

EVENT AGREEMENT

The following arrangement has been agreed between the Dar-es-Salaam Conference Centre, (Hereinafter referred to as 'the Conference') and Private, (Herein referred to as the Client).

A. Client Information:

Organization: _____

Physical Location: _____

Contact Person: _____

Cell Phone No: _____

Email: _____

Office No: _____

Fax No: _____

B. Event/ Equipment & Conference Information:

Event Type: _____

Date: _____

From _____ To _____

Start Time: _____ End Time _____

Conference Room Selected _____

Conference Room Rental \$US _____

Expected Number of participants _____

Other Equipments/ Stationeries/ Decorations required:

1. _____ Cost \$US: _____

2. _____ Cost \$US: _____

3. _____ Cost \$US: _____

4. _____ Cost \$US: _____

Total \$US: _____

Other special requirements _____

Conference Package: _____

Price per Person \$US/TAS: _____

Total Menu Price \$US/TAS: _____

Total Beverages Price \$US/TAS: _____

Total Event Price \$US/TAS: _____

C. Billing Information

Send Bill Attention: _____

Physical Address: _____

Tell: _____ Fax: _____ Cell: _____ Email: _____

NB: Please note by completing this section, you have confirmed your booking with Dar es Salaam Conference Centre (DICC).

TERMS & CONDITIONS:

1. A deposit of at least 50% of the total cost of event should be paid up front. The relevant pro-forma invoices, as a prerequisite that further confirms the booking will be issued. All payments quoted in dollars shall be paid for using either the same currency, or in Tshs at the establishment's pegged dollar rate quoted on the proforma invoice, **AND NOT B.O.T's OR EXCHANGE BUREAU's rates.**
2. The remaining 50% shall be paid at least 7 days before the event, as well as any beverage requirements settled in full as per the client's forecasted consumption.
3. Any additional amounts outstanding/extras incurred shall be paid immediately after the event.
4. If the full amount is not paid within the mentioned period, the Conference reserves the right to cancel this agreement. However, the **cancellation fees stated in Paragraph 15 will apply; additional costs such as bank interest rates. Attracted by the invoices previously forwarded, will automatically be paid by the Private. (also see related clause 17)**
5. Clients with credit facilities with the conference, no deposit is required but an L.P.O is compulsory. All credit customers are only allowed 7 Credit days any delays will be subjected to clause 4.
6. All prices are subject to applicable taxes, levies and VAT.
7. The **guaranteed attendance** will be charged at the agreed Conference/menu price **even if a lesser number of persons attend the event unless the minimum guarantee is modified in writing by the Client and accepted by the Conference in writing at least 48 hours in advance.**
8. In the event that **more people** attend the function than the **guaranteed attendance figures**, the excess members will be charged at the rate of the **Conference/menu rates agreed per person**. This shall become payable immediately.
9. A **"full day's conference/seminar"** shall be interpreted to be convened **anytime between 7.30am and 6.00pm**, and any **other extra time** there-after shall be billed accordingly, unless with **prior arrangement** between the client and Conference's Management, such as a cocktail event etc. As such, a **half day event** shall be interpreted to be convened anytime of the day for a **maximum of 5 hours** with an allowance of **1 hour for meal-times**.
10. Posters, decoration or any kind of display material can only be used in the Conference with written approval of its Management.
11. The client is solely responsible to ensure that only the client's invited guests attend the event.
12. The Conference reserves the right to cancel the event in case of Civil War, Natural calamities, Curfew or any other circumstances beyond its control without any payment of damages or indemnity to the Private.

- 13. To assure the safety of all guests in the Conference, the latter is required to inform his guests about the locations of emergency exits as indicated on the floor plan.
- 14. Any entertainment arranged by the Client and/or his guests (e.g. musicians and their equipment) must be brought in through the Conference's goods entrance and the conference will not accept any liability for it. The Client and/or his guests are solely responsible for payment of taxes, copyrights, authors' rights, etc. as may be applicable, and shall keep conference indemnified against any claims that may be made against it.
- 15. **Cancellation Charges;**
 - 48hours or less** prior to the event: 75% menu and/or room rental
 - 96hours or less** prior to the event: 25% menu and/or room rental
 - 7 days or less prior** to the event : None
- 16. In the event that the client requires a telephone extension in the Conference room, a refundable deposit (less usage), of US\$ 50/= will apply for local or national calls and US\$ 100/= for international calls.
- 17. Cancellation charges payable under paragraph 15 and delayed payments under L.P.O should be cleared immediately; **the outstanding balance will carry an interest rate of (18%) per day with effect of invoice date to date of payment in full.**
- 18. In the event that the Private, his employees, his agents and/or his guests use the parking facilities providing by the Conference or in any adjacent or near Premises it is agreed that the Conference shall not be liable for any accident, damage, loss or injury to the client his employees and/or guests or any Motor Car, any person or thing brought onto the Premises by him whether caused by the Conference, its servants, agents or other users of the Premises.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> PRIVATE	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> CONFERENCE
NAME: _____	NAME: _____
DATE: _____	DATE: _____

Private; a fix your Company Stamp Here:
