



THE FULLERTON HOTEL
SINGAPORE

Ref. : [Redacted] - Business Breakfast c/o Invest Lithuania / Thursday, 13 November 2025
Date : 30 October 2025

[Redacted]

Project Manager

Invest Lithuania
Upės g. 23-1, LT-08128 Vilnius
Lithuania

[Redacted]

[Redacted]

LETTER OF AGREEMENT – Embassy of Lithuania - Business Breakfast c/o Invest Lithuania

Thank you for selecting The Fullerton Hotel Singapore as the venue for your forthcoming event on **Thursday, 13 November 2025**.

This letter of agreement and attached appendix constitute the entire agreement between **Invest Lithuania** (the “**Patron**”) and **The Fullerton Hotel Singapore** (the “**Hotel**”). Further to our discussion, we are pleased to put forward to you below the terms relating to the Event for your review and confirmation.

Please note that signing this letter of agreement confirms your acceptance to be bound by the terms below. For the purposes of this letter of agreement, reference to the word “**Parties**” shall mean both the Patron and the Hotel, and the word “**Party**” shall mean either of them.

1. SCHEDULE OF THE EVENT

Date	Start Time	End Time	Function	Room	Setup	Agreed Attendance	Charges
Thursday, 13 November 2025	7:30 am	8:30 am	Setup	EDB Room, Lower Lobby	Clusters of 08 persons & Standing	Minimum of 30 Persons	Breakfast Package
	8:30 am	10:30 am	Meeting				
	7:30 am	10:30 am	Breakfast Buffet	Foyer, Lower Lobby		Maximum of 40 Persons	

2. NUMBER OF ATTENDEES

Minimum Attendance:

The above booking/s is reserved exclusively for the Patron based on minimum guaranteed attendance of **30** persons.

The Guaranteed Attendance: The “**Guaranteed Attendance**” at each catered Event must be communicated in writing no less than 05 working days (not counting Saturdays, Sundays and public holidays) prior to the Event. Upon the return of this signed letter of agreement, a Banquet Event Order will be completed and faxed to the Patron for approval. Should there be any changes to either the Guaranteed Attendance or the Minimum Charge or any other matter, the Hotel must be notified no less than three working days (not counting Saturdays, Sundays and public holidays) prior to the Event. Final charges will be based on the Guaranteed Attendance or the total number served at the Event, whichever is greater (Children 5 years of age and above will be charged at adult rates).

Confirmed and accepted by:



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3. FOOD AND BEVERAGE

We are pleased to offer the Breakfast Package at **S\$110.00++** per person based on a minimum of **30** persons; The minimum food and beverage charge ("Minimum Charge") for the Event shall be **S\$3,300.00** plus 10% service charge and prevailing GST. The following is set out below for your review and confirmation.

The Breakfast Package includes:

- Usage of EDB Room from **8.30am to 10:30am**, with access from 7.30am for setup
- American Buffet Breakfast menu, coffee and tea
- Complimentary usage of 01x wireless handheld microphone; Additional can be arranged at **S\$100.00++** per unit rental
- Complimentary usage of 01 x projector with motorized screen
- Complimentary shared Wi-Fi access

NOTE:

- a) Menu and Beverage prices quoted are subject to change to meet revised costs of supplies at the time of the Event, due to changes in cost of commodities, labour, taxes or other similar reasons arising from unforeseen circumstances beyond the control of the Hotel subsequent to the signing of this Agreement, and Patron agrees to pay such revised prices. Alternatively, in the event of such increased costs, the Hotel shall negotiate in good faith and on best effort basis with the Patron to make reasonable substitutions in menu items and the Patron agrees to accept such substitutions and such agreement from the Patron cannot be unreasonably withheld.
- b) The Hotel reserves the right to charge a service fee for setting up rooms with extraordinary requirements. That service fee will be notified to the Patron prior to the Event.
- c) Prices are subject to a 10% service charge and prevailing government taxes (e.g. GST) unless otherwise stated.

4. ROOM SET UP

- Registration table for 2 persons.
- 2x Cluster seating for 8 persons each (front of venue).
- 4x Scattered cocktail tables (back of venue).
- Complimentary usage of 1-unit podium and wireless handheld microphone.
- Complimentary usage of 1-unit projector & screen.
- Food station at the foyer

5. PARKING

Complimentary parking coupons will be provided for up to **10%** of the guaranteed attendance. Please note that these coupons are not valid for valet parking. Additional parking coupons can be arranged at a minimal cost of S\$20.00+ (S\$21.80nett) per coupon.

