

Jakarta, September 15, 2025

2509002/CL/ACH-SM/IX/2025

Attn :
Mrs. Ami
PT. Averin Teknologi Informatika
Jakarta – Indonesia

CONFIRMATION LETTER

Warmest Greeting from Amoscozy Hotel and Convention Hall Jakarta...

Dear Mrs. Ami,

Thank you for considering Amos Cozy Hotel & Convention Hall for your forth coming group and function. Following to our conversation today, we are pleased to propose the following terms & conditions for your consideration:

BANQUET ARRANGEMENT :

Group Name : PT. Averin Teknologi Informatika
Date & Time : 18 September 2025
Participants : 25 Pax
Layout : TBA
Meeting Room : Mezannine
Payment : *Payment by Cash before the Event or Transfer*

***** Deposit 50% before event**

BUDGET ESTIMATION :

Half Day Meeting

Rp.300.000 X 25 Pax X 1 Day = Rp 7.500.000,-
Grand Total = **Rp 7.500.000,-**

MEETING FACILITIES :

- Complimentary usage of function room for time mentioned above
- Complimentary use of standard sound system, screen + infocus, Camera Zoom
- Complimentary use of board marker, eraser, whiteboard or flipchart
- Complimentary use of notepad, pencil, candies and water for each participant
- Internet connection available at rooms
- Standard Protocol Covid-19

Rental:

- a. Screen Rp. 150.000,-nett/Day
- b. Infocus/LCD Projector Rp. 1.000.000,-net/Day
- c. Screen + Infocus Rp. 1.100.000,- /Day

I. TERMS & CONDITIONS

- a. The rates are **NON-COMMISSIONABLE** and applicable for single or double occupancy.
- b. Rates are extended exclusive for your group only for this event and not binding for any similar event in the future.

PT. INDOSEMAR MULIA KARYA
Amos Cozy Hotel & Convention Hall Jakarta
Melawai Raya No. 83 – 85 Jakarta 12160 Indonesia
Phone: +62 21 72801368 – 69 Fax: +62 21 72801367
Email: reservation@amoscozy.com
www.amoscozy.com

- c. Additional person/triple occupancy will be charged additional Rp. 250.000 net per room per night. This charge includes extra bed provided in the room
- d. In the case of additional breakfast is required, additional Rp 100.000 net per person is required and will be charged to Personal Account.
- e. Check-in time is 14.00 hours and check-out time is 12.00 hours. Early check-in/late check-out will be subject to availability on date of arrival/departure and subject to additional charges. Additional charges will be reviewed and determined by the hotel on date of arrival/departure.
- f. The hotel reserves the right to increase the prices offered should the materialization of attendance falls below 10% of total minimum guaranteed.
- g. To expedite and proper well-arrangements, the rooming list shall be sent to the hotel on the following schedule: **15 September 2025**.
- h. The rooming list must be received by the hotel on the above dates. After this date, we will release the unsold portion of your commitment for general sale at the prevailing hotel rates.

Cancellation Terms:

100% night charge for any room cancelled within or less than 72 hours prior to arrival

FOOD & BEVERAGE

- 1. Menus will be outlined later by our Sales Manager.
- 2. Beverages are NOT included and will be charged based on consumption. The Hotel will provide ice water during meeting, lunch and dinner.
- 3. Venue of meeting will be advised and determined by our Sales Manager, additional Rp. 500.000/Hours if any.
- 4. No outside food & beverage items are allowed to be brought into the Hotel. Corkage charge will automatically be applied for this condition.
- 5. Any entertainment or additional A/V equipment required on dates of the event will be subject to additional charges of Rp.500.000/ 1000 watt.
- 6. The program arrangements shall be set by **15 September 2025** the latest.

Cancellation F&B:

- 1. The hotel will apply 100% F&B charges/pax based on minimum guaranteed at the agreed above F&B package, if the cancellation occurs and received by the hotel within or less than 7 working days;
- 2. The hotel will apply 50% F&B charges/pax based on minimum guaranteed at the agreed above F&B packages, if the cancellation occurs and received by the hotel within or less than 14 working days.

II. PAYMENT

- **Deposit is required of 50% from total expense upon confirmation.**
This deposit is non-refundable and will not be rolled towards a future program should the program be cancelled after this contract is signed.
- **Remaining of payment should be settled before the event or , 15 September 2025.**
- Others, i.e. mini bar, telephone, laundry to be settled by individual account, and a credit card imprint is required upon arrival by our Front Desk Associates. Unless there is an official and written instruction from you that other charges to be settled towards the MasterAccount of this group.

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Please send a copy of bank transfer to my attention/ Director of Sales once the payment has been made.

All the above program agenda is still tentative based on information collected by us from **Mrs.Ami** who is acting on behalf of **PT. Averin Teknologi Informatika**

Any changes off course are allowed and the hotel will do its best to accommodate the changes subject to discussion and review between Sales **Mrs. Tasha & Mrs. Ami**. Some of the changes may incur additional charges, some may not.

Any changes after this contract is signed shall be communicated by **Sales Mrs.Tasha & Mrs. Ami**

OPTION / CUT OFF DATE:

Please note that space is being blocked at this stage.

After the signed of this contract is received, we will be pleased to hold rooms. The signed contract shall be received October **ASAP** to activate the necessary room arrangements.

If by this date, the hotel does not receive the signed contract, the offers outlined above will be considered null and void.

If there is any further information you need, please feel free to contact us at 021-72801369, fax: 021-72801194.

Thank you for choosing Amos Cozy Hotel & convention Hall for the above event and we look forward to welcoming your Group.

Offered by:

Amos Cozy Hotel & Convention Hall

September 15, 2025

Accepted and Agreed by,



Natasha
Sales

Mrs. Ami
PT. Averin Teknologi Informatika