



PORT DICKSON RESORT

REF : KLSO/260

22nd September 2011

Ms Esther Yong
Inspire Consultants Management Sdn Bhd
Level 28, Central Plaza,
34 Jalan Sultan Ismail,
50250 Kuala Lumpur.

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Dear Ms Yong,

Proposal for Residential Package on 2nd - 4th December 2011

Greetings from Thistle Hotels & Resorts Kuala Lumpur Sales Office!

Thank you for considering Thistle Port Dickson Resort as a potential venue for your forthcoming event on **2nd – 4th December 2011**. With reference to your inquiry, I am pleased to attach herewith our proposal for your kind perusal and consideration.

Kindly note that **NO** booking has been made for your event and rooms/function space are subject to availability upon date of confirmation. Please advise us before **29th September 2011**, so that I may proceed with any necessary arrangements.

I look forward to the opportunity of working with you to ensure the success of this up-coming event.

Yours sincerely,

Sue Chan
Sales Manager
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Website : www.thistle.com/asia

Proposal for
Inspire Consultants Management Sdn Bhd
Residential Package
2nd – 4th December 2011

A. ACCOMMODATION

1. Main Group Dates

Arrival Date	:	2 nd December 2011, Friday
Departure Date	:	4 th December 2011, Sunday
Expected no. of room	:	21rooms
Expected no of pax	:	42 pax

2. Delegate Package

Category	3 Days 2 Nights Package
Standard Garden View – Single	RM 1,202.00nett per person per package
Standard Garden View - Twin sharing	RM 819.00nett per person per package
Deluxe Sea View – Single	RM 1,365.00nett per person per package
Deluxe Sea View – Twin sharing	RM 901.00nett per person per package

Day One

- Check-in at 15:00hrs
- In-house Dinner
- One (1) Night Room Accommodation

Day Two

- Breakfast
- Full Day Delegate Package
 - Room Hire from 9:00am – 5:00pm
 - Morning Coffee Break with 3 snacks
 - Restaurant Lunch or Working Lunch
 - Afternoon Coffee Break with 3 snacks
- In-house Dinner
- Supper Coffee Break with 3 snacks
- One (1) Night Room Accommodation

Day Three

- Breakfast
- Half Day Meeting
 - Room Hire from 9:00am – 5:00pm
 - Morning Coffee Break with 3 snacks
 - Restaurant Lunch or Working Lunch
 - Afternoon Coffee Break with 3 snacks
- Usage of Outdoor for Own Activities
- Check-out at 12:00hrs

Thistle Port Dickson Resort is pleased to confirm these special rates to **Inspire Consultants Management Sdn Bhd** for **Residential Package on 2nd – 4th December 2011**. Please note that these rates are confidential and are not to be disclosed to a third party without the consent of Thistle Port Dickson Resort.

B. FOOD & BEVERAGE/ OTHER REQUIREMENT (OPTIONAL)

1. Menu & Beverage pricing

Description	Price per person
In – house Buffet Breakfast	RM 38.00++ (RM 44.10nett) per person
In – house Buffet Lunch	RM 48.00++ (RM 55.70nett) per person
In – house Buffet Dinner	RM 68.00++ (RM 78.90nett) per person
Supper	RM 25.00++ (RM 29.00nett) per person
Private International Buffet Lunch	From RM 68.00++ (RM 78.90nett) per person
Private International Buffet Dinner	From RM 98.00++ (RM 113.70) per person
Private BBQ Dinner	From RM 150.00++ (RM 174.00nett) per person
Chinese Set Dinner	From RM 650.00++ (RM 754.00nett) per table of 10 persons
Note: a. In-house buffet is subject to availability based on minimum of 40 persons or a Set Meal will be served b. Children below 12 years old is 50% discount from the above meals rate	
Beverage & Corkage	Price per unit
Coffee Break	RM 35.00++ (RM 40.60nett) per person
Free Flow Soft Drinks	RM 10.00++ (RM 11.60nett) per person (maximum 4 hours)
Free Flow Coffee/ Tea	RM 20.00++ (RM 23.20nett) per person (maximum 3 hours)
Free Flow Cordial Drinks	RM 15.00++ (RM 17.40nett) per person (maximum 3 hours)
Tiger Beer (barrel 22.7 liter)	RM 1,300.00++ (RM 1,508.00nett) per barrel
Mixers- Soft drinks or juices	RM 25.00++ (RM 29.00nett) per jug (4 glass)
Corkage : Wine, Champagne, Spirit, Liquor	RM 90.00++ (RM 104.40nett) per bottle
Corkage : Beer (barrel)	RM 588.00++ (RM 682.10nett) per barrel
Note: Buffet is applicable for minimum of 40 persons or a Set Meal will be served	

