



PRIMROSE MANAGEMENT LIMITED

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The Prestige Palm 3rd Floor, Prestige Plaza, Ngong Road

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: _____