

## AGREEMENT LETTER 2021

No.013/AL/GT/2021

<b>GOLDEN TULIP BALIKPAPAN HOTEL &amp; SUITES</b>			<b>BKD</b>		
JalanJendralSudirman No.7 KlandasanLilir			SAMARINDA ,KALTIM		
Phone	:	+62 542 733 999	Phone	:	+ 0812 1678 9176
Facsimile	:		Facsimile	:	
Email	:	<a href="mailto:Sales4@gtbalikpapan.com">Sales4@gtbalikpapan.com</a>	Email	:	
Sales Name	:	Harry P Setiawan	Name	:	Ms Puput
Mobile	:	0822 5475 5068	Désignation	:	PIC

Dear Ms Puput,

Thank you for your interest to **Golden Tulip Balikpapan Hotel & Suites** and for selecting us to being part for your accommodation Room and HALFDAY Meeting venue on 26-28 DESEMBER 2021  
This letter serves as an agreement between the Hotel and **HALFDAY Meeting venue on 36-28 DESEMBER 2021** where by the Company desires to engage the facilities and services of the Hotel and the Hotel agrees to furnish facilities and services as stated in this agreement.

### I. ROOM ACCOMODATION

#### A. **ROOM BLOCKED**

The Company shall reserve and the Hotel shall make available for the Company a block of room accommodation for the purposes of the event as outlined below:

Room Arrangements	Room Rate/ Night	Check In	Check Out	Total Rooms	Total Room Nights
DELUXE ROOM	700.000	26 DES 21	28 DES 21	9 ROOM	18 ROOM
JUNIORS UITE	900.000	26 DES 21	28 DES 21	4 ROOM	8 ROOM
TOTAL					

*The above rates quoted are inclusive of 21% service Charge and prevailing government tax and is subject to a minimum guarantee materialisation of (the Minimum Guaranteed Number) in the event period, staying on the same periods as above. If the Minimum Guaranteed Number is not met, we reserve the right at our sole discretion to change or amend the above rates accordingly and/or to charge you the unused room block and room nights.*

#### **The above rates are inclusive of the following:**

- Inclusive of daily buffet breakfast for 2 persons at our designated breakfast area
- Complimentary wireless internet access
- Complimentary access to Fitness Centre
- Complimentary access to swimming pool

**B. CHECK-IN / CHECK-OUT TIME**

- Check-In time at 14.00 pm on the date of arrival
- Check-Out time at 12.00 pm on the date of departure

**Early Check-in:**

(07.00-10.00 am)	50% charge from the room rate.
(10.00-13.00 pm)	25% from the room rate
(13.00-14.00 pm)	Free subject to rooms availability

**Late Check-Out:**

(12.00 pm)	Standard check out time
(12.00-13.00 pm)	Free late checkout subject to room availability
(13.00-18.00 pm)	50% charge from the room rate.
(Up 18.00 pm)	Full charge

**C. NO SHOW**

Any 'no shows' will result in a penalty fee of one night's accommodation charge. This fee will automatically be charged to the credit card given as guarantee or the deposit will be forfeit. In the case of company guarantee, the fee will be billed to the company for settlement.

**D. SERVICE CHARGE AND GOVERNMENT TAX**

- '++' means subject to 21 % of service charge and prevailing government tax
- 'net' means inclusive to 21 % of service charge and prevailing government tax

**II. REDUCTION OF ROOM BLOCK**

The Hotel will be reviewing the daily room block regularly to avoid significant shrinkage prior to the Event.

Reduction Schedule	Event Group Function
<b>First review (DES, 2021)</b>	The Company allow to reduce rooms by informing the Hotel as per said date
<b>Final review, (DES, 2021)</b>	There will be no reduction received by Hotel on Fullday meeting residential Package arrangements by final review date. Any reduction after the final review date will be charged based on the final review room/meeting block arrangement. Any cancellation will be referred to cancellation policy.

**MEETING ARRANGEMENTS**
**A. Meeting Schedule**

Date	Start Time	End Time	Function	Meeting Room	Setup	No. of pax	Remarks
26 DESEMBER 2021	17.30	21.00	WELCOME DINNER	TULIPE RESTAURANT	RESTAURANT	35 PAX	STANDART RESTAURANT
27 DESEMBER 2021	08.00	14.00	HALFDAY MEETING PACKAGE	AVENTURINE ROOM	CLASS ROOM/ROUND TABLE/U-SHAPE	13 PAX	STATIONARY COMPLETE STANDART MEETING

**B. Event Venue Commitment**

The Hotel is currently holding event space based on the above event details arrangement as of DESEMBER 2021. All event space is assigned by the Hotel according to the number of persons guaranteed to attend the event. The Hotel reserves the right to reassign the meeting space listed on the event details to accommodate both the Group and all other groups using the Hotel's facilities during the meeting. Hotel has the right to release the event space if a final event program details are not received by the Hotel by DESEMBER 2021.

**C. Meeting Package**

We are pleased to offer special meeting package rate to as follows:

Meeting Plan Inclusions	Halfday
6 (Eight) hours Venue usage	✓
1 Lunch/Dinner Meeting Package	✓
1 Coffee break	✓
2 Screen	✓
Soundsystem standart	✓

**D. Technology and Communications**

√	Items	Nett Price
	Mic wireless 4 pcs	Free of charge
	Giant Screen	Free Of Charge
	Proyector	Free Of Charge
		Free Of Charge

\* All the prices quoted are subject to changes without prior notice \*

**E. Delivery and Storage**

Delivery of meeting items will only be accepted 72 hours before your event and must be collected 48 hours of your event's conclusion. Please note that any items should be delivered or collected between the hours of 12 hours before events.

