

Friday, 04 August 2023

Att: Geoff Hardwick

NETWORK AND SERVICE PROVIDERS ASSOCIATION OF ZAMBIA (NSPAZ)

% Paratus Zambia

Brentwood Office Park, Stand 11436B, Brentwood

Lane, Longacres geoff.hardwick@paratus.africa | +260 764 881 792

RE: QUOTATION FOR A CONFERENCE TO BE HELD ON 29th – 30th AUGUST, 2023.

Welcome Tea /coffee with cookies

- Morning & Afternoon tea / coffee/2 snacks/juices
- Buffet Lunch
- 2 Mineral water during Meeting
- 1 Soft Drink During Lunch
- Pens/ Note Pads/ Sweets
- Time 08:00 To 17:00
- *Venue available tentatively blocked.*

ITEMS	Date	Rate ZMK	Quantity	No. of days	Total ZMK
Full Day Conference	29.08.23-30.09.23	495	100	2	99,000
Venue Hire discounted		20,000	1	2	40,000
Interactive PA System	29.08.23-30.09.23	3,500	1	2	7,000
Projector screens + Projector	29.08.23-30.09.23	2500	1	2	5,000
TOTAL					K 151,000

(Hotel Representative's signature)

_____ (Guest signature & Stamp)

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Taj Pamodzi Hotel

Church Road, PO Box 35450, Lusaka, Zambia

Tel No : (+260-211) 254455, Fax No : (+260-211)-254005 250995 www.tajhotels.com

Please Note:-

- The above rates are on a per person basis, are non-commissionable.
- All additional beverages (alcoholic and non-alcoholic) will be charged as per consumption and has to be bought from the hotel.
- All audio visual equipment taken from the hotel will be charged extra.

50% advance of the total expected billing would be required as a deposit on confirmation of event before the cut-off date. Rest 50% advance of the total expected billing would be required before the event.

Tax Structure:

Tax on Food	: 26% (16 % VAT + 10% Service charge)
Tax on Hall hire	: 26% (16 % VAT + 10% Service charge)
Tax on Audio-visual equipment hire	: 26% (16 % VAT + 10% Service charge)
Tax on Alcoholic beverages	: 26% (16 % VAT + 10% Service charge)
Tax on Non-alcoholic beverages	: 26% (16 % VAT + 10% Service charge)

ANNEXURE 2

CONFIRMATION OF BOOKINGS / ADVANCE POLICY

We would require a signed copy of the contract form, as specified in **Annexure 4** along with a deposit as specified below

<ul style="list-style-type: none"> • In case of confirmation of event between 60 days and 30 days prior to the commencement of the event, 25% of the total estimated billing should be paid in advance and another 50% advance should be paid between 30 days and 15 days prior to the commencement of the event. The rest 25% of the estimated billing should be paid fully 15 days to 24 hrs. prior to the commencement of the event. • In case of confirmation of event between 30 days and 15 days prior to the commencement of the event, 50% of the total estimated billing should be paid in advance and rest 50% advance should be paid between 15 days to 24 hrs. Prior to the commencement of the event. • In case of confirmation of event between 15 days and 24 hrs. prior to the commencement of the event, 100% of the total estimated billing should be paid in advance
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(Hotel Representative's signature)

(Guest signature & Stamp)

CANCELLATION/REFUND POLICY

- i. In case of a cancellation between 60 days and 30 days prior to the commencement of the event, the Hotel reserves the right to charge 25% of the total estimated billing as retention.
 - ii. In case of a cancellation between 30 days and 15 days prior to commencement of the event, the Hotel reserves the right to charge 50% of the total estimated billing as retention.
 - iii. In case of a cancellation less than 15 days prior to commencement of the event, the hotel reserves the right to charge 100% of the expected bill as retention
 - iv. In the event of postponement of the event to another date, it is to be treated as a cancellation; the above guidelines would still apply.
 - v. For payments made in foreign currency, the exchange rate prevalent on the day of the payment shall be considered for calculating the amount payable.
 - vi. Refunds, if any, shall only be made in local currency. Bank charges, if any, would be to the account of the party.
- All government policies/regulations prevalent during the time of your Event will apply. Taj Hotels Resorts and Palaces will not be held responsible for any subsequent changes in the Government policies, rules and/or regulations which will/may have a bearing on the Terms and Conditions of our agreement. In such an event, the Terms and Conditions mentioned herein in this contract will remain valid.