For easy access to The Fullerton Hotel Singapore, please use the car park facilities at One Fullerton located at 1 Fullerton Road. The Hotel is accessible from the car park via a vehicular tunnel and an air-conditioned walkway.

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Date : 30 October 2025

6. DEPOSIT

An initial non-refundable **100%** deposit of **S\$3,956.70nett** equivalent is required upon confirmation of this booking and upon returning of the signed letter of agreement. If the deposit is not received by the Hotel on or prior to **Wednesday, 05 November 2025** all commitments relating to the Event shall be released by the Hotel.

The maximum contract value shall not exceed **S\$5,588.00++** (S\$6,700.00nett) per event, based on a minimum event requirement of **30** persons. The Patron will be informed of any additional service or rental charges prior, to ensure that total expenditures remain within the stipulated maximum contract value.

All deposit and balance payment paid hereunder are not refundable or transferable to any other party or to be used for any other event/function. The deposit and balance payment paid will be forfeited at the discretion of the Hotel if the Patron cancels or postpones the Event and may be used to compensate the Hotel for damages to the property of the Hotel as provided for herein, without prejudice to the Hotel's rights to claim any further amounts due from the Patron in respect of the Event or the reservation of it.

7. TERMS OF PAYMENT

Any outstanding charges shall be settled by cash or credit card immediately upon conclusion of the Event. Please note that no personal cheque will be accepted. Should credit card be the preferred payment mode, please ensure that credit limit is sufficient to fully settle the final bill amount.

8. CHANGES AND CANCELLATION

a) Rates of Fees for Full or Partial Cancellation

The Hotel shall be entitled to charge a cancellation fee in the event that the Parton cancels this Agreement. The Parties acknowledge that as it is difficult to quantify those damages, the Patron has agreed that the Hotel shall impose in addition to other rights of the Hotel herein a cancellation fee, (the "**Cancellation Fee**") against the Patron as liquidated damages and not as a penalty. The Parties agree that the Cancellation Fee payable by the Patron shall be calculated on the basis of the Minimum Charge in accordance with the following scale:

Number of Days Prior to the Event	Cancellation Fee (Percentage of Lost Revenue)
Less than 30 days	100%

b) Payment of Cancellation Fee

In the case of a full cancellation, the Cancellation Fee is payable within 30 days of the presentation of the invoice, after which time the Cancellation Fee will bear interest at the rate of 1.5% per month (18% per annum) until paid, unless this rate exceeds the maximum rate permitted by applicable laws, in which event the maximum legal rates shall apply. The Deposit paid by the Patron will be applied against the Cancellation Fee owing.

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Date : 30 October 2025

9. LIMITATION OF LIABILITY

The Hotel accepts no liability whatever for any loss or damage in relation to the Patron or any other person under any circumstances for indirect, incidental, special or consequential loss.

Invitees or third party providers brought to the Hotel and any personal property and equipment brought onto the Hotel premises shall be at Patron's sole risk and responsibility.

If the Event is set up using the Patron's own goods, decoration and equipment, the Patron agrees to be personally liable for any loss of or damage to such goods, decoration and equipment. The Hotel shall not be liable for any loss or cost arising out of or damage to such goods, decoration and equipment.

10. PATRON'S LIABILITY

The Patron is liable for all damages suffered by the property and equipment of the Hotel caused by its guests or by direct or indirect helpers or contractor's negligence or willful action during the Event as well as during the set up, removal and transportation of the Patron's, decoration and equipment.

a) Patron's Equipment

Patron is advised to use audio and/or visual and related/supporting facilities and equipment provided by the Hotel ("Hotel's Equipment"). If Patron uses any equipment facilities devices other than those provided by Hotel (including but not limited to laptops, handheld devices) ("Patron's Equipment"), the Hotel shall in no circumstances be responsible for or liable to the Patron for all and any damage, functionality, condition of Patron's Equipment and/or that the breakdown, malfunction, interruption, performance of any audio and/or visual materials, programmes recordings displays etc or being affected in any way. The Patron shall ensure the Patron's Equipment will not damage, interfere with or otherwise affect the Hotel's Equipment and shall indemnify the Hotel in respect of all loss damages costs expenses arising out of or in connection with the use by Patron the Patron's Equipment.

