

Dear Sir/Mdm.

Greetings from Zebra Square Kuala Lumpur.

First of all, thank you for your interest in hosting your upcoming event at Zebra Square. We are delighted to be considered the venue of your special event and we appreciate the opportunity to plan and work with you in creating a successful event of yours at Zebra Square Kuala Lumpur.

However, without having much info of your event (budget allocation, decor, selection of food & beverage etc) we are unable to provide you with a detailed quotation.

In order for us to prepare a quick costing proposal for your proposed event :-

Please let us know some quick info of your event as per below q& a:

1. Name of your proposed event (for wedding reception/ROM, please provide the names of the couple):
2. Person in charge/: **Mr/Ms:** [mobile & email add].
3. Name of company/agency: [mobile & email add].
4. Preferred date/time for your event:
5. Optional date: [DATE/time].
6. Min. guaranteed pax: [_pax].
7. Space(s) requirements: [size/setting, comm. room/VIP holding/backstage]
8. Banquet setting: [round/Viking table, cocktail setting, theater setting etc]
9. Total session:
10. Preferred cuisine and serving method: [Selections:
Asian/Malay/Chinese/Indian/Western & Chef Stations/Individual served/Sharing
Platter/Line Stations etc.]
11. Theme & décor requirements:
12. Do you require AV, LED, sound & lighting system from us: [Yes/No].
13. Do you require any staging, structure & photo-wall to be built by us: [Yes/No].
14. Do you require our event management service: [Yes/No]

15. Can you provide a quick idea on your proposed agenda/entertainment(s) line-up for your event: **[Please fill out]**

16. What is the allocated budget for the whole event inclusive of but not limited to the services above as well as listed below:

Others: If you may require additional services such as:

1. Wedding planning services
2. Event's planning/floor management during event, 3D design, conceptualization, fabrication and executions (pre/post production)
3. RELA, additional security force and Car-park Management
4. Disposable arrangements to dispose your bulky items
5. Secretariat services such as printing and stationery items
6. Video & photography services
7. Entertainment: emcee, live-band and other performances
8. Rental of portable DB, Gen-set, scissor-lift, scaffolding sets, truss system
9. Coordination with your out-sourced vendors
10. Additional men-power

Once we've received the full information above, we shall prepare a quick costing proposal for your consideration and onwards planning. Kindly note that all our booking is on first-come-first-served basis and that no booking has been made for your function at this point of time.

If possible, you may schedule a meeting with our coordinators at the numbers below for a site recce to understand more about our venue as well as to learn more about our services and facilities that our venue can provide you with.

Upon confirmation, 50% of the total amount quoted in our master proposal is required to block the date/venue and the remaining balance must be paid no later than seven (7) working days prior to the event date listed in the proposal.

Kindly note that at the moment the RESERVATION is not definite until the 50% non-refundable deposit is received.

Quick facts:

a) We do not allow outside caterer/food to our venue unless is a special collaboration with F & B related industry's events. All our food is cooked with halal certified ingredients and we only accept products and food items that are produced by halal certified

producers/manufacturers. We do not cook our food with any alcoholic products/ingredients.

b) Alcohol are allowed in our event hall and you are allowed to bring-your-own alcohol subject to a sur-charge. Corkage charges are subject to your booking confirmation and handling requirements.

c) You can hire outside vendors for set-up/staging production, AV, décor etc. Additional set-up & tear-down day(s) can be arranged and it's subject to a 50% deduction from the regular rental depending on your booking confirmation. However, if you're engaging our in-house services on event management, decor & AV etc., then, all pre-set up rental charges can be waived subject to the final booking confirmation.

d) Our car-park can accommodate more than 300 cars with the engagement of valet service subject to a surcharge that depending on the services required accordingly. Appointment of this service is subject to your requirements, if your guest-list is less than 150pax, I suggest to let them park on their own at no extra charges, unless you require special valet service, then it's dependent on how many jockey you may require and we can send you a quote accordingly. On an other hand, you may opt for car-park attendants/member of RELA enforcement to manage your guests' cars at a lower budget/rate.

e) **For wedding only:** Food tasting can be arranged at no additional cost **ONLY for min. booking of 300 pax & above.** The food tasting session is catering for not more than 10 persons and can only be conducted once the 50% deposit is received and will be carried out only during the weekdays (Mon-Fri-Office hours) and is subject to availability of venue. Alternatively, a food tasting session can be arranged for 20 pax at RM3, 000 for 20 selected menus. All payment must be paid in full prior to the food tasting session.

I hope the above is clear and in the event if you need to speak to any of us please call our number(s) as below:

Ms. Yip (Creative Director) -[+60122332911](tel:+60122332911)

Mr. Karthik Rao (AV & Stage Designer, Logistic Department)-[+0149632820](tel:+0149632820)

Ms. Sim (Decor & Wedding Planning Department) -[+60175109112](tel:+60175109112)

Pn. Nadia (Admin & Finance)-[+60122710911](tel:+60122710911)

(General hotline/info desk, Whatsapp Only) -[+60122310606](tel:+60122310606)

Looking forward to your favorable reply.

Thank you.

Warmest Regards

Syarifah Sidek

Inquiry Desk

Zebra Square Kuala Lumpur

About us

ZEBRA SQUARE KUALA LUMPUR (herein referred as **ZSKL**), is a brand and trade name owned by **SENJA GARDENS BANQUET SENDIRIAN BERHAD** (1105232-T), a company incorporated under the laws of Malaysia with a business address at **No. 18 & 20, Jalan Kampung Pandan, Off Jalan Tun Razak, 55100 Kuala Lumpur**. All fee quoted in our proposal including the License Fee is in Ringgit Malaysia (RM) and is further subject to 6% GST. (Our GST account No.: 000620732416).