ANNEXURE 3
TERMS AND CONDITIONS

1. Set –up related (Preventing Damage and Property Insurance Issues)

- (i) Hotel does not permit the following:
 - ❖ Clients to use nail, scotch tapes, pins to put up posters or banners on the panels, walls or doors or banquet rooms or pillars or other parts of the stucture of the premises. The hanging of banners, posters or any other object by using nails, thumb tacs, tape or by any other means is not permitted. Freestanding framed banners shall be permitted only inside the function hall/ venue & in the prefunction area. All display material within the banquet area required the approval of the hotel management. Gues will supply stands for banners
 - ❖ Moving heavy equipment in the function room without proper protection for the floors/ carpets.
 - ❖ The use of inflammable and explosive materials like helium balloons etc for visual displays
 - ❖ Dumping of construction debris of any kind into our compound or back service areas.
 - ❖ Cutting and trimming hotel existing trees or plants, Sawing or painting.
 - ❖ Parking of generator or a OB Van inside the hotel premisses.

(Hotel Representative's signature)

(Guest signature & Stamp)

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- ❖ The hotel do not provide storage facility / area for the goods / materials brought from outside the hotel, other than the venue reserved for the said date & time. The hotel will not accept liability for any damage or loss of merchandise left in the hotel, prior to, during or after the function.
- (ii) For Product launch or big set ups – dimension drawing / floor plan showing the layout of the stage / booths console etc..... must be submitted to the hotel for approval before any work can be carried out.
- (iii) The client is responsible for directing their contractors to observe the hotel's guidelines (Which will be separately provided) and such the guest is responsible for any damages incurred by them or the contractor to the hotel premises.
- (iv) The client is liable for any damage caused to the hotel property or equipment by the client or the client guests attending the event. Hotel reserves the right to ask for a damage deposit, in case of a damage if caused.
- (v) For all functions with special electric requirement e.g. heavy electric load or uninterrupted power supply, the hotel must be intimated by the organizers at least 72 hours in advance to plan for the same. Any cost incurred in this process will be charged to the guests / organizers.
- (vi) Set ups involving noisy activities like hammering / banging loud cutting etc. will be planned out in compliance with the Banquets and no such activity will be allowed after 1900 hrs in the halls
- (vii) No welcome signage or banner or poster would be displayed in the lobby, driveway or any other part of the hotel premises except inside the banquet venue. However, the hotel will display the necessary signage providing function details and directions to venues.
- (viii) Backdrop if any should be self supporting.
- (ix) The Management of Taj Pamodzi Lusaka is not liable for any loss or damage to the client and his guest's belongings during the event.
- (x) Apart from the approved parties / agencies of The hotel no other party / agency will be permitted to undertake arrangements for the stage and the dance floor, Audio Visual equipment, floral
- (xi) Decoration and other decorations within the hotel premises. The General Manager of the hotel will authorize exceptions, if any in writing.

2. Booking Related:

- (i) Taj Pamodzi Lusaka reserves the right to cancel any tentative booking, which is not confirmed within three working days of the reservation, being made.
- (ii) The hotel has a right to cancel the contract in case of **Annexure 2 & 3** of "PAYMENT SCHEDULE AND TERMS" are not adhered to.

3. Venue allocation

- (i) Allocation of space is in accordance to the minimum number of people expected. Should the minimum expected number fall before the initially advised number less than 45 days prior to the event, the allocation of space would change in accordance to the capacity of each function room at the discretion of the hotel.
- (ii) The Hall should be vacated on or before the end time agreed in this contract.
- (iii) In case of utilization of hall before the agreed start time and beyond the agreed end time, you would be charged hall rental charges plus taxes per hour for such usage only (In case the venue is not sold to another party). No credit would be given in case the hall is released earlier than the end time or the function.
- (iv) Audio /Visual equipment hired from the hotel will be charged extra.
- (v) All rates are inclusive of taxes.

