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| Hospitality at its finest | |  | | compName  CompBox  CompAddress  Compmail  compUrl | |
| **EVENT AGREEMENT FORM** | | | | | |
| An agreement is made between **Name\_fof** hereinafter referred to as **THE GUEST,** and ……**Weston Hotel Ltd**………… hereinafter, referred to as **THE SERVICE PROVIDER.**  The Guest requests provision of ballroom hire and catering services from the Service Provider and the Service provider accepts to provide the services requested. Both parties agree as follows:  The event will be held in: **BlockCode\_bsched**  **Day and Date: Date\_fof, Day\_fof**  **Time:** **ArrivalTime\_fof**  **Name of Organization: Name\_fof**  **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Number Expected | Minimum Number Guaranteed | | Room Rental | | Deposit |
| **NumberofPaxExpected\_fof** | **Guaranteed\_fof** | | **UnitCode\_bsched** | | 75% Two Weeks before the Event |
|  | | | | | |
| **BEVERAGE SERVICE INFORMATION:**  A cash bar with adequate snacks and drinks will be provided at the back of the room for the guests’ use.  Lunch will be available at Safari Restaurant for the guests to purchase. | | | | | |
| **(Add any other information you might deem suitable e.g., Dinner / Lunch venue, setup style etc.)** | | | | | |
| **Terms and Conditions:**   1. All food and beverages must be bought from the hotel. 2. Terms of this agreement is based upon 75% downpayment two weeks before the event of all the foreseeable charges and the remaining 25% on the day of the function. 3. Total amount for the event is **Kshs. amountpayable** and is inclusive of all government taxes. 4. Confirmation of the guaranteed number of guests must be made at least 72 hrs before the event time. 5. If the event is cancelled 5 days before the event date, the guest will be liable to pay the service provider 50% of the total amount. If the event is cancelled less than 48 hours from the proposed date of the event, the guest will be liable to pay the service provider 75% of the total amount. 6. The guest will be liable for any damage done to the service provider’s property during the event. 7. The maximum capacity of Lenana Ballroom (the meeting venue of the event) is 800 pax. The guest will bear the costs for an additional venue if the numbers exceed 800 pax. 8. This agreement is effective and binding upon return of a duly signed and stamped copy by the guest to the service provider. | | | | | |
| **This agreement was submitted on: DocumentDate\_fof**  **ON BEHALF OF: Name\_fof**  **Accepted and endorsed by ………………………………………………………………………………….**  **Designation: …………………………………………………………………………………………………...**  **Signature and Stamp: ……………………………………………………………………………………….**  **ON BEHALF OF WESTON HOTEL**  **Accepted and endorsed by …………………………………………………………………………………**  **Designation: …………………………………………………………………………………………………..**  **Signature and Stamp: ………………………………………………………………………………………** | | | | | |