

# Sarit Exhibitions and Promotions Limited

P. O. Box 14474 - 00800, Nairobi, Kenya. Tel: 3747408/9, 3740329, 3748662. Fax: 3740891, 3747806

## Hire of Expo Hall

Name:

Telephone:

Email:

Fax:

Address:

Reason for Hire:

Date and Time of  
Event:

Do you require the use of the Hall Annex: Yes  No

Do you require the use of the Seminar room: Yes  No

Do you require the use of the Kitchen: Yes  No

Do you require the use of the Gas Burners (charged according to meter reading): Yes  No

Do you require the use of a Stage: Yes  No

Do you require the use of the PA system: Yes  No

### **COSTING:**

ITEM	COST/ITEM (Kshs)	QUANTITY	COST (Kshs)
Hire of Hall	60,000.00		
Hall Annex	30,000.00		
Use of Seminar Room	4,310.00		
Use of Kitchen	4,310.00		
Deposit for Gas Burners	6,900.00		
Dance Floor	2,590.00		
Use of PA System	4,310.00		
Stage (2m×1m section)	86.00		
Round Banquet Table with 8 Chairs	129.00		
Round Plastic Tables (only 50 pieces available).	43.00		
Folding Tables	65.00		
Standard Maroon Chairs	22.00		
White Plastic Chairs	13.00		
<b>Sub Total</b>			
<b>Plus 16% VAT</b>			
<b>TOTAL COST</b>			

I accept liability of any damages that may arise to items hired from Sarit Exhibitions and Promotions during preparation of and the actual event.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_