



811/ASM-MKT-SBBO/XII/ 2024
Bogor, December 5th , 2024

TO : ASTRA DAIDO, PT
Nama : Siti Maria Ulfa
Alamat : Jl. Albasia Raya Blok K.007 Lippo Cikrang Cicau, Bekasi Jawa Barat
Mobile No. : +62 8968 722 1054
PIC : Siti Maria Ulfa
Email : siti.ulfa@astra-daido.co.id

Dear ASTRA DAIDO, PT

Agreement Letter

Thank you for selecting Swiss-BelHotel Bogor as the venue of ASTRA DAIDO, PT meeting on December 13-14 2024. Please find this letter serving as an Agreement between ASTRA DAIDO, PT and Swiss-BelHotel Bogor.

EVENT ARRANGEMENTS

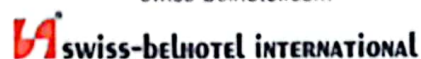
Hotel has reserved the following function spaces as required

Date	Time (Start/End)	Function Room	Total person	Set-up	Rate
December 13-14, 2024	Check in time : 08.00 Check out time: 19.00	Skyline 21 st floor	33 pax	Please advise	Residential meeting twin sharing IDR 800.000/pax Residential single occupancy IDR 1.350.000/pax Additional BBQ upgrade for dinner IDR 250.000/pax

The meeting package also include the following:

- Usage of main meeting room from 08:00 - 19:00 on the day of the event
- Two times of coffee break, consisting of three kind of snack items, coffee and tea
- Buffet lunch and Dinner t Swiss-Café Restaurant 7th floor
- Standard sound system & microphones, 1(one) screen projector, 1 (one) LCD projector
- Meeting stationaries (notepad & pen), ice water and mints
- Mic 2 Pcs
- Connector & Soundcard
- Free Wi-Fi Connection

Jl. Salak No.38-40, Babakan, Bogor Tengah, Kota Bogor, Jawa Barat 16129
Tel: (62-251) 756 5111 E-mail: bogor-sbbo@swiss-belhotel.com
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ROOM BLOCK & MINIMUM GUARANTEE CONFIRMATION AND ATTRITION:

Schedule	Cancellation Fee
<p>Less than <5> days prior to the 1st Day of Event</p> <p>Friday, 6th December 2024</p>	<ul style="list-style-type: none"> The Organizer shall be required to pay full rate of the daily room rate for all Guest Rooms held under the Room Block and full rate of all expected F&B Event Charges, without any reduction or discount whatsoever. Final number of minimum guarantee is required 3 (three) days prior to the event. Final number will not be adjusted more/less than 10% of minimum guarantee without prior agreement by the Hotel. If the event is cancelled entirely, Organizer agrees to pay 100% of expected revenue based on Room Blocking and F&B minimum guarantee. Any No Show (not checking-in within the given booking time) as well as Early Departures (Departing hotel earlier than expected/booked date) will be charged the full stay

- If number of attendees during the event is less than minimum guarantee, Hotel will charge based on Minimum Guarantee.
- If the number of attendees is greater than Minimum Guarantee, Hotel will charge based on actual number of attendees.

BUDGET ESTIMATION

December 13-14, 2024							
13 December 2024	32	pax (s)	Residential meeting package	Rp800,000	1	Night(s)	Rp25,600,000
	1	pax (s)	Residential meeting single occupancy	Rp1,350,000	1	Night(s)	Rp1,350,000
	33	Pax(s)	Add BBQ dinner	Rp250,000	1	Night(s)	Rp8,250,000
14 December 2024			Check out				
Total							Rp35,200,000

DEPOSIT/PAYMENT PROCEDURE:

Upon signing this Agreement, Organizer shall make the following non-refundable deposit and payment

Payment Schedule	Event Group Function
Full Payment Should be done by maximum Wednesday 11 th December 2024 IDR 35.200.000	Residential meeting package

according to the schedule below:

- The hotel reserves the right to cancel any group room blocks if any of the above payment deadlines are not met.

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- All payments to be made using either Cash, Credit Card (kindly provide copy of both sides of the Credit Card with an authorization letter signed by the card holder to charge the concerned amount. Bank Draft or by Bank Transfer to the following account:
Beneficiary Name : PT Hotel Properti Internasional
Bank Name : Bank Rakyat Indonesia
Account Number (IDR) : 0012-01-002301-30-2
Branch Address : Bank BRI Cabang Dewi Sartika Bogor
Swift Code : BRINIDJA

GENERAL TERMS AND CONDITIONS

FOOD & BEVERAGE

Hotel does not permit any food & beverage brought into its premises by the Organizer nor its delegates, guests and/or visitor without Hotel's prior written permission. Food & beverage consumed at the Hotel should be ordered from the Hotel.

