



05 April 2021

Mr. Darren Ng
Manager
Penang Global Tourism
8-B (First Floor) The Whiteaways Arcade,
Lebuh Pantai,
Georgetown 10300,
Penang.

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Dear Mr. Ng,

CONTRACT FOR LAUNCHING CEREMONY ON 26 APRIL 2021

Thank you for selecting **The Wembley, Penang** as the preferred venue for the above mentioned event. We are pleased to forward the event booking contract for your review and signature.

EVENTS ARRANGEMENT

The Hotel shall reserve the following function rooms to meet the requirement of the Organizer.

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	Buffet Menu at RM100.00nett Per person per day (Minimum of 120 persons and above)

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

- 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/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 (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 **RM 7.00nett per car per entry**. Parking is subject to availability and will be based on first come first served basis.

EXTERNAL FOOD & BEVERAGE ARRANGEMENTS

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

CONFIDENTIALITY

The Organizer, its directors, officers, employees and all delegates shall not disclose or permit to be disclosed the provisions of this Agreement or the substance thereof, information relating to the Room Rate or any other information relating to the Hotel which is confidential. The Organizer shall be responsible for any disclosure by any of the foregoing persons.

GUARANTEED ATTENDANCE

Guaranteed number of attendance will be required fourteen (14) working days in advance. Any increase must be notified at least seventy-two (72) hours prior to the actual event date. Charges will be based on the guaranteed number of attendance or the actual number of attendees, whichever is greater. The Hotel reserves the right to reallocate the space and to re-price the menus to suit the updated requirements should the number of attendees be different from originally planned.

EVENT BOARD & SIGNAGE

Please advise on signage requirements, which will be placed at the Main Lobby plasma screen and at the entrance of the main function room.

** Kindly advise wording/text in writing by **Monday, 19 April, 2021, before 3.00pm.***

LICENSES FOR ENTERTAINMENT – MUSIC RIGHTS MALAYSIA (MRM)

Effective of 1st 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 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.***

CONFERENCE AND BANQUETING

Function Space Review

By **Monday, 19 April, 2021, before 3.00pm**, the Hotel must be in receipt of menu selections, function room set-up and capacity requirements for each function room.

By **Monday, 19 April, 2021, before 3.00pm**, your organization must guarantee the number of persons attending all food and beverage function. The Hotel will charge for the actual number attending the guaranteed number whichever is greater.

Fourty-eight (48) hours prior to the function, the Hotel will allow maximum of 5% variance between actual and guaranteed number of attendance. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

The parties agree that the exact revenue lost cannot be determined at this time, thus the following cancellation charges are good faith estimates of losses the Hotel will suffer as a result of cancellation by the Group. In the event of cancellation covered by this section only, the charges set forth below will be due and payable as liquidated damages to the Hotel within thirty (30) days of the Hotel's invoice.

Please note that additional charges may be incurred should any of the following conditions occur after the event is confirmed on a definite basis.

- ✓ A substantial increase in the original function space requirement.
- ✓ The cancellation or significant reduction of attendance of any of the originally scheduled food and beverage functions.

ACCOUNT SETTLEMENT AND DEPOSIT PAYMENT SCHEDULE

Billing is based on guaranteed or actual attendance (whichever is higher). Payment can be made by cash, company cheque, credit card or Telegraphic Money Transfer. Should payment be made via cheque, please make payable to **Salient Glory City Sdn Bhd** or if via telegraphic transfer to our bank account:

Account Name : Salient Glory City Sdn Bhd
Account No : 5070 1300 8495
Swift Code : MBBEMYKL
Name of Bank : Maybank Berhad
Bank Address : 9, Lebuhr Union, 10200 Penang

Letter of undertaking will be accepted should your organization have credit facility with the Hotel.

Account settlement upon departure may be completed by either of the following options nominated by the Organizer and advised to the Sales Manager:

- By RM Cash.
- Or Bank draft.
- Or Individual credit card whereby we require copy of credit card and copy of passport no and date of birth to be faxed to hotel 14 days prior arrival.
- Or Company credit card whereby we require copy of credit card and company's certificate of registration to be faxed to hotel 14 days prior arrival date.

PAYMENT SCHEDULE

Details	Amount	Remarks
Full payment via LOU	RM 12,000.00 nett	Letter of Undertaking for full payment to be received before or on Friday, 9 April, 2021

Note: Any miscellaneous charges incurred must be settled immediately after the function by cash or credit card only. Personal cheque is not accepted.

CREDIT FACILITIES

Direct billing will only be extended subject to the approval by the Hotel's Credit Manager. For organization(s) which have credit facilities, the Hotel will forward invoices for charges placed on a master account for settlement and payment will be due no later than thirty (30) days after issuance.

