



VENUE RENTAL FORM

This booking form only inquires on the availability and pricing on the venue only. Any add ons will subject to availability and charges.
Glamz has not reserved or blocked the date until a Letter of Offer is presented and signed with 50% deposit (we do not accept partial deposits)

Details	GLAMZ Dome (up to 350 pax)			Greenhouse (up to 150 pax)		
	8 Hours	15 Hours	Add on Hour	8 Hours	15 Hours	Add on Hour
Mon - Thurs (Except Public Holidays & Eve of Public Holiday)	RM7,600	RM9,600	RM1,500	RM5,500	RM7,000	RM1,500
Fri - Sun, Public Holiday & Eve of Public Holiday	RM11,500	RM14,000	RM1,500	N/A	RM8,500	RM1,500
Air Conditioner (included)	✓	✓	✓	x	x	x
Air Cooler (included)	x	x	x	✓	✓	✓
Complimentary (1) VIP Dome with Private Jacuzzi	✓	✓	x	x	x	x
Complimentary (1) Dome Room	x	x	x	✓	✓	x
RELA traffic control officer during event hours only.	4	4	x	2	2	x

Remarks :

*Hours booked for the venue include set up and tear down time.

*Rate stated is only for venue rental. Additional services/items will be charged accordingly.

*1 day of complimentary stay at Dome will be provided on the event day only. It is not convertible to discount or cash if unutilised.

*Air conditioning apply to Glamz Dome only

ADD ONS PRICE LIST (Subject to chargers & Availability)				
ADD-ONS [Quantity Available]	PRICE/UNIT	QTY	REMARKS	
6' Diameter Round Granite White Plastic Folding Banquet Table [30] - Fit 12 pax per table	RM30.00			
+ Round 6' diameter Banquet Table Cloth - Cream Color [30]	RM25.00			
Fibre Oblong Table (6'x 2') - Fit 4-6 pax per table	RM30.00			
+ Table Cloth - Cream Color (6'x2')	RM25.00			
Chiavari Chair, White [400]	RM5.00			
Bar Table with Pallet Stacks [1]	RM250.00			
High Rectangle Wooden Table [2]	RM120.00			
High Wooden Stool [12]	RM40.00			
Furniture Arrangement Service (1 time only)	RM300.00			
Cleaner During Event (6 Hours)	RM200 per pax			
Traffic control service (RELA) (Per pax - 6 hours)	RM200 per pax			
Red Carpet 6.5' x 30' (2 roll)	RM200.00			
VIP Dome with Private Jacuzzi [1]	NP: RM741 P: RM1041			
Extra Bed at VIP Dome with Private Jacuzzi [max 2 head count]	NP: RM100/pax P: RM120/pax			
Dome Room [11]	NP: RM303 P: RM503			
Extra Bed at Dome Room [max 2 head count]	NP: RM70/pax P: RM90/pax			
Family Dome [4]	NP: RM783 P: RM983			
Extra Bed at Family Dome [max 2 head count]	NP: RM70/pax P: RM90/pax			
Bell Tent [4]	NP: RM203 P: RM403			
Extra Bed at Bell Tent [max 2 head count]	NP: RM50/pax P: RM70/pax			

EVENT DETAILS

Name (as per IC) :

Contact No. :

Email Address :

Company Name :

Billing Address :

Event Date & Time :

Special Request :

Alternate Contact No. :

Type of Event :

No. of Pax :

1 _____

2 _____

3 _____

4 _____

5 _____

No. of vendors:

* Required to submit vendors details for Glamz approval

* If the organizer fail to comply to the terms and conditions will result in RM3,000 security deposit forfeit.