2. Sports & Recreation Activities (Optional)

Description	Price per person
Team building : Explore Race (2 hours)	From RM 75.00++ (RM 87.00nett) per person
Team building : SWAT Camp Challenge Ropes Course (3 hours) * 2 Highs, 2 Lows, 2 Single Station	From RM 75.00++ (RM 87.00nett) per person
Team building : Ultimate Challenge (Management games)	From RM 50.00++ (RM 58.00nett) per person
Team building : Photo Hunt	From RM 45.00++ (RM 52.20nett) per person
Team building : The Great Navigator (Compass orienteering)	From RM 45.00++ (RM 52.20nett) per person
Team building : Treasure Hunt (2 hours)	From RM 45.00++ (RM 52.20nett) per person
Beach activities (5 games) *Depend on the tide level	From RM 45.00++ (RM 52.20nett) per person
Crusoe's Rafting (2 hours) *Depend on the tide level	From RM 45.00++ (RM 52.20nett) per person
Jungle Trekking (2 hours)	From RM 40.00++ (RM 46.40nett) per person
Telematch (5 games)	From RM 20.00++ (RM 23.20nett) per person

** Minimum group size for Teambuilding activities is 20 pax

3. Golf Registration:

Item Description	Price per unit
Green Fee : 9 Holes 18 Holes	RM 45.00nett per person RM 65.00nett per person
Buggy Fee: 9 Holes 18 Holes	RM 40.00nett per unit RM 60.00nett per unit
Trolley Rental	RM 11.60nett per person

*** Terms & Conditions :**

- The course will be open from 7.00am until 6.00pm with last light being at 5.30pm
- Please note we are a resort course therefore we will not be offering handicap details to the Malaysian Golf association at this time.
- Persons playing golf will require a handicap to play.
- Children under 16 must be joined by a playing/ paying adult.

4. Entertainment (Optional)

Item Description	Price per unit
Bobo The Clown : balloon sculpture, line dance & magic show	RM 300.00++ for 1 hour
Fire Show (10 minutes)	RM 1,000.00++ per session
Party Games Show (5 games)	RM 500.00++ per session
Line Dance (30 minutes)	RM 300.00++ per session

5. Rental of equipment:

The following audio-visual equipment is available for hire.

Item Description	Price per unit
LCD Projector	RM 600.00 ++ (RM 696.00nett) per unit per day
Portable Screen	RM 200.00++ (RM 232.00nett) per unit per day
Clip-on microphone	RM 200.00++ (RM 232.00nett) per unit per day
Cordless microphone	RM 200.00++ (RM 232.00nett) per unit per day
Karaoke System	RM 1,500.00++ (RM 1,740.00nett) per session
Flipchart	RM 50.00++ (RM 58.00nett) per unit per day

6. Internet facilities:

The following internet facilities are available for hire.

Item Description	Price per unit
Guest Room	RM 20.00nett per user for 24 hours (which also applicable to use the same user name and password at wifi areas)

7. Signage/ Backdrop

Backdrop wordings are given complimentary (up to 60 alphabets) and corporate logo are chargeable depending on your design requirement and specification. Please advise us on the actual wording and specification on your backdrop display at least 14 days prior to the date of function.

8. Floor-plans

I look forward to discuss on the function room set-up in detail once you have all your requirements.

9. Storage:

Thistle Port Dickson Resort will not assume any liability of loss, damage or theft of any article left in our possession for storage. The articles are deposited with the hotel at the sole risk of the owner. It is requested that articles should be collected within 24 hours of your events conclusion. In the event that the articles deposited are not collected within seven days, the hotel reserves the right to dispose all remaining articles.

C. BOOKING STATUS

Space is currently available and has not been blocked for your group. The hotel shall have the option to re-allocate function space to accommodate an increase or reduction in attendance. Notice will be given at least 7 days prior to the event.

D. DEPOSIT/ PAYMENT

The hotel requires a **50% deposit upon confirmation** and the balance payment to be settled **14 working days** before function. Any additional charges are to be settled in full either by cash or by credit card upon departure. Please be advised that all payments received are non-refundable and non-transferable.

