

DEF

**BANQUET CASHIER**  
**SHANGRI-LA HOTEL**  
**KUALA LUMPUR**

**Shangri-La hotel**

KUALA LUMPUR

11 Jalan Sultan Ismail Kuala Lumpur, Malaysia 50250

Phone: 60 3 20322388 - Fax: 60 3 20701514

**Banquet Event Order**

BEO #: 14,511

SHANGRI-LA HOTEL (KL) SDN BHD  
**BANQUET OPERATION**

Page: 1 of 3

Printed on : 6/13/2011

13 JUN 2011

RECEIVED

13-06-11

**Account:** Pejabat Perdana Menteri  
**Post As:** Pejabat Perdana Menteri - OCS Dinner  
**Function:** Pejabat Perdana Menteri - OCS Dinner  
**Address:** Bangunan Perdana Putra  
Pusat Pentadbiran Kerajaan Persekutuan  
Putrajaya, WP 62502

**Auth Sig:** En Huzairi / Cik Najibah  
**On-Site:** En Amirul  
**Bkg Contact:** YBHG Dato Mohd Po'ad bin Jelani  
**Phone :** 019-3110011  
**Fax :** 60 3 8888 0142  
**Event Mgr :** Syed Shahzli  
**Booked By :** Syed Shahzli

Date	Time	Function	Venue	GTD	EXP
Wednesday, 15 Jun 2011	10:00 AM - 6:00 PM	Setup	Outside Catering 1		
Thursday, 16 Jun 2011	10:00 AM - 6:00 PM	Setup	Outside Catering 1		
Friday, 17 Jun 2011	10:00 AM - 6:00 PM	Setup	Outside Catering 1		
Fr 17 Jun 2011	8:00 PM - 9:45 PM	Pre-Function Drinks	Outside Catering 1	810	820
Friday, 17 Jun 2011	9:45 PM - 11:00 PM	Dinner	Outside Catering 1	810	820

**Menu**

**Room: OCS 1** **Time: 8:00 PM to 9:45 PM**

Canapes :

- Smoked salmon roll with spicy prawn mousse
- Marinated scallop with curry leaf and lime
- Mini chicken curry pie
- Coconut coated beef on acar rampai
- Otak - otak skewer

\*\* To serve tid bits and nuts (hazelnut and cashew nuts)

**Room: OCS 1** **Time: 9:45 PM to 11:00 PM**

Fusion Set Menu :

h tuna with Thai crab mayonnaise and prawn saffron tulip,  
spicy yuzu vinaigrette and micro green

\*\*\*

Lobster bisque and prawn lollipop with kaffir lime leaf

\*\*\*

Roasted australian beef fillet, potato fondant and sauteed garden vegetables

\*\*\*

Chocolate fondant and crispy dark chocolate feuillentine served with vanilla ice cream

\*\*\*

Mignardises

\*\*\*

Green tea, coffee &amp; tea

VIP table maincourse selection :

- Coconut and chili coated cod fish fillet, sauteed vegetables, potato confit and ginger lime sauce
- Turmeric roasted spring chicken, sauteed vegetables and potato confit.
- Beef to use Wagyu beef

**Setup**

**Room: OCS 1** **Event: 8:00 PM to 9:45 PM**

Protocol Hall (VIP holding room / 36pax)

- To serve canapes, tid bits and nuts .

Foyer Banquet left and right (152 pax)

- To serve canapes, tid bits and nuts.

Lobby Banquet &amp; Laman Banquet (370pax)

- To preset canapes, tidbits and nuts

**Room: OCS 1** **Event: 9:45 PM to 11:00 PM**

Banquet Hall (Viking Setup / 288 pax)

- VIP Table : Viking setup x 36 persons

White table cloth from the hotel, overlay by Flora etc, white "clam" shape napkins from the hotel, chairs by Flora etc  
Flower arrangements by Flora Etc

- Normal Tables : Viking setup x 14 blocks / 18 per block

White table cloth from the hotel, overlay by Flora etc, white "bird of paradise" shape napkins from the hotel, chairs by Flora etc

Flower arrangements by Flora Etc

Foyer Banquet Hall 1

Viking table setup x 4 blocks / 18pax per block / 92 pax

White table cloth from the hotel, overlay by Flora etc, white "bird of paradise" shape napkins from the hotel, chairs by Flora etc

Flower arrangements by Flora Etc

Foyer Banquet Hall 2 / 60pax





BEO #: 14,511

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**Shangri-La hotel**

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**Menu continued...**

\*\* To have on standby 40 portions each Main course chicken and fish.

