



NATIONAL MUSEUMS OF KENYA

WHERE HERITAGE LIVES ON

## BOOKING FORM

### CONTACT DETAILS

Client: \_\_\_\_\_

Contact Person \_\_\_\_\_

Physical/Postal Address: \_\_\_\_\_

Office Tel: No. \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_ Fax \_\_\_\_\_

Venue of interest \_\_\_\_\_

Type of Event \_\_\_\_\_

Duration of event \_\_\_\_\_

Cost \_\_\_\_\_

Payment \_\_\_\_\_

Signature \_\_\_\_\_

### **FOR OFFICIAL USE ONLY**

Payment: Banker's Cheque/Bank-Deposit/Wire-Transfer \_\_\_\_\_

Amount: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

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

Comments: \_\_\_\_\_

NMK Officer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

***Space booked is not guaranteed without FULL PAYMENT***

**PRICES EXCLUSIVE OF 16% VAT**

### Terms and Conditions:

Please read the following terms and conditions **CAREFULLY** to ensure compliance before completing and signing this application:

1. All booking forms **MUST** be returned not later than **5** days upon receipt accompanied with **FULL PAYMENT** of the quoted price.
2. Please note that **ALL** catering, lighting, sound, décor, licenses and associated requirements necessary for a scheduled event will be met solely by the client. NMK shall only avail the event venue.
3. The National Museums of Kenya is a Non Smoking venue.
4. All bookings will be made through the PR & Marketing Department. The National Museums of Kenya reserves the right to accept or decline a booking.
5. The client **SHALL** be solely and fully responsible for any damages/loss caused to any building, fixtures and fittings for the period of hire of the facilities. All such incurred losses shall be evaluated and charged **DIRECTLY** to the client.
6. All areas of the building and courtyard should be treated with care and must be left in a clean and tidy state. All rubbish should be disposed of using the bins provided. If any part of the hired venue is left in an unreasonable state, the additional **Kshs. 10,000/-** clean up deposit fee will be charged. Caterers must take away all their garbage with them.
7. The client **SHALL** be responsible for any accidents, damages, theft or loss of items.
8. All cancellation notifications must be in writing.

Bookings cancelled seven days or less to the date of event: full amount forfeited

Bookings cancelled within 30 days to the date of event: 25% of payment will be refunded

Bookings cancelled more than 30 days to date of event: 50% of payment will be refunded

In the unlikely event of a booking being cancelled by the NMK, payments made will be refunded in entirety and a client informed.

9. All payments are to be made out to National Museums of Kenya through bank deposit, wire transfer or bankers cheque (*please use account details below*). Please ensure you present the bank deposit slip and obtain an official receipt for the same at the PR & Marketing department.

Account Name:	National Museums of Kenya
Account Number:	0108035107900
Bank Details:	Standard Chartered Bank Kenya Ltd.
Swift Code:	SCBLKENXXXX



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10. All events end at 10pm. Music and refreshments must end at the hire time and are not permitted to go later than this time. Please ensure that you have vacated the building at the agreed time. Failure to do so may result in additional charges. (***Kshs. 5,000 per hour***)
11. Set up times for ALL galleries is from 4pm with the exception of the Courtyard, Small Hall (if there's no exhibition) and gardens which can start earlier in the day.
12. The facilities hired must be used for the purpose indicated in the booking form.

I hereby certify that the information supplied by me is correct and agree to comply with the terms and conditions specified above.

Name of Applicant: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

***NB: In order to ensure customer satisfaction, a Public Relations Officer will be assigned to you for duration of your event. Please complete our customer satisfaction form after your event to help us improve our services***