



26 March 2021

Mr. Darren Ng  
Manager

**Penang Global Tourism**

8-B (First Floor) The Whiteaways Arcade,  
Lebuh Pantai,  
Georgetown 10300,  
Penang.

Mobile : 6017 793 6872

Email : darren@penangglobaltourism.com

Dear Mr. Ng,

**PROPOSAL FOR LAUNCHING CEREMONY ON 26 APRIL 2021**

Thank you for considering **The Wembley, Penang** as the venue for the above mentioned event and we are pleased to offer our special rate as listed below for your consideration:

**EVENTS ARRANGEMENT**

| Date                   | Start Time | End Time | Event              | Function Room                | Set-up                             | No of Person | Remarks                                                                                                      |
|------------------------|------------|----------|--------------------|------------------------------|------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------|
| Monday, 26 April, 2021 | 6.00 pm    | 9.00 pm  | Launching Ceremony | Wembley Ballroom 2, Level 10 | Round table of 6 persons per table | 120          | <b>Buffet Menu at RM100.00nett</b><br><b>Per person per day</b><br><i>(Minimum of 100 persons and above)</i> |

**Note:**

- a) Extension Hour for Wembley Ballroom 2 is chargeable at RM 3,500.00nett per hour after schedule above.
- b) Menu as attached at the last page.

The above/menu charges includes as below:-

- Usage of the function room as per schedule above.
- Usage of standard PA system inclusive of three (3) microphones.
- Usage of one (1) LED screen during the event. Laptop by Organizer.
- One (1) reception table at the entrance.
- One (1) rostrum on stage.
- Usage of stage (if required. Maximum size of 24ft x 16ft)
- Usage of red carpet (if required).

**SPECIAL CONCESSIONS**

- Complimentary two (2) VIP car parks at hotel porch during the event.

**RESERVED TABLE POLICY**

- 1 to 29 tables - No Reserved Table
- 30 to 49 tables - One (1) Reserved Table
- 50 tables and above - Two (2) Reserved Tables

**Note:**

*Reserved table is based on six (6) persons per table.*

### **CORKAGE CHARGES (OPTIONAL)**

- Wines (red or white) @ RM 65.00nett per opened bottle
- Liquor/Spirits @ RM 75.00nett per opened bottle
- Beer (Barrel) @ RM 900.00nett per opened barrel
- Beer (Bottle or Can) @ RM 10.00nett per opened bottle

#### **Note:**

- A flat rate corkage charges can be arranged upon request.
- Alcohol beverages brought MUST be duty paid. Duty free alcohol beverages are NOT allowed to be served in the function room or area.

### **EQUIPMENTS RENTAL (OPTIONAL)**

- Wired Microphone @ RM 80.00nett per unit per day
- Cordless Microphone @ RM 150.00nett per unit per day
- Lapel/Collar Microphone @ RM 300.00nett per unit per day
- DVD Player @ RM 150.00nett per unit per day
- 60 Inch LCD Monitor @ RM 800.00nett per unit per day
- Flipchart @ RM 50.00nett per unit per day
- Power Extension Cord @ RM 30.00nett per unit per day
- 3 Phase Power (32 Amp) @ RM 500.00nett per event per day
- 3 Phase Power (60 Amp) @ RM 900.00nett per event per day

### **DEDICATED INTERNET – LAN/WLAN (OPTIONAL)**

- 10 MBPS @ RM 1,800.00 nett per day
- 20 MBPS @ RM 2,800.00 nett per day
- 30 MBPS @ RM 3,800.00 nett per day
- 40 MBPS @ RM 4,800.00 nett per day
- 50 MBPS @ RM 5,500.00 nett per day

#### **Note:**

- Rates are subject to change without prior notice.
- Require seven (7) working days notification prior to the event date.

### **PARKING RATES**

Special flat parking rate for the participants at **RM7.00nett per car per entry**. Parking is subject to availability and will be based on first come first served basis.

### **LICENSES FOR ENTERTAINMENT – MUSIC RIGHTS MALAYSIA (MRM)**

Effective of 1<sup>st</sup> January 2017, MRM has been designated by MyIPO agency under the Ministry of Domestic Trade, Co-operative and Consumerism to be the SOLE collecting body to carry out collective music license issuance and fee collection activities in Malaysia. An MRM Public Performance License is required for function involving usage of music via pipe-in music, music machine, karaoke, fashion show or live artistes performances in the function rooms, banquet hall or ballrooms of the Hotel.

The client will bear the MRM Public Performance License fee and the Hotel will not in any event be liable or responsible for any civil or criminal action taken by Music Rights Malaysia Berhad (MRM) against the client should they fail to obtain the said permit before the function.

For further information and application, MRM can be contacted at +603 6207 2970 or +603 62072872 (Ms Anita Manel or Mr Liyoel Cheong) or visit MRM website [www.mrm.my](http://www.mrm.my) to apply online.

