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| **RE: REF\_squote.** | | | | |
| Thank you for considering The Weston Hotel for your conference and other services.  We would be glad to host your Guests and have noted your requirements. Please find below the rates applicable for the conference facilities and other requested services. | | | | |
| Item Details | Pax/Qty | Days | Unit Price Ksh. | Total Price Ksh. |
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| **LOCATION**  The Weston Hotel is located Opposite the Wilson Airport on Langata Road.  **INTERNET**  We will provide Free Wi - Fi in The Conference room.  **CONFERENCE PACKAGE DESCRIPTION**   * Free meeting room * Writing pads and pens/ markers/ flipchart * Mineral water (2 bottles of water, 500ml per delegate) one in the morning, one in the afternoon. * Morning Tea, Mid-morning tea, coffee or herbal infusions with cookies, muffins & snacks. * Chefs tailored lunch menu served at Lelai Restaurant or Safari Restaurant * Mints * Afternoon tea, coffee or herbal infusions with cookies, muffins & snacks. * Free Wi-Fi internet * Free ample parking.   **PERSONNEL ON CALL:**  We have a Duty Manager on Call.  Please do not hesitate to call upon us should you have any questions whatsoever as we are very keen to continue hosting British American Tobacco by offering most competitive services.  Our Entire Management Team will be available to ensure high standard of service are experienced through your stay.  **With Kind Regards**  **ReservationOfficer\_squote**  **Reservations Officer**  **Weston Hotel, ShortcutDimension1Code\_squote** | | | | |