\*\* To have on standby 20 portions of Western Vegetarian Set Menu.

Please review and confirm the number of attendance seventy-two (72) hours prior to the function. Any variance between the increase/decrease and guarantee number should be within 5%.

**Beverages**

**Room:OCS 1** **Event: 8:00 PM to 9:45 PM**

To serve free flow of calamansi juice garnished with lime slice and mint leaves.

**Room:OCS 1** **Event: 9:45 PM to 11:00 PM**

Chilled fruit juices, packet juices and soft drinks hosted for the VIP table only.

Free flow of calamansi juice garnished with lime slice and mint leaf.

**Signage****Billing**

VIP Western Set Menu at RM450.00++ per person x 36 persons.

Normal western set menu at RM310.00++ per person x 774 persons.

Handling charges at RM81,000.00nett.

All charges to PY9657 / #19195674.

To be billed to PM's office. Letter of Undertaking by 15 June 2011.

**ENTERTAINMENT LICENSES :**

A MACP Permit Licence is required for functions involving usage of music either via pipe-in music, music machine, karaoke, fashion show or live artistes performances in the function rooms, banquet hall or ballrooms of the Hotel.

The client shall bear the MACP Permit Licence fee and the Hotel shall not in any event be liable or responsible for any civil or criminal action taken by Music Authors' Copyright Protection (MACP) Berhad against the client should they fail to obtain the said permit before the function.

**DELIVERY & CONDITION OF STORAGE :**

Kindly advise the Hotel in advance the schedule of delivery or

**Setup continued...**

Lobby Banquet / 70pax

Laman Banquet

Roundtable setup x 30 tables / 10pax per table / 300 pax

White table cloth from the hotel, overlay by Flora etc, white "Bird of paradise" shape napkins from the hotel, chairs by Flora etc

Flower arrangements by Flora Etc

Protocol Hall - VIP Holding room x 36pax

Sofa settees and coffee tables from Seri Perdana.

Red Room - Photography Room

Chairs arrangement TBA by PM office.

Blue Room - Engagement Room

Setup of stage and props by organiser.

Chairs provided by Flora etc.

**Audio Visual****Other Department**

Handling charges at RM81,000.00nett

Venue : Seri Perdana, Putrajaya.

**Internal Breakdown**

VIP Western Set Menu at RM450.00++ per person

Food: RM 442.00

Beverage: RM 8.00

Subtotal: RM 450.00

10% Svc Chg: RM

6% Govt Tax: RM

TOTAL (NETT): RM522.00

GRAND TOTAL: RM 522.00





# Shangri-La hotel

KUALA LUMPUR

11 Jalan Sultan Ismail Kuala Lumpur, Malaysia 50250

Phone: 60 3 20322388 - Fax: 60 3 20701514

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**Booked By :** Syed Shahzli

meeting materials, decoration items or equipments in order arrangements can be made to assist the delivery through the Hotel receiving area.

Articles are kept in the storage at the owner's risk and the Hotel shall not be responsible for valuables or money left in the storage.

If the articles are not claimed within 3 working days after the last day of the event, the Hotel shall be entitled to dispose the articles in any way deems fit without any liability whatsoever. The Hotel shall be indemnified by the owner of the articles, for any loss or damage suffered by the Hotel or to any third party, howsoever caused by or in connection with the articles in the storage.

### FIRE & SAFETY REGULATIONS :

In order to ensure the safety of our guests, the Hotel requests the Company and any outside contractors hired by the Company to adhere to Hotel rules & regulations, that the obstruction of any fire escapes inside the Grand Ballroom by seating, stages, equipment and set-up etc.

Inflammable materials are NOT ALLOWED in the function rooms, banquet hall or ballrooms of the Hotel.