***\*Compliance with the Malaysian Copyright Act 1987 requires the Organizer to comply with the Music Copyright License should they authorize music in public.***

#### **EXTERNAL FOOD & BEVERAGE ARRANGEMENTS**

External food and beverage arrangements are **NOT ALLOWED** within the Hotel function room area, outlets and other common areas.

#### **FUNCTION SPACE HOLD**

Currently, the function room are available. However, the hotel **has NOT blocked the above function room**. Function room are subject to availability upon confirmation received. The Hotel reserved the right to change the venue if the number of persons is below the minimum guaranteed.

#### **TAXES AND LEVIES**

The rates offered throughout this agreement are exclusive of Sales & Services Tax (SST) of 6% (from 1<sup>st</sup> March 2020 – 30<sup>th</sup> June 2021), Tourism Fee of RM10.00nett per room per night (from 1<sup>st</sup> July 2020 – 30<sup>th</sup> June 2021) and a Local Government Fee of RM3.00nett per room per night (from 1<sup>st</sup> July 2020 – 30<sup>th</sup> June 2021) is payable directly to the hotel (not included in the room rate and taxes stated herein). This rate may change with any additional taxes, levies or charge introduced into Malaysia; this will be additional to the rates quoted throughout this agreement. The Hotel shall reserve the rights to adjust the rates or collect from the guest directly.

#### **RATE CONFIDENTIALITY**

All rates are not to be disclosed, directly or indirectly, unless explicit written approval is given by the Hotel.

#### **RESPONSE DATE**

The above package is specially design for you and as such would appreciate a response confirming acceptance not later than **Thursday, 1 April, 2021**. After this date, the Hotel reserves the right to revoke or change the terms and conditions based upon the availability of accommodation and function space.

In order for the Hotel to confirm all space blocked on a definite basis, the Hotel requires a written acceptance on this proposal on or before the cut-off date. After this date, the Hotel reserves the right to revoke or change the terms and conditions based upon the availability of the accommodation and function space as well as the rates.

***The Wembley, Penang*** provides personal attentiveness and attention to detail by working closely with you to ensure that your requirements are met and to ensure your event will be a success.

***“As we resume services, we are taking all the necessary and appropriate precautions to keep you safe while we care for you.***

***As part of the mandatory measures to control and prevent Covid-19 to ensure everyone’s wellbeing, the event organizer is to advise all your guests of the necessary preventive steps and precautions that are being enforced within the hotel’s outlets, venues and surroundings.***

***Under no circumstances will the hotel be held responsible or liable in any way whatsoever resulting or arising directly or indirectly should any of the event guests failed to abide by the Standard Operating Procedure (SOP) set by the Malaysian Government.”***

We hope that our proposal will prove useful in the planning of your forthcoming event and should you require any further assistance, please do not hesitate to contact me at my contact details as indicated below.

We look forward to your favorable response.

For and on behalf of:  
**The Wembley, Penang**



**Eunice Wong**  
Senior Events Services & Sales Manager  
Tel No: 604 259 8238  
Fax No: 604 263 3301  
Mobile: 6010 397 9763  
Email: eunice.swpg@stgiles-hotels.com

Acknowledged by:  
**Penang Global Tourism**

Authorized Signatory  
Name:  
Designation:  
Date:  
Company Stamp:

## **BUFFET DINNER MENU**

### **Vegetable Salads**

Mesclun, Red Chicory, Curly Frisee, Red Oak Leaves  
Carrot, Cherry Tomatoes, Cucumbers, Corn Kernel

### **Dressing & Condiments**

Thousand Island, French dressing, Italian dressing, Citrus dressing, Balsamic dressing, Vinaigrette,  
Turkey bacon bits, Grated Parmesan, Croutons, Cashew Nuts, Raisins, Onion Rings

### **Asian salads**

Ulam-ulaman  
Serunding  
Ketupat, Lemang, Kuah Kacang  
Gado-gado,  
Penang Rojak  
Sambal Belacan, Cincaluk, Budu

### **Soup**

Sup Ayam Berempah  
Selection of Rolls, Roti Bengali and Butter  
Assorted Cracker and Pickles

### **Main dishes**

Steamed Rice  
Singapore Fried Bee Hoon  
Beef Rendang  
Mussel Masak Lemak dengan Chili Padi  
Ayam Percik  
Sambal Udang  
Sweet & Sour Fish Fillet  
Braised Assorted Mushroom with Broccoli and Cauliflower

### **Craving Station**

Roasted Lamb Leg, Garlic and Rosemary Jus

### **Dessert**

Sliced Fresh Exotic Fruits  
Assorted French Pastries  
Nyonya Kuih  
Mango Pudding  
Layer Cake  
Biskut Raya

Sirap Bandung  
Coffee and Tea

### **The Wembley**

183 Jalan Magazine 10300 Penang  
Tel: 604 259 8000 Fax: 604 264 3388  
Email: [mktg.swpg@StGiles-Hotels.com](mailto:mktg.swpg@StGiles-Hotels.com) Website: [www.StGiles.com](http://www.StGiles.com)  
Salient Glory City Sdn Bhd (770711-U)