



APPLICATION TO HIRE FACILITIES AT THE DOME

PART A: DETAILS HIRING ENTITY

Organization Name:

Country of Origin:

Contact person 1:

Designation:

ID No:

Contact person 2:

Designation:

ID No:

Physical Address:

Telephone (Mobile No):

Email Address:

PART B: HIRE DETAILS

Facility you wish to hire (Please Tick as appropriate)

- The Dome (Main Hall)
- Meeting Room 1, 2 & 3 (Tana, Mara & Turkwell)
- Meeting Room 4 (Lumi)
- Meeting Room 5 (Malewa)
- Terrace (Iroko)
- Others (please specify)_____

Number of setup days required (days and dates):

Number of event days required (days and dates):

Number of set down days required (days and dates):

Purpose of hire:

Special permits required if any _____

(Please attach copies of permits)

We further state that we have read and understood The Dome Terms & Conditions of hire and will abide as stated.

Date:

Signature:

Name:

Note:

- Please have the form filled and returned to us at least 14 days before the event for invoicing purposes.
- Please do not make any payments until your request is approved.
- Once approved, kindly make full payments as per the terms on the invoice.

FOR OFFICIAL USE ONLY

To be filled by Booking Administrator

Special conditions (if any):

Sign:

Name:

Date:

To be filled by Finance Manager

Invoice Number:

Amount Paid:

Receipt No:

Concession granted/refused:

Signed:

Name:

Date:

Approved by: The General Manager

Signed:

Name:

Date:

THE DOME TERMS AND CONDITIONS

The hired premises must be used for intended purposes only. Any other use will be subject to different terms and conditions.

Note: For Hire of facilities and specialized shows the hiring entity will also bear the responsibility of the following costs in compliance with the society regulations:

1. Supervise cleaning & maintenance of lavatories.
2. Damages or breakages that arise from their use of the facilities.
3. Having own Public Address systems (unless expressly stated that the venue should provide audio visual equipment on a separate arrangement).
4. Provision of their own power back up or generators.
5. Charges from use of Flood Lights.
6. Sanitation of Premises/facilities before and after the event.
7. Security services where necessary.
8. Branding Fees as per Nairobi County guidelines.
9. Minor Paint work where necessary.
10. Personnel to manage their event.
11. Necessary Furniture.

The following documents must be presented by individuals/parties seeking to hire facilities and premises:

- Formal request in writing to hire facilities/premises.
- Request To Hire Form duly filled and signed.
- Proof of Payment (before holding the function)
- Clearance form (after holding the function)