



HEMINGWAYS  
NAIROBI

# CONFERENCE & BANQUETS KIT 2024



# CONFERENCE PACKAGES 2024

## Standard Meeting Package

### Full Day Meeting

Kshs 6,800 per person inclusive of taxes:

- Welcome Break: Tea, coffee, assorted pastries, fruit juice as well as a healthy option
- Mid-Morning Break: Tea, coffee, hot snacks, assorted sandwiches and fruit slices
- Lunch: 3 course set / Buffet menu and a soft drink in the Brasserie
- Afternoon Break: Tea, coffee with cookies and tea cakes.
- ½ litre water morning and afternoon
- Meeting provisions: Stationery – writing pad, pen, flip chart stand, paper and a set of marker pens, LCD projector & screen, WIFI, assorted mints.

### Half Day

AM Meeting at KES 6,200 per person inclusive of taxes

- Welcome Break: Tea, coffee, assorted pastries, fruit juice as well as a healthy option.
- Mid-Morning/Afternoon Break: Tea, coffee, hot snacks, assorted sandwiches and fruit slices
- Lunch: 3 course set / Buffet menu and a soft drink in the Brasserie

### Half Day

PM Meeting at KES 6,200 per person inclusive of taxes

- Lunch: 3 course set / Buffet menu and a soft drink in the Brasserie
- Afternoon Break: Tea, coffee with cookies and tea cakes
- ½ litre water morning/afternoon
- Meeting provisions: Stationery – writing pad, pen, flip chart stand, paper and a set of marker pens, LCD projector & screen, WIFI, assorted mints.

## Premium Meeting Package

### Full Day Meeting

KES 7,500 per person inclusive of taxes

- Welcome break: – Tea, coffee, assorted pastries, hot snack, fruit juice as well as a healthy option
- Mid-Morning Break: Tea, coffee, hot snacks, assorted sandwiches, fruit slices and smoothies
- Lunch: –3 course set / Buffet menu and a soft drink in the Brasserie
- Afternoon Break: Tea, coffee with cookies, exotic fruit tartlets or tea scones & fruit juice.
- ½ litre water morning and afternoon
- Meeting provisions: Stationery – writing pad, pen, flip chart stand, paper and a set of marker pens, LCD projector & screen, WIFI, assorted mints.

### Half Day

AM Meeting at KES 7,000 per person inclusive of taxes

- Welcome Break: – Tea, coffee, assorted pastries, hot snack, fruit juices as well as healthy option.
- Mid-Morning: – Break: Tea, coffee, hot snacks, assorted sandwiches, fruit slices and smoothies.
- Lunch: –3 course set / Buffet menu and a soft drink in the Brasserie
- ½ litre water morning and afternoon

### Half Day

PM Meeting at KES 7,000 per person inclusive of taxes

- Lunch: –3 course set / Buffet menu and a soft drink in the Brasserie
- Afternoon Break: Tea, coffee with cookies, exotic fruit tartlets or tea scones & fruit juice.
- ½ litre water afternoon
- Meeting provisions: Stationery – writing pad, pen, flip chart stand, paper and a set of marker pens, LCD projector & screen, WIFI, assorted mints.



## ROOM HIRE CHARGES

<b>MEETING ROOMS</b>	<b>FULL DAY MEETING</b>	<b>HALF DAY MEETING</b>
Havana	KES 80,000	KES 70,000
Green Hills	KES 80,000	KES 70,000
The Boardroom	KES 60,000	KES 50,000
Bimini	KES 22,000	KES 20,000
Pillar	KES 18,000	KES 15,000
Private Dining Room	KES 20,000	---

### **EQUIPMENT HIRE (Per Day)**

PA System with 2 microphones	KES 15,000
Microphone	KES 3,500
Printer (black and white)	KES 20,000
Printer (color)	KES 30,000
Videoconferencing	KES 30,000
Teleconferencing	KES 20,000

### **DEDICATED BANDWIDTH**

Capacity-BOD	1 Day (Tax inclusive)	2 Days (Tax inclusive)	Technology
10mbps	35,000	70,000	SAF Fiber
20mbps	45,000	90,000	SAF Fiber
30mbps	50,000	100,000	SAF Fiber

## MEETINGS ROOM CAPACITIES

	ROUNDS	THEATRE	U- SHAPE	BOARDROOM	COCKTAIL	CLASSROOM	SQ MTS	DAYLIGHT
HAVANA	40	100	40	30	100	60	136	Y
GREEN HILLS	60	100	35	30	100	60	172	Y
GREEN HILLS TERRACE	N/A	N/A	N/A	25	50	N/A	---	Y
BOARD ROOM	N/A	N/A	N/A	12	N/A	N/A	48	Y
PILLAR	N/A	N/A	N/A	6	N/A	N/A	20	Y
BIMINI	N/A	N/A	N/A	8	N/A	N/A	24	Y



## Green Hills Terrace

### DETAILS

#### Sitting Arrangements

Round Tables	N/A
Theatre style	N/A
U Shape	N/A
Boardroom	25
Cocktail set-up	50
Classroom style	N/A



## Green Hills

### DETAILS

Size: 172 Square Meters

#### Sitting Arrangements

Round Tables	60
Theatre style	100
U Shape	35
Boardroom	30
Cocktail set-up	100
Classroom style	60



## Havana

### DETAILS

Size: 136 Square Meters

### Sitting Arrangements

Round Tables	40
Theatre style	100
U Shape	40
Boardroom	30
Cocktail set-up	100
Classroom style	60



## Boardroom

### DETAILS

Size: 48 Square Meters

### Sitting Arrangements

Round Tables	N/A
Theatre style	N/A
U Shape	N/A
Boardroom	12
Cocktail set-up	N/A
Classroom style	N/A





## Pillar

### DETAILS

Size: 20 Square Meters

### Sitting Arrangements

Round Tables	N/A
Theatre style	N/A
U Shape	N/A
Boardroom	6
Cocktail set-up	N/A
Classroom style	N/A



## Bimini

### DETAILS

Size: 24 Square Meters

### Sitting Arrangements

Round Tables	N/A
Theatre style	N/A
U Shape	N/A
Boardroom	8
Cocktail set-up	N/A
Classroom style	N/A



HEMINGWAYS  
NAIROBI

Mbagathi Ridge, Karen  
P. O. Box 146 – 00502 Karen, Nairobi  
Telephone: +254 (0) 711 032 000

**Reservations:**

Telephone: +254 (0) 711 032 000 / 233 / 235  
[events.nairobi@hemingways.co](mailto:events.nairobi@hemingways.co)  
[www.hemingways-collection.com](http://www.hemingways-collection.com)