PART 2 - ADD ONS PRICE LIST (Subject to chargers & Availability)				
ADD-ONS		UNIT	Charges	REMARKS
1	Buffet Lunch *Min order 30 pax	1	RM55	
2	Buffet Dinner *Min order 30 pax	1	RM75	
3	BBQ Dinner *Min order 30 pax	1	RM115	
4	Tea Break/ Breakfast *Min order 30 pax	1	RM25	
5	Sound system @ Greenhouse - 2 Speakers 15 inch - Sennheiser/Shure Wireless Microphone - 2 units - 1 technician for 8 hours	8 hours continuous	RM2,000	
6	Sound system @ Greenhouse/Glamz Dome (Backline) * For liveband usage (Support up to 3 pcs band) - DI Box and 2 units 10" stage monitor	8 hours continuous	RM1,500	
7	Professional Sound system @ Glamz Dome - 4 Speakers + 4 Subwoofers Sound System - Sennheiser/Shure Wireless Microphone - 2 units - 1 technician for 8 hours	8 hours continuous	RM2,500	
8	Lighting system @ Glamz Dome (For night event) - DMX LED Par Can for Stage Lighting - 8 units - DMX Loose Par Can for Ambience Lighting - 12 Units	8 hours continuous	RM2,500	
9	Display LED system @ Glamz Dome - P4 Black Surface LED Screen 15.1' (w) x 8.3' (h) - LED Processor, LED Scaler Unit, LED Sending Card Hub - 1 Lot Patching Signal Cables	8 hours continuous	RM5,400	
10	Team building trainers - 30 pax - Add on per pax RM 35	30 pax	RM3,500	
11	Tiger Draught (30L per barrel) - around 88 cups - minimum order 3 barrels - serve with plastic cups - 1 barman (for alcohol ordered from Glamz only)	Per barrel	RM1,800	
12	Guinness Draught (25L per barrel) - around 70 cups - minimum order 3 barrels - serve with plastic cups - 1 barman (for alcohol ordered from Glamz only)	Per barrel	RM1,800	
13	Heineken Draught (20L per barrel) - around 60 cups - minimum order 3 barrels - serve with plastic cups - 1 barman (for alcohol ordered from Glamz only)	Per barrel	RM1,800	

TERMS & CONDITIONS

Failure to comply to the following terms and conditions will result in RM3,000 Security Deposit forfeit. STRICTLY NO Confetti, Firework and Candles in Glamz At Genting. Promotional material and displays cannot be glued, tacked, nailed, knocked or screwed on to any surface unless permission is granted in writing by Glamz At Genting management. The organiser is further responsible for the clearing of all own props, set-up items and waste material after the function otherwise a surcharge will be levied for additional services rendered.

The organiser agrees to assume full responsibility for the conduct of its delegates; customers, guests and/or appointed vendors and shall reimburse Glamz At Genting for any damage, breakage and/or loss incurred to the venue(s) and/or any add-on rented items during the function. The value of any damages or loss not listed below will be deducted from the Security Deposit at the discretion of Glamz at Genting management. Additional expenditure exceeding the RM3,000 Security Deposit incurred to repair, reconstruct and/or replace damaged facilities will be borne by the organiser, together with the liability to reimburse rental costs of all immediate and subsequent events affected by the damaged property and/or facilities.

Chair: RM70 per unit

Table: RM150 per unit

Glass Door Panel: RM2000 per unit

Flooring/Grass Panel: RM 1000 per roll

Audio Visual System: Replacement Cost as per Original Invoice

Entertainment License

The organizer will be solely responsible for the cost of music and/or live entertainment required for the function whether organised through Glamz At Genting or by the organizer directly. All permits, licensing, entertainment tax and arrangement in connection therewith and all other rules, regulations or laws required to be complied with shall be the sole responsibility of the organizer.

The organizer shall at its own costs and expenses apply for a Music Author's Copyright Protection's (MACP) or Public Performance Malaysia Sdn. Bhd. license for the following services; live performance / concerts / funfairs / video-screens / TV / seminars / exhibition etc.

Kindly contact the following for applications:

Public Performance Malaysia @ Telephone: 03-6252 5588

E-mail: info@ppm.org.my URL: <http://www.ppm.org.my>

URL: <http://www.ppm.org.my>

Music Authors' Copyright Protection Berhad @ Telephone: 03- 6207 8638

E-mail: macpmy@po.jaring.my URL: <http://www.macp.com.my>

Live Music/DJs/Noise

Loud music must end by 11pm. In the event of disturbances to the point of expulsion, no portion of the Total Quoted Price charged will be refunded.