b) Hotel's Furniture and Fixtures

Patron is advised to use the setting up of the Room arranged by the Hotel. If the Patron arranges his/her own setting up, Patron shall not make or permit any removal alterations additions damage to or in the Room or any part thereof (either internally or externally) or to any fixtures fittings furniture finishes carpet or electrical wiring or electrical/mechanical installations or fire-prevention system or air-conditioning system or plumbing and drainage system or building services system or to any item therein nor to pull down, alter or remove any of the aforesaid ("Hotel Installations")

Patron shall ensure all Hotel Installation be protected and not damaged The Patron shall indemnify the Hotel against all liabilities, claims, demands, actions, proceedings, damages, losses, costs and expenses (arising directly or indirectly) from or incidental to the setting up of the Room by the Patron and/or its contractors agents or such person(s) arranged by Patron.

11. INDEMNITIES

The Patron agrees to indemnify and hold harmless the Hotel and each of its directors, officers, employees and agents (collectively, the "Hotel Indemnitees" and individually, a "Hotel Indemnitee") from and against all liabilities, losses, claims, demands, damages, costs and expenses (including but not limited to reasonable legal fees and disbursements) suffered or incurred by any Hotel Indemnitee and arising as a direct or indirect result of any claim, proceeding, civil, criminal or administrative action, inquiry, suit or legal action instituted against a Hotel Indemnitee in respect of the Event or the Patron's use of the services and facilities of the Hotel. Such indemnity shall not apply to the extent that a Hotel Indemnitee is claiming indemnity for its own negligence or wilful misconduct.

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Date : 30 October 2025

12. GENERAL PROVISIONS

a) Food Service

The Hotel ensures the quality and freshness of the food served to its guests. Therefore, no food may be brought into the Hotel from another source for service in the Hotel's facilities and premises. Food may not be taken off the Hotel's premises after it has been prepared and served.

b) Beverage Service

Corkage charge is applicable for all bottles of wine or liquor bottle brought into the Hotel. The applicable corkage charge is based on per 750ml bottle and corkage charge for wine and liquor at \$75.00 and \$100.00 per opened bottle respectively. All bottles of wine or liquor served in the Hotel's premises have to be **Sealed and Duty Paid**, as stipulated by the law. The Hotel's employees must perform the dispensing of all beverages. Alcoholic beverages will not be served anyone under the age of 18 years and proper identification must be shown upon request.

c) Function Rooms

Function rooms are assigned according to the Guaranteed Attendance. Room rental charge is applicable if the Attendance falls below the requisite level.

The Hotel reserves the right to assign another function room for the proposed event upon notification to Patron if the Hotel determines in its discretion that the room originally designated for the function is not available or inappropriate.

d) Prohibition of Smoking

When the Event is held in an area where smoking is prohibited by law, the Patron fully indemnifies the Hotel in respect of all damages or action brought against it arising from any offences by the Patron or his/her guests under the Smoking (Prohibition in Certain Places) Act, Chapter 310/(2)/(6).

e) Removal or Disposal of Function Related Items

The Patron shall be responsible for removing all leftover decorations, materials, props and other function related items. If any items are not disposed of immediately after the function, the Hotel reserves the right to remove them without being responsible for any claims for such removal. The Hotel may at its sole discretion place such items in storage. Any cost ("**Disposal/Storage Cost**") incurred by the Hotel in disposing or storing of the items will be charged to the Patron. The Disposal and Storage Cost is payable within 30 days upon the presentation of the invoice, after which time it will bear interest at the rate of 1.5% per month (18% per annum) until paid, unless this rate exceeds the maximum rate permitted by applicable laws, in which event the maximum legal rates shall apply. The Hotel may in its sole discretion apply the deposit and balance payment paid by the Patron against the Disposal/Storage Cost owing.

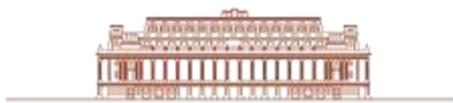
f) Decorations / Displays

Decorations or displays brought into the Hotel by the Patron or its agents or representatives must be approved prior to arrival in accordance with local fire department regulations. All exterior displays must be specifically approved in advance by The Hotel.

All signages should be professionally printed and signage display is restricted to the Event space reserved. Banner or display items may not be affixed to any stationary wall, floor or ceiling with nails, staples, tapes of all sorts or any other substance unless approved by The Fullerton Hotel Singapore management.

