

Company	Tanzania Internet Service Provider Association - TISPA	Golden Tulip Dar Es Salaam Hotel
Contact Person Position	Joseph Rwegoshora Technical Associate	Opalyn Serrano Sales and Marketing Consultant
Address	Postal House 3 rd Floor, Room No. 300 Ghana Avenue/ Ohio Street PO Box 80449 Dar Es Salaam	Toure Drive, Msasani Peninsula Dar es Salaam Tanzania
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	Following named as "Company"	Following named as "Hotel"

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Subject : Group Agreement

Your Event on 25th September 2018

Dear Joseph,

We are pleased that you have decided to organize your event at our hotel.

Based on all received information, we have put together an event agreement for the Event.
Kindly advise us on all the outstanding questions in order to guarantee a smooth and excellent service.

In order to confirm the event, we kindly request you the following:

- Please sign, stamp and return the attached event agreement.
- 100% payment to be received either by cash; credit card or bank transfer on 24th September 2018.
- Kindly provide proof of payment by 24th September 2018
- Please kindly send us all outstanding details for the event 24th September 2018

Should you have any further questions, please do not hesitate to contact us. We look forward to welcoming you and your esteemed guests at the Golden Tulip Dar es Salaam Hotel soon.

Yours sincerely,
Opalyn Serrano
Sales and Marketing Consultant
Golden Tulip Dar Es Salaam Hotel.

Your Event on 25th September 2018

Event

Date: 25th September 2018
 Number of participants: 100 Pax
 Venue: Oysterbay Marquee
 Set-up: Round Tables with Chairs

Details:

Swahili Buffet Menu

TZS 55,000 per person

MAIN COURSE	STARCHES	VEGETABLES
Samaki wa Nazi	Pilau	Njegere
KUKU CHOMA (GRILLED CHICKEN)	Ndizi Bukoba	Bamia na Nyanya chungu
Mbuzi Choma	Ndizi Mzuzu	Kisamvu
Rosti Ya Nyama (Dry Fried Beef)	Chapati	
SOUP	SALAD	DESSERT
SUPU YA ULIMI (Ox Tongue Soup)	Cucumber Salad	Fruit Salad
	Kachumbari	Banana Cake
	Carrot Salad	Mandazi
	Beetroot Salad	Coconut Cake

Drinks:

1. 25 Boxes of Azam Juice (Apple, Orange, Tropical, Mango)
2. 100 Kilimanjaro Bottled Water
3. 4 crates of Soda (2 Coke, 1 Fanta and 1 Sprite)
4. 5 crates of Local Beer (1 Kilimanjaro, 1 Safari, 1 Ndovu, 1 Castle Lager, 1 Castle Lite)
5. 2 Boxes of Imported Beer (Heineken)
6. 2 Boxes of Savannah Dry

All prices are including 18% VAT, buffet breakfast at Sanaa restaurant and excluding 1.5 USD bed levy per person per night

PRO FORMA INVOICE

Number: 9362

#	Item	Unit Price TZS	Unit Price USD	Quantity	Tanzanian Shillings			US Dollars		
					Total Price incl. VAT	VAT	Total excl. VAT	Total Price incl. VAT	VAT	Total excl. VAT
1	Swahili Buffet	55,000.00	25.00	100	5,500,000.00	838,983.05	4,661,016.95	2,500.00	381.36	2,118.64
2	Kilimanjaro Water	3,300.00	1.50	100	330,000.00	50,338.98	279,661.02	150.00	22.88	127.12
3	Soda	3,300.00	1.50	96	316,800.00	48,325.42	268,474.58	144.00	21.97	122.03
4	Local Beer	6,600.00	3.00	100	660,000.00	100,677.97	559,322.03	300.00	45.76	254.24
5	Imported Beer - Heineken	7,700.00	3.50	48	369,600.00	56,379.66	313,220.34	168.00	25.63	142.37
6	Imported Beer - Savannah Dry	7,700.00	3.50	48	369,600.00	56,379.66	313,220.34	168.00	25.63	142.37
7	Azam Juice - Boxed	8,800.00	4.00	25	220,000.00	33,559.32	186,440.68	100.00	15.25	84.75
Total					7,766,000.00	1,184,644.07	6,581,355.93	3,530.00	538.47	2,991.53

The Total Amount to be paid is TZS 7,766,000.00 or USD 3,530.00

Account Details

US DOLLAR ACCOUNT

Name of the Bank: Barclays Bank Tanzania Ltd
Address: P.O. Box 5137, Dar Es Salaam, Tanzania.