Normal Western set menu at RM310.00++ per person

Food: RM 296.82  
 Beverage: RM 8.00

Subtotal: RM 304.82

10% Svc Chg: RM  
 6% Govt Tax: RM

TOTAL (NETT): RM353.60

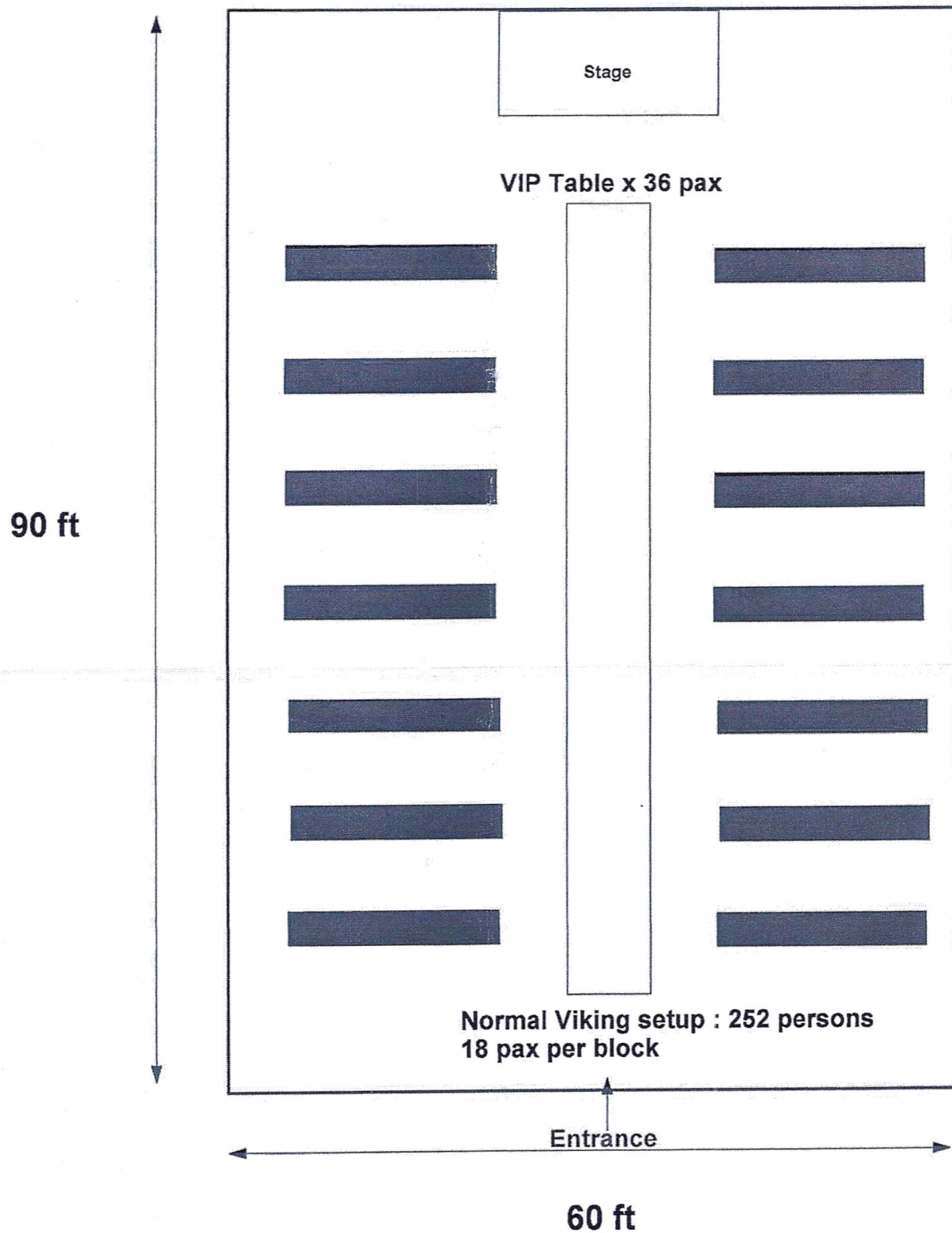
Backdrop: RM 1.00  