Function Reservations

This is merely a proposal, and we shall firm up your function room and accommodation reservations once we have received a confirmation from you a full amount of the quotation.

Site inspection

Conducted at client's request before/after confirmation was made. Please call in advance or email for an appointment.

Availability

Please be informed that function hall and accommodation is subject to availability upon date of confirmation and it will auto release after the cut of date is due.

Deposit

RM 3000 of deposit is required to secure the booking and deposit are non-refundable, nor transferable.

Additional Charges

Kitchen Area

The organiser is responsible for the organisation of its selected F&B service provider upon vendor approval by Glamz At Genting and to ensure compliance to Glamz At Genting setting up and moving out rules and timing. Organizer are not allowed to dispose any unused/rubbish at Glamz at Genting or surrounding.

A non- refundable fee of RM 500.00nett will be incurred for space and utilities usage. In addition, charges of RM 500.00nett for cleaning fees (refundable) will be subject to cleanliness of the space after usage of the kitchen.

Electricity Usage

A non-refundable fee of RM 300.00nett to be charges as utilities fees if organiser appointed its own vendors to provide audio visual equipment's and services or any heavy usage of electricity.

Arrangement of furniture

Organiser has to arrange their furniture and table arrangement by their own. Extra charges will be charge accordingly to the deposit if any arrangement done by venue provider.

Last Minute Request & Add On

An additional surcharge of 50% from the total estimated charges will be incurred for any last minute request.

Any items taken from Glamz at Genting "the venue provider" without the consent of Glamz at Genting management, will be charge accordingly to the deposit. Should you require any last minute add on items, kindly look for event person in charge

All additional charges as above are not refundable.

All vendors must register with Glamz At Genting's personnel before moving in and dismantle. Upon approval by Glamz At Genting's personnel, only deposit will be refund.

Mode of Payment

All payment is to be made payable to: GREEN SPACE SDN BHD

Personal cheques are not acceptable upon arrival unless the payment is made in advance for verification with the bank.

BANK-IN: For your Convenience, Use our PUBLIC BANK Account for any cash / Cheques / 3rd party interbank transfer to: PUBLIC BANK ACCOUNT NUMBER: **3207666422**

And thereafter kindly email us the bank-in slip for our record purpose.

(and for our ACC. Dept to trace the payment) - **Greenspacesbacc@gmail.com**

Function Space

The indicated wedding and dinner venue as per quotation have been booked for your conference. This space has been allocated based on your indicated number of guests.

Personal Property and Vehicles

Glamz At Genting does not accept responsibility for the property of the organizer and their delegates; customers, guests and/or appointed vendors. Any goods or vehicles deposited are left at the owner's risk and without any liability on the part of Glamz At Genting.

Smoking Policy

Glamz At Genting operates a non-smoking policy throughout the facility. It is the responsibility of the organiser to inform their delegates; customers, guests and/or appointed vendors of this policy and ensure compliance in the building and its immediate surrounding. Dedicated smoking areas are provided. A fine of RM1,000 will be charged upon non-compliance.

Health and Safety

The organiser is responsible for the Health and Safety of their delegates; customers, guests and/or appointed vendors throughout the duration of the function, and will be expected to comply with all relevant legislation. Glamz At Genting management reserves the right to alter proposed venue layouts in order to comply with fire regulations and to refuse admission to venue(s) if over-crowding is liable to occur. All electrical equipment must comply with the regulations and guidelines of Energy Commission of Malaysia (Electricity Regulations 1994).

Liability

The organiser is financially responsible for any bodily injury to its delegates; customers, guests and/or appointed vendors and damage to Glamz At Genting property and its hired personnel sustained during the function. Please note that Glamz At Genting will not be responsible for any loss of exhibits before, during and after the function.

Photo Disclaimer

Glamz At Genting reserves the right to take photographs at any event held at their premise for marketing & promotional purposes; in print publication or other media outlets. Any person/s attending an event at the Glamz At Genting whom does not wish their image/s taken should make their request known in advance to the photographer, and/or event organizers in writing.

