



# PRIMROSE MANAGEMENT LIMITED

Prestige Plaza, Ngong Road  
P.O. Box 45425 - 00100  
Nairobi, Kenya

Tel: 254 020 3878057  
Fax: 254 020 3874551

Cell: 0710 602 246  
Cell: 0735 602 246



Email: [info@prestigeplaza.co.ke](mailto:info@prestigeplaza.co.ke)

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## The Prestige Palm 3<sup>rd</sup> Floor, Prestige Plaza, Ngong Road

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### **BOOKING FORM**

#### 1) **HIRER'S DETAILS**

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Physical Location of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone No: (Business hours) \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date/s Required: \_\_\_\_\_

Main Event Time: From \_\_\_\_\_ To: \_\_\_\_\_

Access Set up Date and Time: \_\_\_\_\_

Tear Down Date and Time: \_\_\_\_\_

Approximate number of Guests at Main Event (incl of performers, caterers etc): \_\_\_\_\_

#### 2) **SPACE HIRE:**

- |                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Lobby Area                  |
| <input type="checkbox"/> | Main Hall                   |
| <input type="checkbox"/> | Single Meeting Room         |
| <input type="checkbox"/> | Double Meeting Room         |
| <input type="checkbox"/> | Kitchen and Service Terrace |
| <input type="checkbox"/> | Front Terrace               |

**3) EVENT TYPE:**

- 1. Conference/Training/Workshop \_\_\_\_\_
- 2. Sit down Lunch/Dinner/Banquet \_\_\_\_\_
- 3. Cocktail \_\_\_\_\_
- 4. Wedding/Private Party \_\_\_\_\_
- 5. Lecture/Cultural/Musical \_\_\_\_\_
- 6. Product launch/Presentation/Board Meeting \_\_\_\_\_
- 7. Others \_\_\_\_\_

4) List of activities to be conducted at the above event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5) What are your requirements for set up?**

- |                 |       |           |       |
|-----------------|-------|-----------|-------|
| Theatre Style   | _____ | Classroom | _____ |
| Horseshoe       | _____ | Cocktail  | _____ |
| Cabaret/Banquet | _____ | Boardroom | _____ |
| Other           | _____ |           |       |

**6) Furniture requirements (Charges apply)**

**Number Required:**

- |   |       |
|---|-------|
| <input type="checkbox"/> 10 seater Round tables                         | _____ |
| <input type="checkbox"/> 8 seater Round tables                          | _____ |
| <input type="checkbox"/> Cocktail tables                                | _____ |
| <input type="checkbox"/> Rectangle long tables                          | _____ |
| <input type="checkbox"/> Banquet chairs                                 | _____ |
| <input type="checkbox"/> Stage  | _____ |
| <input type="checkbox"/> Dance Floor                                    | _____ |
| <input type="checkbox"/> Table Overlays and Underlays (Black/White/Red) | _____ |
| <input type="checkbox"/> Chair Dressing (White only)                    | _____ |
| <input type="checkbox"/> Chair Tie Backs (Organza Red/Yellow/Black)     | _____ |

**7) Is an entry fee, membership fee or donation required to attend this event?**  
If yes, please specify:

\_\_\_\_\_  
\_\_\_\_\_

**8) Equipment to be brought in:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**9) Will you require Air Conditioning?**  Yes  No

**10) Will you require any theme decoration?**  Yes  No

If yes, please provide the following details:

Name of Event Organizer or Decorator: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**11) Will you require Outside Catering?**  Yes  No

If yes, please provide the following details:

Name of Caterer: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**12) Will alcohol be served or sold?**  Yes  No

If yes, please provide the following details and a copy of the Alcohol permit.

Contact Name and Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**13) Will live or recorded music be used?**  Yes  No

If yes, please provide the following details and a copy of the NEMA permit or any licence required to play music.

Contact Name and Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If the above booking is approved, I hereby understand and agree to comply in all respects of the Terms and Conditions of Hire.

Signature of Hirer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_