Name of Account: Indian Ocean Hotels Ltd

Currency of A/C: USD
Account Number: 001-4003886
Swift code: BARCTZTXXX
Branch: Slipway Branch

TIN NUMBER: 100 – 255 - 952
VRN Number: 10 – 013094 – B

TANZANIAN SHILLINGS ACCOUNT

Name of the Bank: Barclays Bank Tanzania Ltd
Address: P.O. Box 5137, Dar Es Salaam, Tanzania.

Name of Account: Indian Ocean Hotels Ltd

Currency of A/C: TZS
Account Number: 001-4005935
Swift code: BARCTZTXXX
Branch: Slipway Branch

Signature: -----

Stamp: -----

CANCELLATION POLICY

International standards, local flavours
An Indian Ocean Hotels Ltd Property

Event

1. Any further cancellation will be charged 100% of the total amount.
2. Any additional requirements to be charged accordingly
3. The hotel shall not be liable for any inaccuracies or information which the customer fails to verify with hotel management.
4. Any drinks that have been paid for and not consumed on the night are non-refundable and non-adjustable.
5. Functions above 250 people are compelled to source their own emergency services i.e. ambulance and fire brigade.
6. When using the marquee tent, please do not make holes in the material when attaching decorations. Doing so will result in penalties.
7. Decorators/DJ/caterers for events must meet the Golden Tulip team at least 1 week before the event to work out logistics. Decorators/DJ/caterers will not have access to the venue on the day if they fail to meet the Golden Tulip team before.

NO SHOW POLICY

1. The no-shows will be charged 100% of the total pro forma amount.

METHOD OF PAYMENT

1. Please sign, stamp and return the attached event agreement.
2. 100% payment to be received either by cash; credit card or bank transfer on 24th September 2018.
3. Kindly provide proof of payment by 24th September 2018
4. Please kindly send us all outstanding details for the event 24th September 2018

TERMS AND CONDITIONS

1. In case of payment in Tanzanian shillings the hotel's exchange rate will apply. Please note that the exchange rate is 2200/= to 1USD, **subject to change**.
2. In case the settlement is by credit card the hotel will levy a surcharge of 8 % on the total amount.
3. In case the settlement is by a bank transfer the hotel will levy a fee of USD 100/- per transaction.
4. In case of any damage during the function organizer / client has to pay full cost.
5. Not following the payment instructions above will attract a 5% interest charge on outstanding account per month.
6. We will cater for the number of persons mentioned above, if the number of people increases, the price will be adjusted accordingly.
7. A maximum of 20 people/plates may be added to the number of people attending the function if this is done on day of the function. Charges will be applied accordingly.
8. Any changes in format of the function must be confirmed 15 days before the function. Charges will apply accordingly.
9. Any damage at the hotel the client / organizer will be charged accordingly
10. The hotel has the right to change the venue due to any unforeseen event beyond the control of the hotel.

FUNCTION AGREEMENT

Between Tanzania Internet Service Provider Association - TISPA "Client"

AND

The **Golden Tulip Dar es Salaam Hotel**

Reference No.9362

Date of Function: 25th September 2018

Address Details: _____

Additional Information:

I, the undersigned, confirm the booking of the facilities and rates as quoted in the attached quotation / letter. I have read the terms and conditions and fully understand that this Contract is to these stipulations.

Signed: _____

for & on behalf of the client:

Date: _____

Print Name: _____

Position: _____

Signed: _____

for & on behalf of the Golden Tulip, DSM

Date: _____

Print Name: Opalyn Serrano

Position: Sales and Marketing Consultant