

PRECIOUS PALM ROYAL HOTEL PROPOSAL FOR SERVICES

For the arrangement of halls for functions/gatherings.

OVERVIEW

PRECIOUS PALM ROYAL HOTEL is pleased to submit this proposal for services to support (...) in hosting a safe and progressive function.

The Objective

- Need #1: Ensure all attendees are maintaining social distancing of 6 ft.
- Need #2: Ensure all attendees have face masks and gloves (if needed).
- Need #3: Ensure all attendees have their temperatures checked before entry into the compound.
- Need #4: Ensure a proper method of the distribution of food and beverages is maintained.

The Solution

- Recommendation #1: The hotel will arrange the chairs and tables in the hall, field or conference room according to the guidelines set by the government to maintain social distancing. There will be no negotiations about the arrangements.
- Recommendation #2: Food may be put in take-out packs or food will be served to customers in batches in our Papaya Restaurant.
- Recommendation #3: The organizers of the event must make available a pack of disposable face masks and gloves for their attendees that may arrive without face masks.

OUR PROPOSAL

We are highly pleased to introduce to your organization our luxury hotel and resort Precious Palm Royal Hotel. An ideal place where seminars, corporate training, conventions, Annual General Meetings, workshops, National and social events can be hosted giving to our esteemed guest impeccable hospitality service for relaxation and comfort.

Precious Palm Royal Hotel is located on Lagos-Benin Expressway, Isiohor, Benin City, Edo State. It has boundary with the army (S&T) Barracks. We have soldiers who come in for the assurance of extra security. The hotel is very close to the University of Benin. Precious palm Royal Hotel is planted with palm trees giving our guest a feel of nature and a pollution free environment.

For over 20 years our hotel has served several events, organizations, trainings and so on. With our experience we are sure to give an above standard royal treatment to our customers. Furthermore, the world presently is battling the pandemic we know as Covid 19 which is a deadly disease that is inconspicuous where extra measures are not taken. Precious Palm Royal Hotel now has the obligation to keep our customers and staff, safe and healthy, therefore, we must strictly follow the Covid 19 guidelines.

Rationale

- We want to prevent a wider spread of the Covid 19.
- We want to ensure that guidelines are followed to prevent the hotel from being blacklisted or penalized for not following said guidelines against Covid 19.
- We want to ensure that customers are being served to the best of our abilities while keeping them safe.

Execution Strategy

Our execution strategy incorporates proven methodologies validated by the government's guidelines and qualified personnel. Following is a description of our project methods.

First, a point to note is that the arrangement of the hall or space being used is non-negotiable due to the dire situation the entire world is in. With a deadly virus wiping people out all over the world, we want to ensure that we can serve our customers while keeping them as safe and healthy as possible. Your needs as the hotel's client will be catered to, but the hotel as an organization has an obligation to the government and to the customer and even our own staff, to maintain Covid 19 guidelines strictly.

Precious Palm Royal Hotel has six different halls to suit the purposes of our esteemed customers, Madam Aino Hall with a capacity of 250-400 persons, Ezemwenghian Hall with a capacity of 480-750 persons, Luna Hall with the capacity of 100-130 persons, Uwaiokun Hall with a capacity of 60-100 persons, Syndicate Hall with a capacity of 55-80 persons and a board room with a capacity of 20-30 persons. As above stated, our biggest hall would ordinarily be able to contain up to 450 people but in consideration of maintaining social distancing, we will only allow 250 persons in the hall. The capacity in our, halls, conference rooms and spaces have been cut down 50%. We have outdoor spaces to accommodate even more people if your attendees will be above 450.

You are expected to ensure that all attendees coming to the gathering/function are healthy and with their face mask. The hotel management, where the client may lapse, will provide face masks, gloves and we are equipped with thermometer guns to check the temperature of every person who is entering the compound. Any person whose temperature is not at a normal degree will not be allowed into the compound. We also have soap and sanitizer dispensers around and inside the halls and hotel premises. Attendees temperatures must be checked every 45 minutes, daily and attendees must keep their face masks on and covering their nose and mouth when walking around the premises and especially inside the hall or space.

In the case that Precious Palm Royal Hotel is offering food and beverages, attendees will be assigned a letter, for example 'A', 'B' or 'C', when he is assigned a room which puts him in a batch. Each day, at the time for breakfast, lunch or dinner, our Papaya restaurant will receive all attendees in batches they are assigned to. Where the program is only for a day but (...) would want a menu, food and beverages may be offered in take-out packs if the program is not long enough to accommodate attendees being fed in batches.

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Face mask	Disposable face masks must be made available for those attendees that may arrive without face masks.
Thermometer	To check the temperatures of all attendees.
Gloves	Disposable gloves must be made available for attendees that may be handling document distribution, handling microphones or other such activities.

Tables and Chairs	Tables and chairs (all plastic).
Public addressing system	Microphones, speakers and so on will be made available.
A projector, white board, flip chart.	A projector, white board, flip chart for presentations will be made available.
Sanitizer dispenser	This may be set up at the entrée way and exit of the space being used. It will also be set up inside the space. Any attendee going in or out must sanitize their hands first.
Soap dispenser and water	This may be set up at the entree way and exit of the space being used. Any attendee going in or out must wash their hands first.

Timeline for Execution

This document should be submitted at least three days before the program, function or gathering.

Please state below the timeline set out for the program or function to commence. If attendees will be lodging please designate a date when attendees will be coming to the hotel to check in.

i In the table that follows, include all important dates related to the project, broken down by date and duration. The descriptions shown are for illustration purposes only: replace them with meaningful descriptions related to your project. Items can include such things as payment and project milestones, installation schedules, meetings, or reviews.

Description	Start Date	End Date	Duration
(...) training program	January 1 st , 2021.	January 31 st , 2021.	1 month.
Daily schedule	Start time	End time	Duration
Project Start	8:00	-	10 hrs.
Tea break	10:00	10:30	30 mins.
Lunch: Batch 1	12	12:30	30 mins.
Lunch: Batch 2	12:40	1:10	30 mins.
Lunch: Batch 3	1:20	1:40	30 mins.
Project End	-	6:00	-

Supplied Material

The following materials are to be supplied by (...) for PRECIOUS PALM ROYAL HOTEL to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent our best guess based on current proposed project dates:

Materials to be supplied by (...)	Due Date*
Face masks.	3 days before the program.
Hand gloves.	3 days before the program.

*We cannot be responsible for cost overruns caused by client's failure to deliver materials by agreed-upon due dates.

*These materials do not have to be supplied to the hotel directly but must be made available for any incidents that may occur.

CONCLUSION

We look forward to working with (...) and supporting this event you are hosting. We are confident that we can meet the best standards and stand ready to partner with you in creating a safe and healthy stress-free environment for your program.

If you have questions on this proposal, feel free to contact Precious Palm Royal Hotel at your convenience by email at info@preciouspalmroyalhotel.com or 08060883951 by telephone. This document must be submitted at least a week before the expected date of the program, function, event or gathering.

Thank you for your consideration,

PRECIOUS PALM ROYAL HOTEL,
Management.