

CONFERENCE HALL RATES.

HALL NAME	CAPACITY (PAX)	DAILY RATE AMOUNT (KSH.)
BEECHER	200 (Church Style Arrangement)	15,000
VERA HARLEY	60 (Church Style Arrangement)	10,000
CONFERENCE HALL	80 (Church Style Arrangement)	12,000
PARKVIEW BOARDROOM	15	6,000

NOTE:

- Half Day Hall Hire rates are half the above stated rates.
- Hourly Meetings are charged at KSh.1,000 per hour for groups of below/20 pax.
- Corkage fee (cover charge if you bring your own drinks (non-alcoholic) and meals) is Kshs.3, 000.00 per day.

FOOD & BEVERAGES / MEALS

FOOD TYPE	PACKAGE	Per Person(PP) Charge (KSH.)
MINERAL WATER	1 Litre and 500ml	80.00 / 50.00
TEA & SNACKS		250.00 – 350.00
PLATE SERVICE	Meat(Beef) /starch /veg./ Fruit or water	550.00
BUFFET LUNCH	Soda /Mineral Water and Fruit	750.00 – 1,200

Other Conference stationeries & equipment supplied at an extra charge:

- ✓ Writing pads @ 250/- each
- ✓ Writing pens @ 50/- each
- ✓ Flipchart @ 450/- (Flip board is free upon prior request at booking)
- ✓ LCD Projector & Screen @5,000/- Tri-pod screen only@2,000/- per day*External Hire.
- ✓ Markers @ 200 each
- ✓ Photocopy @ Kshs.3/- per page
- ✓ Rim of photocopy papers@500/- each

***We DO NOT offer electrical connectors (Extension cables, Laptop Adaptors, etc)**

PAYMENT INSTRUCTIONS:

A 75% deposit payment will be required for bookings/reservations payable a month to two weeks in advance payable by Cheque to YWCA OF KENYA/Bank Transfer or PAYBILL.

The balance will be required to be settled on or before the day of the meeting.

Full payment is expected for catering services on order.

The balance to be cleared on or before the date of arrival to avoid the group been inconvenienced during check out.

PAYMENT OPTIONS:

1. **LIPA NA MPESA_PAYBILL NO. 670786_ACCOUNT NO: INPUT YOUR NAME/GROUP-HALL PAYING FOR.**
2. **BANKERS CHEQUE / TRANSFERS TO YWCA-**
BANK A/C NO.**0102024266300**
A/C NAME: YWCA
STANDARD CHARTERED BANK, KENYATTA AVENUE BRANCH,
P.O.BOX 98683-80100,
NAIROBI.

- ❖ For MPESA transactions kindly present the message to the receptionist and a receipt will be issued upon validation of the transaction.
- ❖ For Bank deposits, EFT transactions or bankers cheque, kindly indicate your Company/Personal name, ID No. & Signature at the back of the slip before presenting to the reception for issuance of a receipt. If unable to drop physically, kindly scan and email the payment slip to hostels@ywcakenya.org.

CANCELLATION POLICY:

Cancellation will only be accepted if notice is given in writing 3 weeks before the booking.

When you cancel a booking and are entitled to a refund, the process takes 4-6 weeks for cheque release.

Kindly note that we do not accept CASH. Utilize the YWCA Bank Account or YWCA Paybill No. for payments.