USE OF FUNCTION ROOM

- Any adjustment from agreed set-up made within 24 hours before the event is subject to a service surcharge.
- Nothing to be attached, pinned, stapled or glued to Hotel's wall surface, ceilings or fixtures.
- Signage and displays are not allowed to be placed in public area without prior agreement of the Hotel.
- All set-ups by Organizer's appointed contractors for props, backdrops, decorations required approval by Hotel and shall be in compliance with safety and fire regulations prescribed by local laws and regulations and by Hotel's direction on fire and safety standard. The Hotel must be notified 7 days in advance. The Hotel reserves the right to refuse or prohibit the use of the sound equipment if in Hotel's sole and absolute discretions shall cause noise disturbance to other guests.
- The Organizer will be responsible for any damage occurred throughout the preparation, during the event and clearing up of the event.
- The Organizer shall advise the Hotel 7 days prior to the delivery of event material, decorations and other equipment. Storage of Organizer's properties are at the Organizer's risk, if any part of property is not claimed within 7 days after the last day of the event, the Hotel is entitled to dispose without any liability.
- To protect the safety and security of all Hotel guests and property, please get the Hotel's permission to hold event that could create noise, noxious odors or hazardous effects (*i.e., loud music, smoke or fog machine, dry ice, confetti cannons or incense*) and before engaging in any activities outside the reserved function rooms (*i.e., registration table or foyer area*). Organizer will obtain any required Fire Marshall or other safety approvals, and will pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual clean-up cost.
- Hotel shall not be responsible for any consequences arising from Organizer's breach of such laws, regulations and/or standards.

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MODIFICATIONS

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.

CONFIDENTIALITY

The above rates are strictly confidential and not to be disclosed to other parties. Rates and terms are only applicable for this event and subject to change depending on change of requirements

TERMINATION

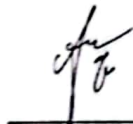
Without limiting any other rights Hotel has at law, Hotel may terminate the Agreement (and/or or any of the booking) immediately upon written notice if:

- (1) Organizer fails to comply strictly with the Agreement (including, without limitation, the payment obligations set out under this Agreement.
- (2) Organizer becomes the subject of bankruptcy, liquidation or winding up procedures or otherwise becomes threatens to become insolvent.
- (3) There is a serious likelihood that damage may be caused to the function room if the event is held or where Hotel considers that an emergency exists.
- (4) Hotel's name or reputation in its sole opinion is brought into disrepute by any act or omission of Organizer.
- (5) Organizer is involved in any illegal conduct or activity.

AUTHORIZED SIGNATURES

Kindly note that the Hotel will hold the requested function rooms until December 9th, 2024 before 18.00. After this date, the Hotel reserves the right to release the rooms and meeting room accordingly. Organizer must indicate its acceptance by signing on the execution page. Any amendment shall be made with acknowledgement of both parties.

Swiss-Belhotel Bogor



Name: Anisa Ayu
Title : Sales Manager



Acknowledged by,

Name: Andriani
Title: Director of Sales Marketing

Authorized Signatory of the Organizer
Company Name



Company : PT. Astra Pardo Steel Indonesia
Name :
Title :



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APPENDIX 1 – GENERAL TERMS & CONDITIONS

HOTEL INDEMNITY & LIABILITY

The Organizer shall waive against indemnity, defend and hold the Hotel harmless from and against any and all losses, damages, claims, demands, actions, penalties, suits, costs, fees and liabilities arising out of, caused by or resulting from this event (including any injury or damage to any persons or property on or about the Hotel) or any default or breach by the Organizer under this agreement.

INSURANCE

The organizer will be obliged to have independent insurance coverage in respect of any equipment/display items/valuables, etc. brought in by the Organizer to the venue of the event and the Hotel shall not in any circumstance be liable for any loss or damage suffered by the Organizer in respect of such equipment/display items/valuables during the course of the Event.

ADVERTISING

The Organizer shall not use the name, logo, trademark or other intellectual property proprietary to the Hotel without prior written approval of the Hotel.

FIRE & SAFETY

- All set up and installations should be in compliance with Hotel Policies, including but not limited the Hotels Safety & Fire regulations
- All companies and the employees engaged by the clients must meet all statutory fire safety and Health & Safety and comply to all safety regulations and instructions at work requirements in the location of the property.
- No naked flames may be used in the construction or erection of the display or as part of the display.

SECURITY

- The Hotel will provide normal security to ensure orderly running of the event.
- The Organizer should be responsible to ensure the safety of any items displayed/exhibited during the event.
- Organizer shall obtain all appropriate licenses and permits to hold the event from the local authorities at its own cost.

GOVERNMENT LAW AND DISPUTES

This agreement shall be governed by, and constructed in accordance with the laws of the country where the Hotel is located. In the event or any dispute between Organizer and Hotel arising out or in connection with this Agreement, the parties shall attempt, promptly and in good faith, to resolve any such dispute within a reasonable time (not to exceed 30 days), then either Party may submit such dispute such to non-binding mediation in the country where the Hotel is located.

FORCE MAJEURE

Neither party shall be liable for any failure or delay in performance of its obligations under this Agreement arising out of or caused, directly or indirectly, by circumstances beyond its reasonable control, including, without limitation, acts of God; earthquakes; fires; floods; wars; civil or military disturbances; acts of terrorism; sabotage; strikes; epidemics; riots; power failures; computer failure and any such circumstances beyond its reasonable control.

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