



MEETING PLAN

HALF DAY **MYR 85.00 nett**

FULL DAY **MYR 100.00 nett**

INCLUDES:

- Welcome coffee, tea and cookies
- Pre-packed tea breaks with a selection of 3 snacks, coffee and tea
- Set Lunch
- One (1) registration table
- Writing materials, drinking water, flipchart with markers and sweets
- LCD projector with screen
- Standard PA system with rostrum and one (1) unit of wired microphone
- One (1) wired internet connection for a single user
- Wi-Fi Internet access throughout the hotel

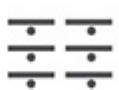






-  Sanitise before/after meeting
-  Social distancing set-up
-  8 Meeting rooms
-  Flexible function space
-  A grand ballroom with mezzanine floor
-  State-of-the-art audiovisual equipment

Terms & conditions apply:

- Applicable for booking with a minimum of 15 persons.
- Half day package includes one (1) tea break with one (1) lunch.
- Full day package includes two (2) tea breaks with one (1) lunch.
- All prices are subject to 10% surcharge on public holidays.
- All rates are in Ringgit Malaysia (MYR).
- All rates quoted are subject to change without prior notice.
- Rates quoted are valid until **31 December 2020**.

CAPACITY CHART

VENUE	DIMENSION (usable space)		CEILING HEIGHT	CAPACITY (PERSON)				
				CLASSROOM	BANQUET	THEATRE	BOARDROOM	U-SHAPE
	METER	SQM	METER					
Grand Ballroom (Level 7)	24.69 x 25.91	639.7	7.5	48	228	130	22	21
Grand Ballroom Mezzanine Floor (Level 8)	Centre	5.18 x 23.78	224.4	3.3	NIL	66	NIL	NIL
	Left (near staircase)	17.37 x 8.23						
	Right	16.46 x 3.65						
Olive 1	6.25 x 7.10	44.4	2.95	6	18	24	8	7
Olive 2	6.25 x 5.64	35.3	2.95	NIL	8	NIL	NIL	NIL
Olive 3	5.79 x 7.01	40.6	2.95	6	18	24	8	7
Olive 4	7.46 x 6.60	49.2	2.95	6	18	20	8	7
Olive 5	7.46 x 7.16	53.4	2.95	6	24	30	8	7
Olive 6	7.46 x 7.16	53.4	2.95	6	24	30	8	7
Olive 7	7.46 x 7.16	53.4	2.95	6	24	30	8	7
Olive 8	7.46 x 7.22	53.9	2.95	6	24	30	8	7
Olive 4 - 8 (Combined)	7.46 x 35.3	263.3	2.95	36	102	130	34	31
The Olive	12.19 x 21.95	267.6	2.95	15	60	60	10	9

The total capacity is based on social distancing set-up guidelines of 2 metres apart from each table and 1 metre apart from each guest.



For bookings and enquiries, kindly contact Sales & Marketing at +604 637 7777
or email salesandmarketing@olivetreehotel.com.my



76, Jalan Mahsuri, 11950 Bayan Lepas Penang, Malaysia

+604 637 7777 | life@olivetreehotel.com.my

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