(Hotel Representative's signature)

(Guest signature & Stamp)

4. Food and Beverages Policy

- (i) There are no discounted rate for children
- (ii) Food shall be prepared only for 110% of the number of guests guaranteed. Should the number of persons exceed 10% of the guaranteed number, an additional surcharge of 10% would be charged extra on the increased number of guests and hotel would be unable to ensure consistency in the quality of food and services.
- (iii) Only food provided by the hotel is to be consumed at the hotel premises. No leftover food will be allowed to be removed from the premises for outside consumption
- (iv) In case of any cocktail lunch or dinner functions, the pre-meal snacks service will be for duration of maximum 90 Minutes from the time of commencement of the function.
- (v) The representative(s) at Taj Pamodzi Lusaka and the client will jointly count the number of guests and / or the quantity of food and beverages served at the function and the said number will be binding on the client for the purpose of bill settlement.

- (vi) **If the number of guaranteed pax is increased within 24 hrs of the function, an additional fee of 15% will be charged on the menu price quoted for the increased number of pax.**

5. Advice of Final Number and Details

- (i) Reconfirmation on the number of guests attending along with all final details of the event should be notified in our banquet department 15 days prior to the event. A guaranteed minimum number of guests attending must be confirmed 7 days prior to the event.
- (ii) We would not accept a reduction in guarantee 7 days prior to the event.
- (iii) Should the number of guests attending exceed the guaranteed minimum number confirmed; the client will be billed on actual as per the agreed rates for food and beverages. Any other charges or services provided will be extra.

6. Regulation for the contractual staff

- a. All contractual staff has to enter the hotel only through the contractor entry.

- b. All the contractors will be only allowed in the hotel if they are wearing the proper uniform and shoes and safety gear.**
- c. The contractors will not be allowed to enter any public/ guest area.
- d. Hammering and other kind of work will only be allowed after proper permission of the Banquet manager and the hotel security.
- e. Sleeping in the halls and in the hotel premises is not allowed.
- f. Moving around in the hotel which is not your designated area is prohibited.
- g. Smoking, chewing gum, chewing pan and consumption of alcohol, use of drugs etc. is not permitted in the hotel.
- h. Any damage caused to the hotel property during the course of work has to be compensated by the contractor or the guest.
- i. List of items brought in by the contractors should be mentioned in duplicate and presented to the security
- j. Truck will leave the hotel premises as soon as they empty their load, no vehicle will be allowed to wait in the parking area.
- k. All the material should be taken out the same day after the event.

7. INDEMNITY

(Hotel Representative's signature)

(Guest signature & Stamp)

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The Client hereby agrees to indemnify, defend and hold harmless the Hotel against any and all claims, damages, losses, obligations, liabilities or costs of any kind whatsoever, including reasonable attorneys' fees, whether by reason of personal injury or death or property damage or otherwise, arising out of or in connection with the event or this Agreement, negligence or wilful misconduct of the Client or any guest, invitee, contractor or agent or event organizer of the Client. unless such claims, damages, losses, obligations, liabilities or costs are caused as a result of gross negligence on the part of Taj pamodzi hotel employees. The Client's obligation to defend and indemnify the Hotel shall survive the termination or expiration of this Agreement.

8. Guest conduct

- (i) Taj Pamodzi Lusaka reserves the right of admission and entry of persons entering the Hotel's facilities. In the unfortunate event that the clients or their guests' behaviour became unacceptable and causes embarrassment or discomfort to other (guest or hotel staff), management of the hotel reserves the right to have the individual of individuals removed from the hotel premises.

(Hotel Representative's signature)

_____ (Guest signature & Stamp)

ANNEXURE 4
CONTRACT OF AGREEMENT BETWEEN:

TAJ PAMODZI LUSAKA

AND

**

The advances and final payment will be made as per the terms mentioned in this contract.

<u>On behalf of</u> <u>Taj Pamodzi Lusaka</u>
Tom
(Signature)_____
Signed and Accepted By:

<u>On behalf of</u> <u>Paratus Zambia</u>
(Signature)_____
Signed and Accepted By:

(Hotel Representative's signature)

(Guest signature & Stamp)