



# TRADERS HOTEL

KUALA LUMPUR

By Shangri-La

20 April 2010

Ms Shanta N  
MOSTA Secretariat  
C-3A-10, 4th Floor (Lift 5) Block C,  
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Malaysia

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Dear Ms Shanta,

## **MOSTA - OFIC 2010 : ACCOMMODATION 17 TO 23 OCTOBER 2010**

Greetings from Traders Hotel Kuala Lumpur!

We are delighted to learn that Malaysian Oil Scientists' and Technologists' Association (Company") has selected **Traders Hotel Kuala Lumpur** (the "Hotel") as the venue for the OFIC 2010 (the "Group").

With your specific requirements in mind, we have outlined the following terms and conditions for your confirmation:-

### **DAILY ROOM BLOCK**

The hotel shall reserve a block of guestrooms to meet the requirements of the Organiser as outlined below:

<b>ROOM CATEGORY</b>	<b>17/10/2010</b>	<b>18/10/2010</b>	<b>19/10/2010</b>	<b>20/10/2010</b>	<b>21/10/2010</b>	<b>22/10/2010</b>
Deluxe City View	5	15	15	15	15	15
Traders City View	5	5	5	5	5	5



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## DAILY ROOM RATE

ROOM CATEGORY	Single Rate	Double Rate
Deluxe City View King	RM470.00	RM500.00
Traders City View King	RM600.00	RM630.00

The room rates quoted above are:

- Subject to ten percent (10%) service charge and five percent (5%) prevailing government tax.
- Inclusive of breakfast at Gobo Chit Chat.
- Inclusive of High Speed Internet Access. (The hotel has upgraded the internet speed to 15MB)
- The above rates are applicable for the above mentioned group only.

## **TRADERS CLUB & SUITES EXTRA PRIVILEGES & BENEFITS:-**

- Club Floor check-in and check-out (Level 32).
- Complimentary Broadband internet access in guestrooms, Traders Lounge and all public areas.
- Complimentary Buffet Breakfast, Afternoon Tea and Evening Cocktail at the Traders Lounge.
- Free usage of meeting rooms of up to 2 hours.
- Free Suit Pressing and Shoe Shine service.
- Exclusive lounge facilities.
- Selection of pillow menu.



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### **SPECIAL CONCESSIONS**

The Hotel is pleased to offer complimentary parking to all in-house guests.

### **PERIOD OF OCCUPANCY**

The rooms as reserved shall be made available for occupancy after 1500 hours on the day of arrival. Should delegates wish to occupy the room before 1500 hours, placing a reservation a night prior to the arrival date is recommended.

Check-out time is 1200 hours. Daily group rate will be chargeable for late check-out beyond 1200 hours.

### **RESERVATION PROCEDURE/ROOM REDUCTION & NO SHOW**

The individual delegate will make reservations direct to the hotel (by telephone, fax, e-mail or Group On Line via Shangri-La.com). Guest room must be guaranteed by individual's credit card at time of booking. Any reservation cancelled after **9 October 2010** (7 days prior to arrival) or no shows will result in a late cancellation charge equivalent to full duration of stay.

The organiser will be responsible for the late cancellation, no show charges and early departure charges for those guests who do not provide credit card details in the rooming list. These charges will be billed to the Master Account.

### **GUEST ROOM RESERVATIONS GUARANTEE**

All reservations must be guaranteed by a one night room rate advance deposit by cash, bank draft or major credit cards. For credit card guarantee, the Hotel requires written information to include the name of the cardholder as it appears on the card, the card number and card expiry date. Guaranteed reservations will be held until noon on the following day of the confirmed arrival date.



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## CUT-OFF DATE

All guest accommodations outlined in the guest accommodations block that are not reserved **03 October 2010** will be cancelled and may be resold by the Hotel. Any guest accommodations desired by the group after the cut-off date will be on a space availability basis at the prevailing Best Available Rate.

## SERVICE CHARGE, GOVERNMENT TAX

All rates, unless otherwise quoted, are subject to ten percent (10%) service charge and five percent (5%) prevailing government taxes.

## RATE CONFIDENTIALITY

All rates are not to be posted through any web sites and should not be disclosed, directly or indirectly, unless explicit written approval is given by the Hotel.

## AIRPORT TRANSFERS

Listed below are our limousine charges for delegates arriving/departing via Kuala Lumpur International Airport (KLIA) the Low Cost Carrier Terminal (LCCT).

<u>Type of Vehicle</u>	<u>KLIA (per way)</u>	<u>LCCT (per way)</u>
Mercedes Benz (E Class)	RM 260.00nett	RM 290.00nett

Note : A surcharge of 50% will be levied for transfers between 11.00pm – 7.00am. The above rate quoted is subject to change without prior notice.



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### **INDIVIDUAL GUEST'S ACCOUNT**

Unless otherwise advised, all guestrooms and incidental charges will be billed to the account of each individual guest, to be established in their individual names upon registering with the Hotel and payable by such guests upon check-out.

### **CANCELLATION OF THE GROUP**

Under the terms of this agreement, the Hotel has reserved the guest rooms and function space required by the Organiser. Cancellation of this Group in its entirety will cause the Hotel to suffer significant financial loss.

Therefore, the Organiser agrees to the following cancellation policy

If the cancellation notice is received by the Hotel after **17 August 2010**, the Organiser agrees to pay the Hotel a cancellation fee of seventy five percent (75%) of the total anticipated room charges and seventy five (75%) of the total anticipated group function charges inclusive of tax and service charge (less deposit paid).

If the cancellation notice is received by the Hotel after **17 September 2010**, the Organiser agrees to pay the Hotel a cancellation fee of eighty five percent (85%) of the total anticipated room charges and eighty five percent (85%) of the total anticipated group function charges inclusive of tax and service charge (less deposit paid).



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### **FORCE MAJEURE**

The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the abilities of the parties, making it inadvisable, illegal, or impossible to perform to the terms of the contract, hold the meeting, or provide the facility. This Agreement may be terminated or revised for any of the above reasons without liability by written notice from one party to the other.

### **INDEMNITY**

Each party hereby indemnifies and holds the other and third party planner harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the negligence or misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants, provided such individuals are acting within the scope of their employment.

### **DISPUTES**

The parties agree that any dispute in any way arising out of or relating to this contract may be resolved by a court of Malaysia.

### **OPTION DATE**

The arrangement outlined in this Agreement will be held on a first option tentative basis until **30 April 2010**. If the Group does not sign and return this Agreement by this date, the Hotel reserves the right to cancel all arrangements without notice or obligation to the Group.



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## ACCEPTANCE

Should the arrangements outlined in this Agreement meet with your approval, please indicate your acceptance by initialising all pages including the enclosed General Terms and Conditions, signing the final page, and returning the original agreement to the Hotel. Upon receipt, the Hotel will countersign and return a copy. Once countersigned, this document shall then constitute the full and complete binding agreement and the arrangements shall be considered confirmed and definite.

### ON BEHALF OF THE ORGANISER

Malaysian Oil Scientists' and Technologists'  
Association


### ON BEHALF OF THE HOTEL

Traders Hotel Kuala Lumpur

\_\_\_\_\_  
Contact Name:

Contact Title:

Date

  
\_\_\_\_\_  
Yuhanna Zaki

Director of Convention Sales

Date: 20 April 2010