Live fire, flame, party poppers, pyrotechnics or firework materials are strictly not allowed in the hotel.

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Date : 30 October 2025

g) Delivery of Materials

Items and materials for the Event may be delivered to the Hotel's premises up to three days prior to the Event date with notification in writing given to the Catering & Events Department. The following information should be included on all packages containing the items and materials.

- a) Name of Patron
- b) Company name
- c) Title of Event
- d) Date of Actual Event
- e) Hotel Contact

The Catering & Events Department should be notified of any alternate arrangements made.

h) Nature of Function

The Hotel reserves the right to cancel the agreement set out in this letter of agreement should the nature of the Event deviate from the original intent as stated in the signed letter of agreement and the deposit and balance payment received shall be forfeited to the Hotel, unless such deviation in nature of the Event is approved by the Hotel.

The Hotel reserves the right to stop any activity carried on during the Event, which the Hotel, in its sole discretion considers to be improper or unsafe without being liable to the Patron.

The hotel key personnel; The Hotel's Company Emergency Response Team (CERT) team and its management team must be allowed access to all event venues to carry out investigations pertaining to Security, Safety & Fire related incidents.

i) Cancellation for Cause

Without prejudice to any other legal rights and remedies available to the Hotel under this Letter of Agreement or any applicable laws, the Hotel may cancel the Event and this Agreement without any liability whatsoever under any of the following circumstances: -

1. if the Hotel becomes aware of any deterioration in the Patron's financial situation such that the Hotel reasonably considers that the Patron may not be in a position to fulfil its express obligations (including payment obligations) under the terms of this Agreement; or
2. if the deposit or the balance payment is not paid on a timely basis punctually; or
3. if the Patron, or any of its employees, agents, sub-contractors or officers, commits any illegal act, or act in such a way as is likely to adversely affect the reputation of the Hotel.

PROVIDED ALWAYS THAT for the termination in any of the above circumstances, the Hotel shall be entitled to the Cancellation Fee as set out in the scale in Clause 8(b) above of this Agreement

j) Force Majeure

If for any reason beyond the Hotel's or the Patron's reasonable control, including but not limited to strikes; labor dispute; statutes, regulations, acts, orders or directions of government authorities; Government requisition; civil disorder; disasters; acts of war; acts of God; fires; flood, health, safety, epidemic, disease or other emergency condition or any delay in necessary and essential repairs or maintenance of the Hotel, that causes the Hotel unable to perform its obligations under this Agreement, this Agreement shall, without liability on either party, be terminated by written notice from one party to the other with refund of the deposit and balance payment paid or the Event shall be postponed and rescheduled to another date subject to availability upon mutual agreement of the parties. In no event shall the Patron or the Hotel be liable for consequential damages of any nature for any reason whatsoever.

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k) Health, Safety and Compliance

Without prejudice to the preceding subclause (i) and (j) hereof, the Hotel reserves the right to terminate this Agreement in the event that it believes for health or safety reason the Hotel may in its absolute discretion not to provide any or all services for the Event or it considers necessary and in its absolute discretion not to provide services for the Event in order for the Hotel to comply with any Government restrictions, orders, directions and/or applicable laws or regulations of the Government authorities. The Event may be rescheduled within 6 months from the original event date, subject to the availability and confirmation by the Hotel and the Hotel shall not be liable under or be held in breach of this Agreement.

l) Room Allocation

The Hotel reserves the right to assign another function room for the proposed event upon notification to Patron if the Hotel determines in its discretion that the room originally designated for the function is not available or inappropriate.

m) Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Republic of Singapore.

n) Notices

All notices required or provided for under this letter of agreement shall be in writing and shall be effective immediately upon receipt by personal delivery, facsimile transmission or email, addressed to the other Party's attention.