Acts of God & War Clause

The performance of this Letter of Offer by either party is subject to acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or other emergencies making it inadvisable, illegal, or impossible to provide the facilities or to hold this function. This Letter of Offer may be terminated for any one or more of such reasons by written notice from one party to the other. Any controversy or claim arising out of or relating to the cancellation of this Letter of Offer for the sole purpose of holding the said function in another city or facility shall be settled by arbitration in accordance with the local Arbitration Court. Judgment upon the award rendered by the Arbitration(s) may be entered in any court having jurisdiction thereof.

Guaranteed Guests

A guaranteed number of guests or participants for the function are required upon date of confirmation or not later than seven (7) days prior to the date of function. Should the actual number of guests differ to the guaranteed, Glamz at Genting will charge whichever higher.

Billing Procedure

We would require RM 3000 non-refundable deposit upon confirmation of the function and the remaining amount are to be fully settled 14 days prior to the function date. Any other expenses incurred during the group's event must be settle immediately upon completion of the function and before the group check out. Glamz at Genting reserves the right to cancel any reservation made if the proposal is not signed, stamped and return with prescribe deposit.

Collection

In the event an account is turned over to a collection agency, the undersigned agrees to pay those reasonable fees and court cost which might be associated with the collection process.

Cancellation Policy

Should a cancellation occur after function is confirmed, a written notice is required no later than 30 working days prior to the date of function. Otherwise, a cancellation fee from the estimated total cost (banquet event) will be applicable as follows:

- 4 weeks prior to event 20%
- 1 week prior to event 75%
- 72 hours before the event 100%

Dear

We look forward to receive your favourable reply and please do not hesitate to contact the undersigned. Kindly make out 3 separate payments to GREEN SPACE Sdn Bhd; the payment schedule as below:

BOOKING DETAILS & LETTER OF OFFER

VENUE:

PACKAGE:

BOOKING TIME:

PAYMENT DETAILS	DATE DUE	AMOUNT (RM)
RENTAL DEPOSIT	UPON SIGNING LETTER OF OFFER	RM3,000
50% OF FULL PAYMENT & SECURITY DEPOSIT	30 DAYS BEFORE EVENT	AMOUNT (RM)
BALANCE PAYMENT	14 DAYS BEFORE EVENT	AMOUNT (RM)

**Booking time includes set up and dismantle*

**Invoice will be issue upon completion of the event*

I _____ (full name and IC number),

on behalf of _____ (Company name and registration number)

hereby confirm and agree to all terms and conditions stated as per above.

Based on Reference number/Quotation Number:

Thank you again for choosing Glamz At Genting as your preferred event venue.

Agreed and Accepted By:

Darren Lee

Yours sincerely,

GREEN SPACE SDN BHD

Darren Lee

Email: Hello@glamz.com.my

Name / Stamp:

Date:

KINDLY RETURN A CHOP SIGNED COPY TO HELLO@GLAMZ.COM.MY



VENDOR LIST

Event Title :

Event Date & Time :

Key Contact Person :

2nd Contact No. :

Booking Start Time:

Booking End Time:

* Key in by Glamz

Approve Set Up Time:

Approve Dismantle Time:

* Key in by Glamz

No	Vendor Company Name	Contact Person Name	Contact No.	No of staff	Set Up Time	Dismantle Time	Purpose
	List of Items to be set up						

Terms and Conditions

1. All supplier must bring along this vendor form upon setting up and dismantle.
2. Any dispute or damage to the venues, security deposit will the forfeit.
3. Supplier has to adhere to all the rules and regulations set by Glamz at Genting Management.

This vendor form has been approve and agreed by:

Check In confirm by:

Check Out confirm by:

GREEN SPACE SDN BHD (1239110-H)

KINDLY READ THE TERMS AND CONDITION BEFORE CONFIRMING. ORGANIZER ARE ADVISED TO FOLLOWED STRICTLY ALL THE TERMS AND CONDITIONS STATED.