### III. DEPOSIT & CANCELLATION POLICY OF THE GROUP

#### A. DEPOSIT & PAYMENT

##### A.1 Master Account

It is understood that the Company will be responsible for all room accommodation and meeting arrangement charges and all applicable taxes. Guest incidental charges (i.e telephone, minibar, laundry) will be settled by individual account upon departure by having guest credit card upon check in. Any authorized charges by the authorized signatory will also be billed to the Master Account; the authorized signatory is to be advised.

Type of room & Event	C/i	C/o	Unit	Nights	Description	Total Expenses
WELCOME DINNER 26 DESEMBER 2021			35 PAX	1 DAY	Rp 150.000 Nett	Rp 5.250.000 Nett
HALFDAY MEETING PACKAGE 27 DESEMBER 2021			13 PAX	1 DAY	Rp 200.000 Nett	Rp 2.600.000 Nett
DELUXE ROOM	26 DES	28 DES	9 ROOM	2 DAY	Rp 700.000 Nett	Rp 12.600.000 Nett
DELUXE ROOM	26 DES	28 DES	4 ROOM	2 DAY	Rp 900.000 Nett	Rp 7.200.000 Nett
<b>Total Expense</b>	<b>Rp 27.650.000 Nett</b>					

The Company shall make the following payment to the Hotel according to the schedule set below:

#### 1. Terms of Payment

Payment Due	Payment Amount
7 days before events	Down Payment
3 days before events	Full Payment

*Any outstanding charges must be settled by the "User" upon the payment due above, The Hotel reserves the right to charge the same credit for any cancellation charges or if the master account is not fully settled as per agreed payment scheduled.*

- Should the Hotel does not receive the payment as per required date, the Hotel has the right to release the unpaid rooms
- All payments can be settled by Cash, Credit Card, or Bank Transfer.

##### A.2 Individual Account

It is understood that individual guests will be responsible for all other incidental expenses (i.e. telephone, minibar, laundry). All charges incurred will be settled by individual guests

upon departure. Guest credit card or cash deposit for other incidental expenses will be required upon check in.

In the event the total room blocking are reduced after “final reviews ( Des 2021),” the cancellation fee will be borne to the **Company**

**B. SETTLEMENT**

Upon confirmation the Hotel would require one of the following:

**B.1 Payment**

Settlement of Group Master Account(s) can be made in the form of cash or Bank Draft or Telegraphic Transfer. Credit Card settlement of the group Master Account will only be accepted if previous arrangements have been made with the Hotel.

**C. BANK DETAIL**

Upon signing of this Agreement, the **Company** shall deposit with the Hotel, in the form of a bank draft or via telegraphic transfer to the following bank account.

**C.1 Golden Tulip Balikpapan Hotel & Suites**

By Bank Transfer to:

Bank Name	: BANK BNI
Bank Address	: Balikpapan Gunung sari
Account Name	: PT.HELINDO KELOLASARANA SEJAHTERA
Account Number	: 7339993334

**D. CANCELTATION**

The Hotel has kept available for the **Company** the rooms and event space required for the purposes of the group. The Company acknowledges that the cancellation of the group will cause the Hotel to suffer significant financial loss. Any cancellation or reductions after **10 Des 2021** will be charged 100% Cancellation fee.

**IV. TERMS AND CONDITION****A. IDENTITY CARD**

In compliance with security and safety procedure, the Hotel requires to have identity card copy upon check in for all guests occupying the room or mentioned in the naming list given before hand. Room keys may not be issued unless identity card is provided to the Hotel

**B. TERMINATION FOR CAUSES****FORCE MAJEURE**

Neither party shall be liable to the other party for any loss or damage or for any delays or failure to perform due to causes beyond its control including, but not limited to acts of God, war, government regulations, ruling decision or other act of any government or civil/military authority, fire, earthquake, flood, storm or other natural disaster, strikes, epidemics or quarantine restriction, terrorist acts, riots or insurrection, civil disorder, disaster, air space or airport closure, flight cancellation or delay, or any other similar circumstances.

**C. FIRST OPTION**

Rooms and event space are presently being held on a tentative first option basis. The signature on and the return of this Agreement with a deposit will allow the Hotel to hold the rooms and event space on a definite status.

Should another group require this space, at any time during the tentative period, the hotel reserve the right to notify you in writing, giving you a 24 hours, to confirm the rooms and

event space with us or we reserve the right to release the rooms and event space to another groups.

**D. CUT-OFF POLICY**

To enable the Hotel to reserve all the room accommodations and event space for your function on a firm basis, we would appreciate if you could indicate your acceptance of all arrangements by confirming the status of the group on or not later than 10 Des 2021

**V. SALES CONTACT**

Name : Harry P Setiawan  
Title : Sales Manager  
Phone : 0822 5475 5068  
Email : [sales4@gtbalikpapan.com](mailto:sales4@gtbalikpapan.com)

**VI. ACCEPTANCE**

This Agreement may not be modified without the approval and signature of both parties. Once the Agreement has been signed, please send it to the Hotel not later than 10 Des 2021 so that the group reservation may be considered confirmed.

**HOTEL AUTHORISED SIGNATORY****COMPANY AUTHORISED SIGNATORY**

Name : Harry P Setiawan  
Title : Sales Manager  
Email : [sales4@gtbalikpapan.com](mailto:sales4@gtbalikpapan.com)

Name : Mr/Ms  
Title :  
Date :

**ACKNOWLEDGED BY**

Name : Olivia P  
Title : DOSM  
Email : [dosm@gtbalikpapan.com](mailto:dosm@gtbalikpapan.com)