

Kigali Serena Hotel, Rwanda.
VAT/TIN No: 101453087
Tel: +250 788184500 Fax: +250 252597101
Email: banqueting@serena.co.rw



KIGALI SERENA
HOTEL

Bank Details:
Account: Kigali Serena Hotel
Bank: I & M Bank Branch: Head Office Kigali
Swift Code: IMRWRWRW
Franc A\C: 2500 724 0001 | USD A\C: 2500 724 0003
EUR: A\C: 2500 724 0004 | GBP A\C: 2500 724 0007

Date 31-01-25 **Time** 13:18

PROFORMA INVOICE

Booking ID: 2619952
Business Block Name: Trinity Metals
Arrival: Tuesday , 04 February 2025
Departure: Wednesday, 05 February 2025

	Qty	Curr.	Unit Price	Total
Tuesday , 04 February 2025				
Premium Package - 2024	15	FRW	75,000.00	1,125,000.00
Wednesday, 05 February 2025				
Premium Package - 2024	15	FRW	75,000.00	1,125,000.00
Estimated Total		FRW		2,250,000.00
Estimated Due		FRW		2,250,000.00

TERMS AND CONDITIONS

- a) Advance payment equivalent to 50% of value of the quotation is required for confirmation.
 - b) 100% deposit required one week prior to event taking place.
 - c) The advance payment / LPO for the event/conference confirmation is to be sent at least one week prior to the event. Failure to do so the room will be released.
2. Rates are as contracted by the Groups and Conventions Co-ordinator.
 3. All Extras are to be settled direct by individuals, unless otherwise specified. All terms on the programme will be charged to the Master Account unless otherwise specified.
 4. Please note that changes for numbers stipulated 72hrs prior to each function will apply. NO drop in numbers after that will be accepted. Conditions of Kigali Serena Hotel Conference Centre: Kigali Serena Hotel Conference does not accept responsibility or liability for the safe custody of any equipment, articles or valuables left in the venues unattended during any breaks that are scheduled during the course of the event unless SECURITY has been arranged prior to the event in order to safe guard such items during the scheduled breaks while the conference is in-house. All items left unattended are left at the owners risk.
 5. The full day conference timing is from 8:00 AM until 17:00 Hrs. Beyond this, the room hire charges will be applied per hour based on our room hire rates.
 6. The half day conference timing is from 8:00 AM until 13:00 Hrs. Beyond this, the room hire charges will be applied per hour based on our room hire rates.
 7. With regards to indoor / outdoor branding, kindly get in touch with the Banqueting team.

As the Kigali Serena Hotel Conference Centre provides facilities for events to take place simultaneously, Event organisers and owners are requested to respect the rights and properties of other parties making use of the Kigali Serena Hotel Conference Centre.

CANCELLATION POLICY

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8. In event of any cancellation by the client within 14 days prior to the event date, a cancellation fee equal to 50% of the value of the latest signed contract and / or proforma invoice will be charged and payable by the Event Owner and / or Event Organiser and any cancellation by the client within 7 days prior to the event date, a cancellation fee equal to 100% of the value of the latest contract and / or proforma invoice will be charged and payable by the Event Owner and / or Event Organiser.

INDEMNITY

Should the need arise, venues previously allocated by the Kigali Serena Hotel Convention Centre may be re-allocated. The nature of the event will be taken into account.

Should the venue be damaged but remain usable, the event may at the discretion of Kigali Serena Hotel Convention Centre continue.

Kigali Serena Hotel Convention Centre reserves the right to publicise past, current and future events unless requested not to do so by the Event Owner and / or Event Organiser.

Kigali Serena Hotel Convention Centre, its agents, employees or any third parties, will not be responsible for any injury, loss or damage or the cost thereof (including legal action) due to any cause whatsoever.

Any advice, recommendations or opinion given by agents, employees or third parties associated with Kigali Serena Hotel Convention Centre are given in good faith. These will not rise to claims against Kigali Serena Hotel Convention Centre.

JOINT AND SEVERAL LIABILITY

If the Event Owner and / or Event Organiser is made up of more than one person, those persons will be jointly and severally liable to Kigali Serena Hotel Convention Centre in terms of this Contract.

It is the Event Owner and / or Event Organiser's responsibility to ensure they are familiar with and comply with the information contained in the Contract, Terms and Conditions and Event Order. They are also responsible for ensuring that they or any of their appointed agents, do not contravene any of the restrictions affecting organisations that occupy the property.

KIGALI SERENA HOTEL CONVENTION CENTRE'S LIABILITY

Kigali Serena Hotel Convention Centre will not be responsible for any loss or damage due to causes beyond its control. This includes losses sustained by the Event Owner and / or Event Organiser due to the cancellation of the event by the Kigali Serena Hotel Convention Centre.

Should the Kigali Serena Hotel Convention Centre cancel the event, any monies received from the Event Owner and / or Event Organiser will be refunded, less cancellation costs and expenses incurred to date by Kigali Serena Hotel Convention Centre for the event.

DAMAGE TO OR LOSS OF PROPERTY

Any damage to the venue, damage to or loss of furnishings, utensils and equipment must be paid for by the Event Owner and / or Event Organiser.

REPAIRS

Should repairs be necessary, these should be completed within one day of the event at the cost of the Event Owner and / or by contractors approved by Kigali Serena Hotel Convention Centre. Failure to do so may result in the damage being repaired by Kigali Serena Hotel Convention Centre. The cost will be charged to the Event Owner and / or Event Organiser. Repairs impacting on the availability of the venue may result in additional charges to the Event Owner and / or Event Organiser.

RESTORATION

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Prior to vacating the premises, the Event Owner and / or Event Organiser, must at their expense ensure that the rented space and equipment has been restored to its original condition. In the case of exhibitions, this includes cleanliness of the venue.

SAFETY AND SECURITY

The Event Owner and / or Event Organiser must agree to comply with the Safety and Security policies of Kigali Serena Hotel Convention Centre.

VACATION OF PREMISES

If the Event Owner and / or Event Organiser does not vacate the premises at the agreed time, any resulting costs incurred will be charged by Kigali Serena Hotel Convention Centre to the Event Owner and / or Event Organiser.

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TIN No: 101453087

VAT No:101453087

CONTRACT ACCEPTANCE

Approved By Client: _____ Date: _____

CONFIRMATION

Approved By Client: _____ Date: _____