AUTHORIZED SIGNATURES

The terms of this agreement shall be binding upon the hotel only if the agreement is duly signed by the organizer and returned to the hotel immediately. Additional specifications, supplemental charges and/or requirements may be added from time to time and will act as an addendum to this agreement notwithstanding that certain specification; supplemental charges and/or requirements may not be finalized or agreed upon group check in.

IMPOSSIBILITIES OF PERFORMANCE

This agreement will terminate without liability to either party if substantial performance of either party's obligations is delayed, impeded or prevented by any cause reasonably beyond that party's control. Such causes included, but are not limited to, acts of God, regulations or order or governmental authorities, fire, flood or explosion, global war, disaster, civil disorder, curtailment of transportation facilities or other emergencies making it inadvisable, illegal or otherwise impossible to provide the facilities or the services as to sale of the hotel, any delay in necessary and essential construction or renovation of the hotel, arrest or seizure under legal process, strike, lockout, work stoppage, other restraints of labor, either partial or general, from whatever cause.

INDEMNITY AND HOLD HARMLESS

The Organizing Committee indemnifies **The Wembley, Penang** & its subsidiaries, affiliates and its agents, contractors and employees, against any and all claims, actions, damages, loss, liability, cost charge, expense, outgoing or payment (including legal costs and expenses) whatsoever which **The Wembley, Penang** pays, suffers, incurs or becomes liable for in relation to the equipment supplied, the services or in respect of any breach of this agreement by the Organizing Committee, act or mission or default or negligence on the part of the Organizing Committee, its agents, contractors or employees.

DEFAULT

If the client fails to pay any moneys due under this Agreement or otherwise does not comply with its terms, the Hotel may terminate this Agreement and forfeit any deposit.

DAMAGES

Organizer is financially responsible for any damage sustained to the hotel premises. Promotional materials & display should not be posted, tacked, nailed, screwed or attached to columns walls, floor or other part of the building furniture. If permission is granted, the organizer shall be responsible for all damages, breakages & the clearing of all materials & display, repairs or replacement costs will be passed on to the organizer.

SECURITY

Your organization acknowledges that **The Wembley, Penang** cannot be responsible for the safe keeping of equipment, supplies, written material or other valuable items left in the rooms. Accordingly, your group acknowledges that it will be responsible to provide security of any such aforementioned items and hereby assumes the responsibility for loss thereof.

FIRE AND SAFETY REGULATIONS

Any works/actions carried out which involved naked flames and any event which has vehicle display, fog/smoke machine, fueled cooking demonstrations, laser, or extensive productions with staging and props must have prior permission granted by the Hotel's Management.

If any 'set' contravenes fire regulations without prior approval from the Hotel's Management, the Hotels Fire Safety Officer or Events Personnel or Banquet Personnel retain the right to have the 'set' removed or altered; failure to comply with could result in cancellation of a major disruption of the event/function.

RENOVATION

The Hotel reserves the right, upon giving reasonable notice to the Organizer (safe for Impossibilities of Performance or circumstances beyond control of the Hotel), to close any part of its facilities and to carry out such repairs, renovations and upgrades to the Hotel from time to time and at any time as it deems fit in its absolute discretion.

CANCELLATION POLICY

Should your organization decide to cancel or postpone the committed dates for accommodation rooms & function space after confirmation, the Hotel will impose a cancellation fee based upon the following scale.

- a. 90-Day Period – Based on 50% of the total projected group function revenue
- b. 60-Day Period – Based on 70% of the total projected group function revenue
- c. 30-Day Period – Based on 90% of the total projected group function revenue
- d. Below 30 Day period – Based on 100% of the total projected group function revenue.

TAXES AND LEVIES

The rates offered throughout this agreement are exclusive of Sales & Services Tax (SST) of 6% (from 1st March 2020 – 30th June 2021), Tourism Fee of RM10.00nett per room per night (from 1st July 2020 – 30th June 2021) and a Local Government Fee of RM3.00nett per room per night (from 1st July 2020 – 30th 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.

NON-ASSIGNMENT

The Organizer shall not assign or transfer any part of this agreement to any party.

CUT OFF DATE

Please note that the accommodation and function space are held on tentative basis pending your confirmation advice by **Friday, 9 April, 2021, before 3.00pm**. However, if we do not receive your acceptance by the above-stipulated date, all space held will be automatically released by the hotel unless otherwise communicated in unity between you and the hotel.

"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."

All of us at **The Wembley, Penang** look forward to welcoming you & your group to our hotel and to provide them with a memorable and enjoyable stay with us.

For and on behalf of:
The Wembley, Penang



Eunice Wong
Senior Events Services & Sales Manager
Tel No: 04 259 8238
Fax No: 04 263 3301
Email: eunice.swpg@stgiles-hotels.com

Approved & Accepted 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