Enclosed below are our banking details for the purpose of telegraphic transfer of funds to our company. All cheques are made payable to:

Name of Bank : Malayan Banking Berhad
Branch : Port Dickson
Address : 409, Jalan Baharu, 71000 Port Dickson, Negeri Sembilan.
Bank Account Name : Thistle Port Dickson Resort/ PD Resort Sdn Bhd
Bank Account Number : 505046123437
Swift Code : MBBEMYKL

All *check-payment* can only be accepted up to 14 working days prior to the event. Any check-payments later than 14 working days prior to the event will be deemed invalid and individual participants will be asked for prepayment of their individual accounts.

Should you require balance payment to be made at end of event; the balance amount must be guaranteed by a credit card and to be submitted to our Account department for verification. Kindly submit your credit card authorization form and copy of front and back of your credit card for verification purposes

E. CREDIT TERMS

If credit facilities are granted by the Hotel, all invoices shall be settled immediately upon receipt of invoice. Should the account not be settled within 15 days from the invoice date, a 1% monthly interest charge will be applied on the outstanding balances.

Credit facilities can be arranged with the documents below (No.1– 4) and it is subject to approval. The application will be processed within 2 weeks after we receive the completed documents.

- i. Completed Credit Application Form
- ii. Company Form 49A (registration company)
- iii. Completed bank reference form
- iv. Last 2 years audited account

Credit facilities must be requested at the time of booking and are authorized at the property's discretion. A credit Application Form is available on request and any credit offered will be confirmed after the completed form has been returned to the Company. Please note that credit is not automatic and is not available for wedding parties.

- i. Account Facilities will only be granted to those companies who have established credit facilities in advance.
- ii. Any function for which advance payment is overdue by more than 7 days may be cancelled by the Property and the cancellation charges detailed in clause G will become payable immediately.
- iii. If there are queries on any part of an invoice the client will pay the undisputed balance of the sum owed by the due date and the remainder on resolution of the query.
- iv. The Company reserves the right to apply interest again late payments, at 4 % over base rate, Value Added Tax at the current rate will apply as appropriate.

F. CANCELLATION POLICY

Cancellation Charges:

This booking becomes binding on receipt of a signed copy of our Terms & Conditions by both parties. Please be advised that all payments received are non-refundable and non-transferable.

In the event that the Client should cancel the booking, the following charges will apply:

Notice	% of Original Booking Value Payable
After Confirmation	Deposit paid will be forfeited
Less than 90 days prior to event	50% of the total event/rooms cost
Less than 60 days but more than 30 days	75% of the total event/rooms cost
Less than 30 days prior to the event	90% of the total event/rooms cost
Less than 14 days prior to the event	95% of the total event/rooms cost
Less than 07 days prior to the event	100% of the total event/rooms cost

Cancellation by the Company:

In the unlikely event that the Company cancel the booking the Client be refunded any payments already made but the Company will not have any other liability. The Company reserves the right to cancel if:

- i. Any part of the property is closed or unavailable due to circumstances beyond the Companies control.
- ii. There is a force majeure event which prevents the Company from carrying on its business.
- iii. The Client, or the Company, become insolvent or, in the case of an individual, becomes subject to a bankruptcy petition.
- iv. In the view of the Company it is deemed that the booking, or any persons associated with the booking might damage the reputation of the property or The Company.
- v. Any deposits or agreed advance payments have not been received by the Company from the Client by the due date.

G. MUSIC AUTHOR'S COPYRIGHT PROTECTION (MACP)

An MACP Permit License is required for events held in any function room of the Hotel should there be any performance of music either through piped-in music, mobile machine, DJ or live performance by artist. The client shall bear the cost of the MACP Permit License fees and the Hotel shall not, in any event, be liable or responsible for any civil or criminal action taken by the Music Authors Copyright Protection Berhad against the Client should the license not be obtained prior to the event.

GENERAL TERMS & CONDITIONS

1. The following terms and conditions govern your relationship with PD Resort Sdn Bhd for the event you will be holding with us. You must read these terms and conditions before signing all conferences, banquets and functions booked by the client shall be subject to them.