 Flowers: RM 5.00

GRAND TOTAL: RM 359.60

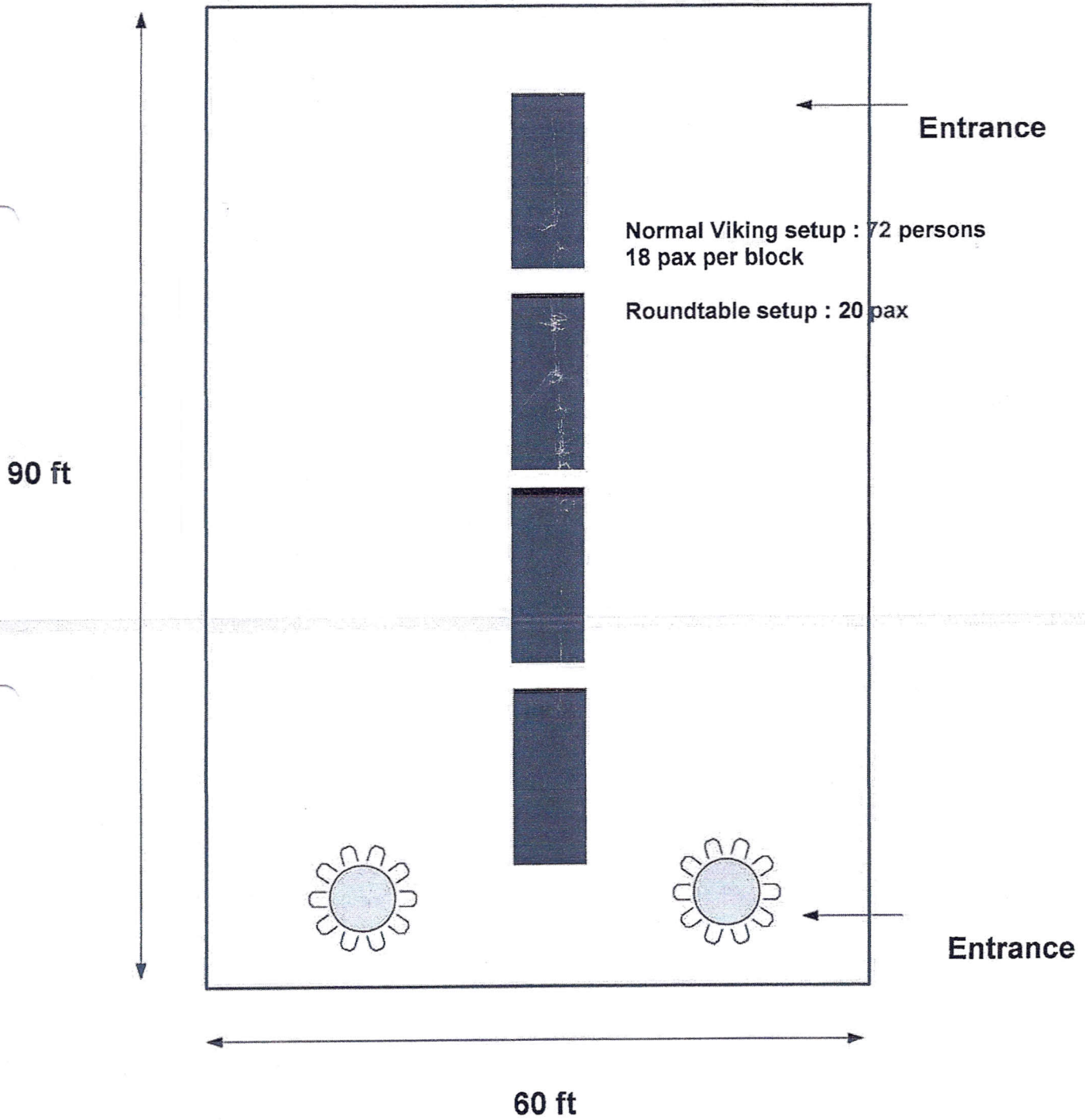
Handling charges at RM81,000.00nett

~ Food : RM 41,000.00  
 ~ Beverage : RM 15,000.00  
 ~ Transportation : RM 20,000.00  
 ~ Banquet Expenses : RM5,000

