

ciarb.
Kenya Branch

Effective Resolution For
a Better World.

OUR
SERVICES

BOARDROOM SERVICES

HIRE OF BOARDROOM

HIRE OF BOARDROOM

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 tea with an assortment of snacks, lunch orders **ON REQUEST**) are available.
- 4** Stenography and recording Services (Coming soon).

BOARDROOM HIRE RATES

Discription	Full day Rate	Morning Rate	Afternoon Rate
	8am - 5pm	8am - 1pm	2pm - 5pm
Tribunal Boardroom	15,000.00	12,500.00	10,000.00
Boardroom 1	7,500.00	6,000.00	4,500.00
Boardroom 2	12,500.00	10,000.00	7,500.00
Boardroom 3	12,500.00	10,000.00	7,500.00

TERMS AND CONDITIONS

Mandatory advance payment for the bookings for all dates booked.

CANCELATION POLICY

Full refund if cancellation is made less than 48 hrs before

No refund if cancellation is made thereafter

Cancellation should be communicated on email.

BOOKING FORM

TO BE FILLED AND RETURNED FOR PROCESSING BY CLIENT

DATE FOR HIRE OF BOARDROOM SERVICES (TRIBUNAL PROCEEDINGS)

DATE FOR HIRE OF BOARDROOM SERVICES (Tribunal Proceedings)	
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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(✓)

Discription	Full day Rate	Morning Rate		Afternoon Rate	
	8am - 5pm	8am - 1pm		2pm - 5pm	
Tribunal BoardRoom	15,000.00	12,500.00		10,000.00	
Boardroom 1	7,500.00	6,000.00		4,500.00	
Boardroom 2	12,500.00	10,000.00		7,500.00	
Boardroom 3	12,500.00	10,000.00		7,500.00	

WOULD CATERING SERVICES BE REQUIRED:	Yes	No
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PAYMENT TO BE DONE BY:	
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PAYMENT INFORMATION

Cheque made payable to: Chartered Institute of Arbitrators Kenya Limited.

Direct Deposits/ Transfers to: NCBA Bank, Mama Ngina Branch, Ac Name: Chartered Institute of Arbitrators Kenya Limited, KES Ac No: 6435390017, SWIFT Code: CBAFKENX

Mpesa Paybill No: 975743 Ac Boardroom.



Tribunal Board Room

Kenya Branch

Description of the facilities

Capacity – 20 pax in a tribunal

Virtual facilities for virtual meetings



Boardroom 1

Description of the facilities
Capacity – 10 pax in a tribunal
Virtual facilities for virtual meetings



Boardroom 2

Description of the facilities
Capacity – 10 pax in a tribunal
Virtual facilities for virtual meetings



Boardroom 3

Description of the facilities

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

Virtual facilities for virtual meetings

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Thank You