Patron: Invest Lithuania Upės g. 23-1, LT-08128 Vilnius Lithuania	Hotel: The Fullerton Hotel Singapore 1 Fullerton Square Singapore 049178
Tel: [REDACTED] Email: [REDACTED] Attention: [REDACTED]	Tel: [REDACTED] Email: [REDACTED] Attention: [REDACTED]

o) Non-Waiver of Breach

The Hotel's failure to demand strict and full performance of any of the covenants, terms or agreements on the part of the Patron to be observed, kept or performed, while the Patron is in default with respect to any such covenants, terms or agreements, shall not be construed to be a waiver by the Hotel or any such default or breach of covenant.

p) Rights of Third Parties

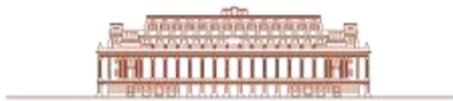
A person who is not a party to this letter of agreement shall have no rights under the Contracts (Rights of Third Parties) Act (Cap. 53B) to rely upon or enforce any of its terms. Nothing in this letter of agreement will be construed as conferring any right or benefit on a person who is not a party to this letter of agreement.

q) Authority to Sign

If this letter of agreement is signed by the Patron in the name of a corporation, partnership, association, clubs or society, the person(s) signing represents and warrants to the Hotel that he/she has full authority to sign such agreement and that in the event he/she is not so authorized, he/she will be personally liable for the faithful performance of this Agreement.

****Please note that all above arrangements is solely applicable to this event only and should not be shared.
*There will not be any comment to any third party in respect of this letter.***

Confirmed and accepted by:



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SINGAPORE

Ref. : [REDACTED] Business Breakfast c/o Invest Lithuania / Thursday, 13 November 2025
Date : 30 October 2025

I trust the above details are clear and acceptable to you. To allow the Hotel to confirm your Event and arrangement on a definite basis, we would appreciate if you could append your approval on every page and return this via email on or before **Wednesday, 05 November 2025** to indicate your confirmation. Should we not hear from you by then, the Hotel shall release all the arrangement accordingly.

However, in the event of a serious request from another potential customer, the Hotel will contact you immediately to offer you the option to confirm, alter or cancel your plan with The Fullerton Hotel Singapore within two working days.

Meanwhile, should you require further clarification or assurance, please feel free to contact me at my direct line: +65 6877 8181; or email: connie.chai@fullertonhotels.com

Thank you once again for selecting The Fullerton Hotel Singapore and rest assured of our best care and attention at all times.

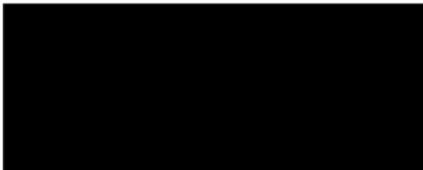
Yours sincerely

For and on behalf of
The Fullerton Hotel Singapore
trading under *Precious Treasure Pte Ltd*

Legal Entity Code: ROC: 199707817H
Bank Name: DBS Bank Ltd
Bank Account Number (IBAN): 001-065081-5
SWIFT Code: DBSSSGSG

Confirmed and accepted by

Legal Entity Code: 124013427
VAT Payer Code: LT240134219
Date: 5 November 2025



Connie Chai
Catering Sales Manager

Authorized Signature
Name: Kamile Strumskyte
Title: Acting Director of the Administration
and Finance

Company's Stamp and Address

cc. Finance Department

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Confirmed and accepted by:



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RULES FOR CONTRACTORS AND EVENT PROMOTERS

1. Advance notice of the date and time of the set-up for the event should be given to the hotel's Catering or Conference Services Department (through the organizer) prior to arrival.
2. Please ensure that your vehicle(s) entering the hotel's loading area is less than 3.4m in height.
3. Flammable items such as Liquid Petroleum Gas (LPG) are strictly not allowed to be brought into the hotel. If there is a need to do so, kindly first seek the approval of the **Chief Engineer** who can be reached at **(65) 6877 8101. Please note that Pyrotechnics or firework materials are strictly not allowed in the hotel.**
4. Loading and unloading of equipment should be carried out at the loading area. Kindly ensure that your vehicle is not parked in a way that may pose a hindrance to others. Your vehicle should not be left unattended, as there may be a need for you to shift it. If you need to leave your vehicle for a while, kindly display your mobile number on the dashboard.
5. Upon completion of unloading, kindly park your vehicle at the designated car park, which is at One Fullerton.
6. All outside vendors, contractors or suppliers intervening on behalf of the client, whether directly or indirectly, on the premises/grounds of the hotel, must submit to the hotel for approval in writing prior to starting their work.
7. Before entering the hotel property, your employees and yourself are required to present your NRIC or any government-issued documents in exchange for a security pass. Your foreign employees must have their original work permit with them to exchange for a security pass and each person must be present to exchange his or her own security pass with the relevant documents.
8. All security passes must be displayed prominently at all times and kindly ensures that all security passes are returned before leaving the hotel premises. An administrative fee of S\$8 will be charged if the security pass is lost or damaged.
9. With our guests in mind, we request that your employees do not access undesignated areas of the hotel (such as guest floors) except at the function room concerned.
10. The vendors, contractors or suppliers must protect the walls, doors and floors of our service corridor and public areas during the transporting and deliveries, set-up and dismantle, kindly take care not to cause any damage to the hotel's property as all damages are chargeable.
11. Please keep all noise to a minimum level so as not to inconvenience our guests.
12. Food and beverage should not be brought into or consumed at the hotel. If there is a need to, kindly liaise with the Banquet Manager for an appropriate area to do so and ensure that all disposable items are properly cleared away.
13. For safety purposes, your equipment should not obstruct any of the fire exits or firefighting equipment.
14. If you require a power source or audiovisual assistance, kindly liaise with our audiovisual technicians.
15. As smoking is not allowed at the hotel's function rooms, kindly ensure that your employees smoke only at the designated smoking area outside the hotel.