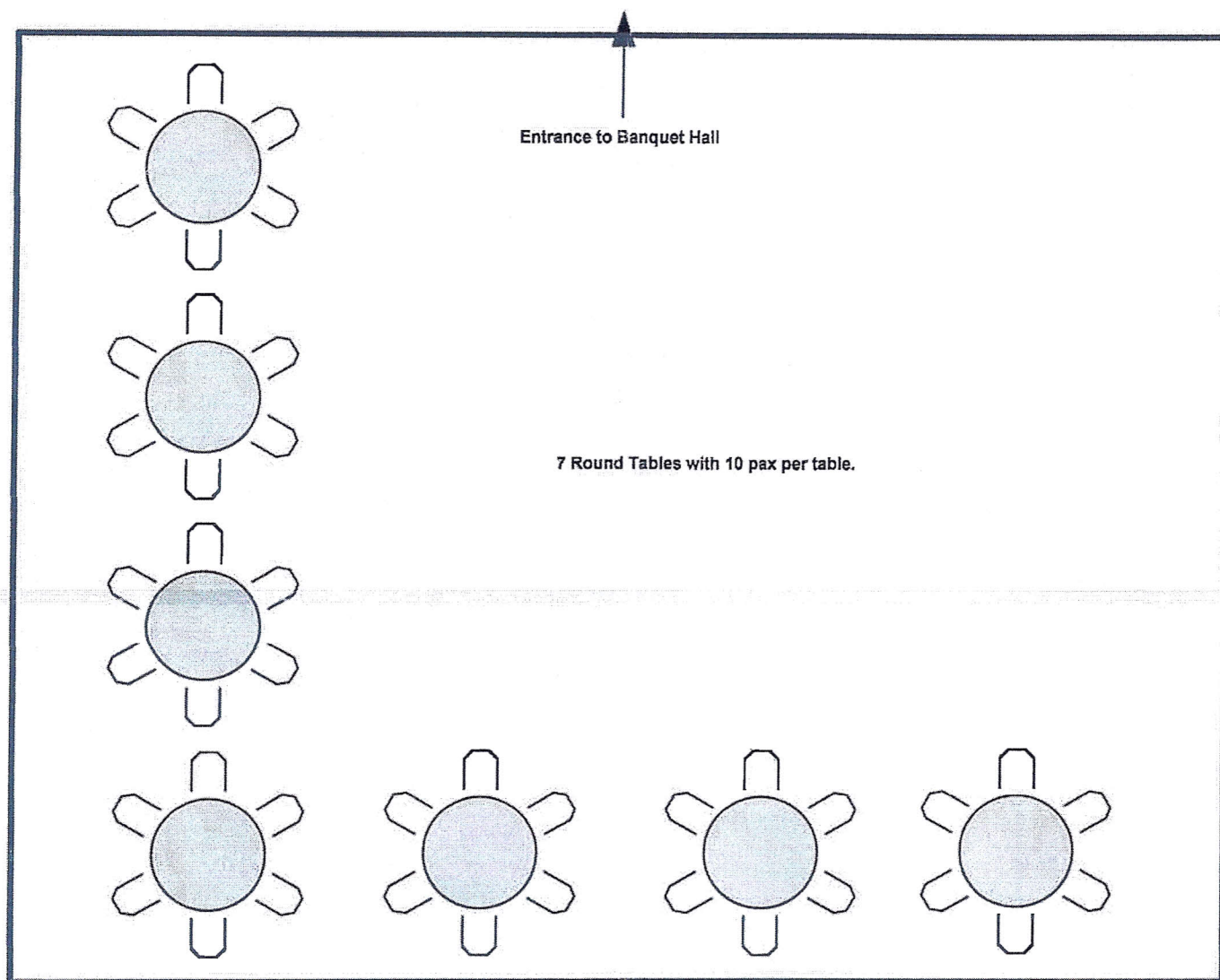
# Banquet Hall



# Foyer Banquet Hall

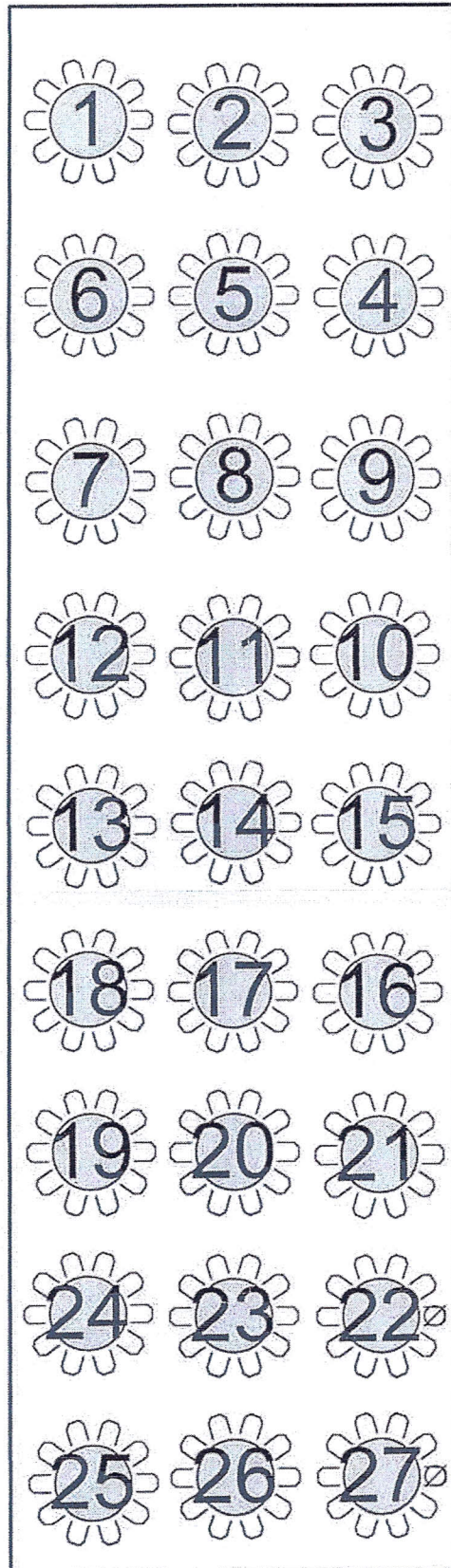


# Lobby Banquet

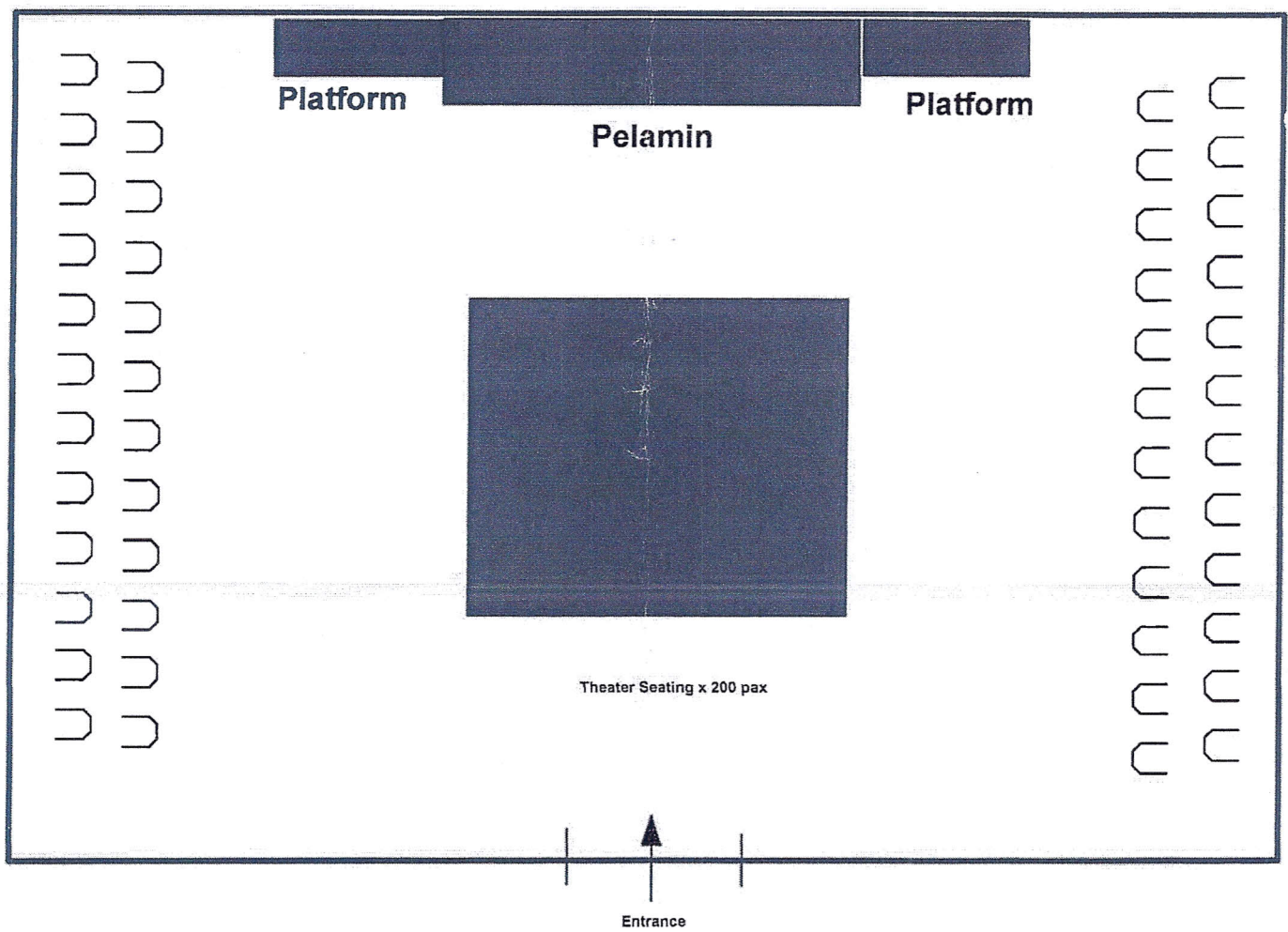




# Laman Banquet



## Blue Room





SHANGRI-LA HOTEL (KL) SDN BHD

BANQUET OPERATION

15 JUN 2011

RECEIVED

## Change Log

Shangri-La Hotel Kuala Lumpur

6/14/2011

7:42:14PM

BANQUET CASHIER  
SHANGRI - LA HOTEL  
KUALA LUMPUR

Sort By: BEO #

Event Dates From : 6/17/2011 - 6/17/2011

BEO Numbers From : 14511 - 14511

Change Log Times From : 8:00AM - 10:00PM

