

**CONFERENCE HALL RATES (Effective 2023).**



HALL NAME	CAPACITY	DAILY RATE AMOUNT (KSH.)
BEECHER	100pax (Church Style Arrangement)	17,000
VERA HARLEY	40pax (Church Style Arrangement)	11,000
CONFERENCE HALL	60pax (Church Style Arrangement)	13,000
PARKVIEW BOARDROOM	12pax	6,000
HOSTEL LOUNGE (Wooden-Floored)	150pax (Church Style Arrangement)	22,000

**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.4,000.00 per day.

## FOOD & BEVERAGES / MEALS

FOOD TYPE	PACKAGE	PER PERSON (PP) CHARGE (KSH.)
MINERAL WATER	1 Litre and 500ml	100.00 / 80.00
TEA & SNACKS		300.00 – 350.00
BUFFET LUNCH	Soda or Mineral Water and Fruit	750.00 – 1,200

### Other Conference stationeries & equipment supplied at an extra charge:

- ✓ A5 conferencing notebooks and pens @ 300/- each
- ✓ Flipchart @ 750/- (Flip board is free upon prior request at booking)
- ✓ LCD Projector hire @5,000/- per day, Tri-pod screen @2,000/- per day
- ✓ P A System @6,000 per day

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

VAT No: 0193234R

PIN No: P000607104M

### PAYMENT INSTRUCTIONS:

Full payment will be required for bookings/reservations payable a month to two weeks in advance payable using the details provided below.

### PAYMENT OPTIONS: (Kindly note that we do not accept CASH payments)

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](mailto:hostels@ywcakenya.org).

### CANCELLATION POLICY:

- > Strictly no refunds after payments. Please reconfirm your meeting before making any payment.
- > 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.

**Thank you for your interest in YWCA services and we look forward to serving YOU.**