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Date : 30 October 2025

16. Kindly remind your employees to only use the staff washroom located at the back area of basement 1'.
 17. Upon completion of your event, kindly ensure that the setup area is clean and all items not belonging to the hotel are removed from the premises.
 18. The Patron shall not install, affix, put or display or permit or suffer to be installed, affixed, put or displayed at, on or upon the Premises and/or any part of the building(s) the Premises forms part ("the Building"), any artwork, exhibits, display, articles or materials ("the Materials") the contents of which, or any part of which have not been first approved by the Licensor and which or any part of which, is or is considered in its absolute discretion by the Licensor (irrespective of whether its prior approval has been obtained on the same and whose decision is final and conclusive) to be :
 - a) illegal, immoral or prohibited by the Government of Singapore ;
 - b) in breach of any applicable legislation or regulations from time to time in force in Singapore;
 - c) obscene, indecent, objectionable, defamatory, discriminatory or offensive to the general public or any person(s); or
 - d) promoting or advertising the business of any direct competitors of the Licensor or Sino Group; or
 - e) adversely affecting the image or reputation of the Licensor or Sino Group; or
 - f) otherwise inappropriate or considered by the Licensor to be inappropriate to be displayed at the Premises and /or the Building.
- (i) The Patron shall be wholly responsible for the contents of the Materials and shall indemnify the Hotel against any claim, liability, cost, expense, loss or damage arising from or in connection with the contents of the Materials or any part of them or any breach of the Licensee of this clause.
- (ii) If the Materials or any part of which has not been previously approved by the Hotel and/or if the Hotel is of the opinion that the contents of the Materials or any part thereof is of any kind referred to in (i) above, the Patron must remove or demolish the same immediately. For the avoidance of doubt, the Hotel is entitled (but not obliged) to (whether or not prior notice has been given) remove or demolish the Materials or such part thereof at any time without incurring any liability to the Patron. All expenses for the removal and demolition shall be borne and paid by the Patron and the Hotel shall not be liable to the Patron or any other party whomsoever for any claim, loss or damage whatsoever caused to Materials arising from such removal and demolition.

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American Breakfast Buffet Menu

Fruit and Juices

Juice of the Day
Assorted cut Fruits

Cereals

Corn Flakes, All Bran, Granola
Dried Fruit and Nuts

Dairy

Plain and Fruit Flavoured Yoghurt
Fresh Milk, Low Fat Milk

Cold Cut

Prosciutto di Parma, Pastrami, Mortadella

Selection of 3 Type Cheese

Assorted Nuts, Cracker, Fruit Compote

Fresh Salad Bar

Mixed Salad, Romaine Lettuce, Baby Spinach

Dressings

Honey, Lemon and Mustard
Creamy Avocado
Passionfruit and White Balsamic Dressing

Condiments

Cucumber, Corn Kernel, Sundried Tomato, Kalamata Olives,
Red Onion, Walnut, Sunflower Seeds

Morning Pastries

Home-made Danish Pastries, Croissants, Continental Rolls
Assorted Muffins, Banana Walnuts Bread

Hot Items

Scrambled Eggs
Grilled Tomato
Streaky Bacon
Baked Beans
Hash Brown
Pancakes
French Toast
Jam and Butter

Coffee and Tea

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