

# CONFERENCE PACKAGES

15% Introductory discount on the rates  
BOARDROOM SET UP ONLY

PACKAGE	INCLUSIVE OF	PRICE (KES)
Full Day	Room, Mid-Morning tea/coffee & pastries, lunch, and afternoon tea/coffee & pastries	3,800 per person plus 8,000
Half Day: AM / PM	Room, one tea break (AM/PM) and lunch	3,300 per person plus 5,000
Room Only: Full-day	Room, WiFi	8,000
Room Only: Half-day	Room, WiFi	5,000

## Full Day Conference Package inclusions

- Mid-morning and Afternoon (4PM) Refreshment Tea & Coffee breaks served with assorted pastries and mini sandwiches.
- Lunch with accompanying one soft drink per person.
- 2 bottles of 330ml mineral water per person per day; (One in the morning and the other in the afternoon.)
- Use of the meeting room
- Basic Audio-visual equipment (LCD projector, screen, 1 flipchart with papers and marker pens, writing pads and pens.). Additional equipment will be availed as per requirement and charged accordingly.
- Complimentary wireless internet within the Clubs standard bandwidth.
- Complimentary access to secure parking.

## Packages Duration

- Half day: 8am – 12.30pm or 1-5pm, full day 8am - 5pm
- Hourly Rate: (two hours minimum for room only) subject to availability at KSh. 1,000 per hour

## Room Only Package

- No stationery and audio visual equipment.
- Audio visual set charged at KES 5000.00 per day.
- Stationery charged at KES 300.00 per person.

## Payment and Booking Guarantee

- Advance deposit Payment for all booking details are required and to be confirmed with a pro-forma invoice to facilitate payment to guarantee the booking, stay and meeting space for the period.

## Cancellation and No-show Policy

- Aero Club of East Africa shall be entitled to charge a cancellation or no-show fee in the event this reservation is cancelled after confirmation.
- The following schedule will apply;

Notification of Cancellation	Cancellation Fees % based on Total Estimated Revenue
- 03 days	50%
- 24 Hours or No-show	100%

Contact us for more information

**AERO CLUB OF EAST AFRICA**

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Aero Club of East Africa