

## MEETING FACILITIES FACT SHEET

Validity : 01 March 2018 - 31 December 2018

### Size and Capacity of Meeting Rooms :

| Venue   | Size             | Set up and Seating Capacity |            |         |         | Room Rental        |                    |                      |
|---|------------------|-----------------------------|------------|---------|---------|--------------------|--------------------|----------------------|
|   |                  | Board Room                  | Class Room | U Shape | Theatre | Half Day (4 Hours) | Full Day (9 Hours) | Extension (Per Hour) |
| Braemar Room  | 27m <sup>2</sup> | 11                          | 12         | 11      | 20      | \$3,300            | \$5,600            | \$600                |
| Horizon Rm (Harbour View)                             | 34m <sup>2</sup> | 15                          | 18         | 15      | 30      | \$4,800            | \$8,000            | \$800                |
| <b>*Meeting Room Service Hour from 09:00 to 21:00</b> |                  |                             |            |         |         |                    |                    |                      |

Remarks : All prices are subject to 10% service charge

### Coffee Break Package for Meeting:

| Coffee Break   | Charges          | Inclusive   |
|--|------------------|---|
| Package I  | \$140 per person | 2 kinds of light refreshments with coffee and tea |
| Package II   | \$170 per person | 3 kinds of light refreshments with coffee and tea |
| <b>*Additional Refreshment at \$40.00 per person per item</b>    |                  |   |
| <b>*Coffee break to be served in meeting room for 15 minutes</b> |                  |   |

Remarks : All prices are subject to 10% service charge

### Meeting Package :

| Package   | Inclusive   | Minimum Attendance               |                   |
|---|---|----------------------------------|-------------------|
|   |   | Braemar<br>8 pax                 | Horizon<br>12 pax |
| Half Day Package  | *Rental of Meeting Room (Maximum 5 hours within 09:00 to 19:00)<br>*One Coffee Break with 2 kinds of light refreshments | \$500                            | \$530             |
| Full Day Package  | *Rental of Meeting Room (Maximum 9 hours within 09:00 to 19:00)<br>*Two Coffee Break with 2 kinds of light refreshments | \$850                            | \$900             |
| <b>*Overtime Charge with less than ONE hour will be charged as ONE hour</b> |   |                                  |                   |
| Supplement Charge   | Lunch Buffet : \$190 per person   | Dinner Buffet : \$390 per person |                   |

Remarks : All prices are subject to 10% service charge

### Standard Meeting Amenities and Equipment :

|   |                                    |
|---|------------------------------------|
| Complimentary Wi-Fi access                              | White Board (1 piece) with markers |
| Water and mints (according to the number of attendance) | Flipchart (1 piece) with markers   |
| Meeting Folder with paper and pen                       | Screen (1 piece)                   |

Remarks : All the above equipment are on free basis and subject to availability.

### Equipment Rental :

| Items                      | Charges   |          | Others               | Charges    |
|----------------------------|-----------|----------|----------------------|------------|
|                            | Half Day  | Full Day |                      |            |
| Portable LCD Projector     | \$500 net | \$800net | Photocopying Service | \$5 / page |
| P/A system with microphone | \$200 net | \$300net | Facsimile Service    | \$8 / page |

Remarks : The above prices are quoted on net price basis and all equipment are subject to availability.

Remarks : - All the above prices are subject to 10% service charge except for those specified.  
- In case of any disputes, the hotel reserves the right of final decision