

# APEX @PALM GARDEN HOTEL @ PUTRAJAYA (5-star Hotel)

## ***Warmest Greetings from Palm Garden Hotel @ Putrajaya Kuala Lumpur***

On behalf of Palm Garden Hotel @ Putrajaya Kuala Lumpur, we would like to extend our highest gratitude for your keen interest in choosing Palm Garden Hotel @ Putrajaya Kuala Lumpur as one of the venues for your coming event.

With reference to the above matter, we are pleased to extend our proposal to your esteem organization for your kind consideration.



## **FULL MEETING PACKAGE**

**MYR 250.00NETT PER PERSON**

*include*

- ✓ **Morning Coffee Break**
- ✓ **Afternoon Coffee Break**
- ✓ **Buffet Lunch**

**Meeting package includes**

- Complimentary usage of one-unit LCD projector and screen
- Complimentary use of one main meeting room with standard setup
- Complimentary use of one microphone (for groups with a minimum guarantee of 20 persons)
- Complimentary use of one flipchart or white board
- Meeting amenities to include writing pads, pencils, water and mints

## **HALF MEETING PACKAGE**

**MYR 230.00NETT PER PERSON**

*include*

- ✓ **Morning / Afternoon Coffee Break**
- ✓ **Buffet Lunch**

**Meeting package includes**

- Complimentary usage of one-unit LCD projector and screen
- Complimentary use of one main meeting room with standard setup
- Complimentary use of one microphone (for groups with a minimum guarantee of 20 persons)
- Complimentary use of one flipchart or white board
- Meeting amenities to include writing pads, pencils, water and mints

## EVENT ARRANGEMENTS

### Additional Banquet/AV Requirement

• Flipchart / Whiteboard	MYR 50.00nett per unit per day
• Printing (Black & White)	MYR 1.00nett per piece
• Printing (Colour)	MYR 2.00nett per piece
• Photocopy (Black & White)	MYR 0.40nett per piece
• Photocopy (Colour)	MYR 2.00nett per piece
• LED Screen 10ft x 20ft	MYR 3,500.00nett per unit per day
• Portable LCD Projector with White Screen	MYR 1,500.00nett per unit per day
• Extension Cord (4 gang)	MYR 30.00nett per unit per day
• Wireless Microphone	MYR 160.00nett per unit per day
• Collar Microphone	MYR 160.00nett per unit per day
• Conference Microphone	MYR 190.00nett per unit per day
• Splitter	MYR 300.00nett per unit per day
• Switcher	MYR 480.00nett per unit per day
• VGA Cable	MYR 70.00nett per unit per day
• Bandwidth on Demand (BOD)	MYR 500.00nett per 5Mbps per day

*\* All food and beverage prices, including above, are non-commissionable.*

*\* All rates are inclusive of 8% Sales and Service Tax (SST). Should these rates change or any other taxes, levies or charges be introduced into Malaysia, they will be additional to the rates quoted throughout this proposal.*

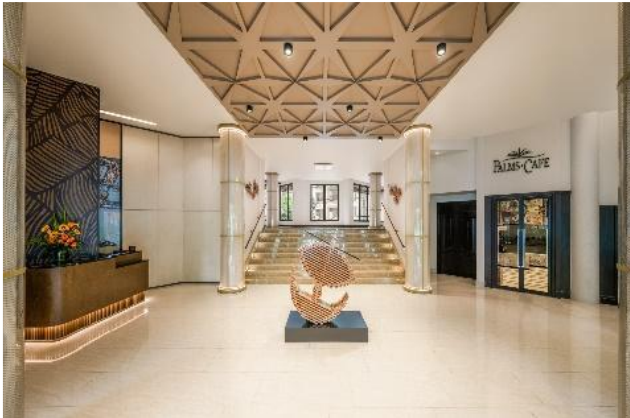
### Internet Information

Standard Internet access is available on complimentary in accommodation rooms and public areas such as lobby, restaurant, function room foyers and function room

## PARKING

- Flat rate at **MYR 10.00** per car per entry

Room Type	Room Size	Ceiling Height	Max Capacity	U-shape	Banquet	Theater	Classroom	Boardroom
Rafflesia Ballroom C	1,937.5 sq. ft.	16.4 ft.	100	30	60	100	50	-
Rafflesia Ballroom B	2,938.5 sq. ft.	16.4 ft.	200	45	130	200	120	-
Adenium & Begonia	3,358.3 sq. ft.	11.8 ft.	200	60	180	200	180	-
Rafflesia Ballroom A	1,937.5 sq. ft.	16.4 ft.	100	30	60	100	50	-
Mosaic	301.4 sq. ft.	9.2 ft.	13	-	-	-	-	13
Rafflesia Ballroom	6,781.3 sq. ft.	16.4 ft.	500	70	350	500	240	70
Adenium	1,722.2 sq. ft.	11.8 ft.	80	30	60	80	60	30
Begonia	1,722.2 sq. ft.	11.8 ft.	80	30	60	80	60	30
Canna	861.1 sq. ft.	11.8 ft.	50	20	40	50	30	20



## BOOKING STATUS

- We wish to emphasize that this quotation is submitted for your preliminary planning only
- **No accommodation & meeting room(s) have been reserved at this moment. Space is subject to** availability upon your confirmation.
- The rooms rates and meeting package are valid until **OCTOBER 31, 2026** after which time the hotel reserves the right to re-issue the rates according to market condition.

We hope our proposal meets your requirements. We look forward to receive your favourable reply and please do not hesitate to contact the undersigned.

## CONTACT PERSON

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