2. Definitions:

In this terms and conditions the following expressions shall mean:

"the Company"	PD Resort Sdn Bhd T/A Thistle Port Dickson Resort
"the Client"	is the individual, company or association specified in the booking details.
"the Contract"	is the agreement between the Company and the client in relation to the booking, incorporating the Terms & Conditions as specified below and any amendments agreed in writing.
"the conditions"	means these general Terms & Conditions plus any special conditions contained in the booking. "the scheduled date" means the first date upon which the property is used in relation to the booking and any subsequent days if the event will take place over more than one day
"minimum numbers"	means the minimum number of guests which the property will hold space for and the minimum number of guests who the Client will be asked to pay for.
"final numbers"	means the final number of guests who will be attending the client event and the number of guests the property will prepare and cater for.

3. Pre & Post Stay

The above group rate may be extended for **up to three days before and three days after** the official travel dates. Pre and post extensions are **based on availability at the time of request**.

4. Rooming List

We would appreciate it if you could forward us the full rooming list at least 14 working days before the date of arrival in order to facilitate our planning.

5. Services Available to Guests

- Complimentary coffee/tea making facilities in all rooms
- Satellite Television is available with international channels
- 24 hours room service
- In-house laundry/ dry cleaning

6. Food and Beverage:

No food, wine, beer or spirits can be brought into the hotel for consumption on the premises, unless prior consent of the hotel has been obtained. If outside beverages are brought in, a corkage fee will be levied.

7. Numbers in attendance:

The numbers for which the Client has booked are set out on the event order. Minimum contracted numbers must be provided 28 working days in advance but cannot be less than 90% of the initial booked number. The Client needs to advise the hotel of final numbers at least 14 working days before the scheduled start date of the event otherwise the property cannot guarantee that the choices will be available. Under such circumstances, the Company will offer the most appropriate alternative.

8. Reduction in Numbers:

Any reduction in numbers below the minimum numbers agreed between the Client and the property will result in cancellation charges being raised. An increase in numbers must be communicated to the property at the earliest possible date and is subject to availability. The property will make reasonable endeavour's to accommodate any increase in numbers and this new number will become the minimum number of guests to be charged. On this basis, definite cancellation charges can only be confirmed after the event has taken place.

Any significant change in numbers by the client may require that the event be relocated to more suitable space within the same property and in these circumstances the Client may incur an additional room hire charge or amended rates to reflect the value of the original room allocated.

Clients' Use of the Hotel:

The Client, it's representatives or any persons attending the event at the Clients request or invitation must:

- i. Comply with all licensing, health and safety and other regulations relating to the Property.
- ii. Not carry out any electrical or other works at the Property including amplification and lighting without the Company's prior written consent.
- iii. Not bring any dangerous or hazardous items to the Property and remove any such item promptly when requested to do so by a member of The Company's Management team or any other authorized person.
- iv. Not consume any food or drinks at the Property which were not supplied by the Property.
- v. Not act in any improper or disorderly manner and comply with the properties reasonable regulations and instructions, including abiding by any dress code requirements, search policies and entry procedures
- vi. Obtain prior written permission from the property if providing their own entertainment, services or activities at the event

Liability:

- i. The company will be liable to the Client and / or persons attending the function for injury to persons or loss / damage to property only where damage is caused by negligence on the company's behalf but otherwise will be under no liability whatsoever.
- ii. The Client will be liable for any loss / damage to Company property including walls, light fittings and equipment or injury to any person including hotel staff and shall indemnify the Company against any loss or liability.
- iii. In the event of "Force Majeure" meaning any circumstance beyond the control of the property including, but not limited to, acts of God, fire, explosions, adverse weather conditions, flood, earthquake, local terrorism, riot, civil commotion, war, hostilities, strikes, work stoppages, lack of power and materials shortages nothing shall excuse the Client from any payment obligations under the Contract.

Assignment:

- i. This agreement cannot be assigned to another group or provider of event services without the prior consent of the Client.
- ii. This event booking cannot be assigned to any other Client unless approved in advance by the Company

Variation to Terms & Conditions:

- i. No variation to these terms will be accepted unless agreed in writing between both parties.
- ii. Any variation to these terms and conditions will only be valid if signed by a duly authorised representative of the Company and the Client

Jurisdiction:

This agreement shall be governed by and constructed in accordance with the Laws of Malaysia and the Parties irrevocably submit to the exclusive jurisdiction of the Malaysian Courts.

Now that you have read our Terms & Conditions, please sign and return this copy to confirm that you have received and agreed to our terms of business so we can proceed with your booking.

Signed for and behalf of the Client

Signed

Name

Position

Date

Signed for and on behalf of the Company PD Resort Sdn Bhd T/A Thistle Port Dickson Resort.

**Sue Chan**

Sales Manager

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