Change Log Dates From : 6/14/2011 - 6/14/2011

Account Name: Pejabat Perdana Menteri

Post as: Pejabat Perdana Menteri - OCS Dinner

BEO Name: Pejabat Perdana Menteri - OCS Dinner

BEO #: 14511

Event Date	Event Time	Event Name
6/15/2011	10:00AM	Pre Setup
6/16/2011	10:00AM	Pre Setup
6/17/2011	10:00AM	Pre Setup
6/17/2011	8:00PM	Pre Dinner Drinks
6/17/2011	9:45PM	Fusion Set Dinner

Change Date	Change Time	Change Made By
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6/14/2011	7:36PM	Syed Shahzli
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## Change

Change Form 1

\*\*\*\*\*

~ Refreshments for 10pax on 15June 2011 for full rehearsal :

- Assorted mini sandwiches
- Assorted scones with cream and jam
- Mini chicken pie
- Assorted sliced fresh fruits
- Coffee & tea

~ Guaranteed number of pax is now 865 pax i/o 810pax

~ Supper for 300pax at RM45.00++ per person : ✓

- Rojak Buah
- Mini Murtabak with Dhall Curry
- Chicken & Beef satay with condiments
- Nasi Lemak Bungkus
- Laksam
- Coffee & Tea
- Nescafe Tarik & Teh Tarik