|----------|------------------|------|
| Mon | 14/11/2016 | 08:00AM | 09:00AM | ARRIVAL BREAK | | STANDING CONCEPT | 30 |
| Mon | 14/11/2016 | 09:00AM | 05:00PM | MEETING | GARDEN 3 | To be decided | 30 |
| Mon | 14/11/2016 | 09:30AM | 10:30AM | COFFEE BREAK (am) | | STANDING CONCEPT | 30 |
| Mon | 14/11/2016 | 12:30PM | 02:15PM | LUNCH | ZEST 2 | EXISTING SET UP | 30 |
| Mon | 14/11/2016 | 03:30PM | 04:30PM | COFFEE BREAK (pm) | | STANDING CONCEPT | 30 |

Front Office / Public Relations

FRONT OFFICE

Lobby signage:

JABATAN ALAM SEKITAR

SDS SISTEM BOps

GARDEN ROOM 3, LEVEL 1

9.00AM - 5.00PM

PR/ARTIST

JABATAN ALAM SEKITAR

SDS SISTEM BOps

14 November 2016

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 :

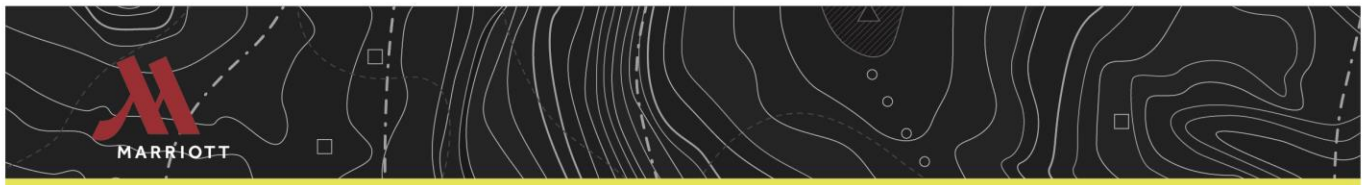
1 x portable screen

1 x Projector table with extension cord

Cluster setup for 30 pax, 6 x round table of 5 person per table

1 x Flipchart with markers & eraser set

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



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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

ARRIVAL BREAK

Fried Beehoon Mamak

Chicken Wing

Fresh Fruits

Coffee & Tea

AM COFFEE BREAK

Tuna Puff

Baked Marble Cheese Slice

Fresh Fruits

Coffee & Tea

LUNCH @ ZEST

International Buffet Set

Kindly reserve seat for this group

PM COFFEE BREAK

Wantan Balls

Chocolate Palmier

Fresh Fruits

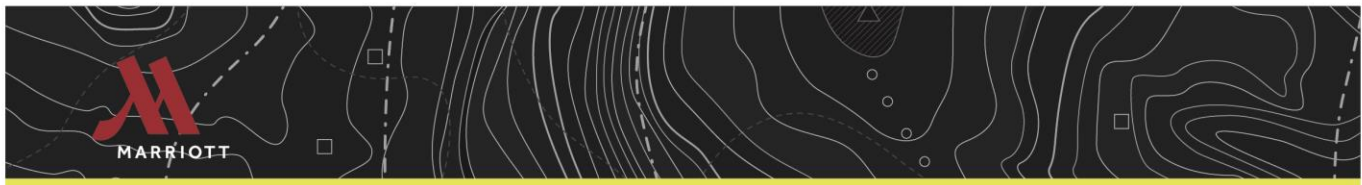
Coffee & Tea

Beverage

NIL

Miscellaneous

NIL



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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 Day Meeting Package at RM180.00nett 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 : _____

Designation : _____

Date : _____

SHAFRIZAL HALIM

11/11/2016