

HIRE OF BOARDROOM SERVICES

IMPORTANT INFORMATION

All our Boardroom Services provide the following:

1. Capacity from any of the 4 Boardrooms available– from 10 to 25 pax in one sitting.
2. Virtual facilities for virtual meetings
3. Catering services **(10 o'clock with assortment of snacks, lunch orders ON REQUEST)** is available.
4. Stenography and recording Services (Coming soon).

BOARDROOM HIRE RATES

BOARDROOM TYPE	FULL DAY RATE	HALF DAY RATE
Tribunal Board Room	Ksh. 10,000	Ksh. 7,500
Boardroom / Mediation Room 1	Ksh. 6,000	Ksh. 3,500
Tribunal / Training Rooms 2	Ksh. 7,500	Ksh. 5,000
Boardroom/ Tribunal 3	Ksh. 7,500	Ksh. 5,000

NOTE: The above rates are exclusive of the following standard refreshment rates:

Teas and Biscuit- Kshs 50

500ml Mineral water- Ksh. 50

TERMS AND CONDITIONS

1. Mandatory advance payment for the bookings for all dates booked must be made in full.
2. Refreshments are to be paid on consumption immediately after the meeting has taken place through.

CANCELLATION POLICY

1. Full Refund if cancellation is made more than 48 hrs before
2. No refund if cancellation is made thereafter
3. Cancellation should be communicated on email

HIRE OF BOARDROOM SERVICES (BOOKING FORM)

To be filled and returned for processing by client

DATE FOR HIRE OF BOARDROOM SERVICES (Tribunal Proceeding)	
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NAME OF ORGANIZATION/ PERSON REQUESTING FOR BOOKING:	
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DETAILS OF PARTIES:	
A) Arbitrator/ Mediator/ Adjudicator	
B) Claimant	
C) Respondent	

BOARDROOM BOOKED: Tick against the appropriate box(v)				
BOARDROOM TYPE	Full day rate		Half day rate	
Tribunal Board Room	Ksh. 10,000	<input type="checkbox"/>	Ksh. 7,500	<input type="checkbox"/>
Boardroom / Mediation Room	Ksh. 6,000	<input type="checkbox"/>	Ksh. 3,500	<input type="checkbox"/>
Tribunal / Training Rooms	Ksh. 7,500	<input type="checkbox"/>	Ksh. 5,000	<input type="checkbox"/>

WOULD CATERING SERVICES BE REQUIRED:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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PAYMENT TO BE DONE BY:	
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PAYMENT INFORMATION

Upon receipt of request for hire of Boardroom, you will be required to fill in the above form and submit with payment which can be made through any of the following options:

1. Cheque made payable to: **Chartered Institute of Arbitrators Kenya Limited**
Or
2. Direct Deposits/ Transfers to:
NCBA Bank, Mama Ngina Branch
Ac Name: Chartered Institute of Arbitrators Kenya Limited
KES Ac No: 6435390017
SWIFT Code: CBAFKENX
Or
3. Mpesa Paybill No: **975743 Ac Boardroom**

BOARDROOM TYPES AVAILABLE FOR HIRE

TRIBUNAL BOARD ROOM



Description of the facilities

Capacity – 20 pax in a tribunal

Virtual facilities for virtual meetings

Catering services to be offered (standard for water and tea and snacks and lunch on request and payment confirmation)

BOARD ROOM / MEDIATION ROOM 1



Description of the facilities

Capacity – 10 pax in a tribunal

Virtual facilities for virtual meetings

Catering services to be offered (standard for water and tea and snacks and lunch on request and payment confirmation)

TRIBUNAL / TRAINING ROOMS 2



Description of the facilities

Capacity – 25 pax in a tribunal /training session

Virtual facilities for virtual meetings

Catering services to be offered (standard for water and tea and snacks and lunch on request and payment confirmation)

BOARDROOM/ TRIBUNAL 3



Description of the facilities

Capacity – 15pax in a tribunal /training session/ meeting

Virtual facilities for virtual meetings

Catering services to be offered (standard for water and tea and snacks and lunch on request and payment confirmation)