



PROPOSAL FOR END OF YEAR STAFF PARTY 2018



The Panari Hotel offers the most ideal space for staff end of year parties and activities that comes with irresistible offers giving your organizing committee the ease you can ever desire of while handling and planning such a special occasion.

Being a very busy part at the end of year, we take this opportunity to introduce to you our 2018 special offers for this very important calendar event and are pleased to be part of your organizing team to see through a flawless event from start to end.

We take this moment to share our special offers for this year's event and forward the following proposal for your consideration.

1. VENUE

We confirm availability of a suitable venue that can comfortably accommodate upto 550 guests in a banquet set up on Dates.





2. MENUS AND DRINKS

- We shall serve any selected menu at the agreed upon price per person Selected from our various menus provided as an attachment with this proposal.
- The food shall be laid out in self-service buffet counters for all the guests. The Menus are customized as per your brief and budget.
- All the guests shall be issued with a well-marked and presentable meal voucher upon arrival; this will be picked by our attendants as guests serve their meals for control purpose.
- We will serve one soft drink with the meal per person inclusive in the menu cost.
- For the drinks we shall set up a bar stocked with beverages of your own selection from the provided list and shall be charged based on your budget allocation and as per actual consumption.

3. SET UP

We shall provide the following at no extra cost;

- Round tables to accommodate the numbers to be booked for seating 8pax or 10 pax per table or as appropriate.
- We shall set up a stage for presentations, Podium and a gift table or as required.

- We shall dress the tables in white table cloth and the chairs dressed in white seat covers.
- We have 450 car parking slots however, we shall be able to reserve parking spaces for your GM, CEOs or Directors, and you shall issue us with their car registration numbers.

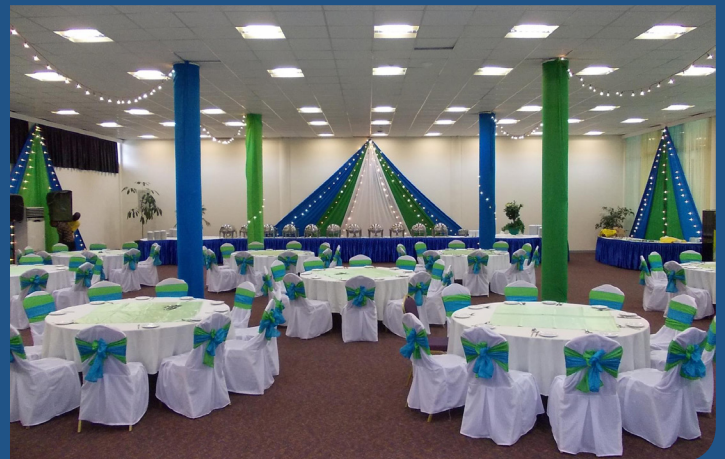
4. DECORATIONS & ENTERTAINMENT

We shall be ready to engage the décor and entertainment groups on your behalf but you shall go through your event theme and requirements with them as well as handle their payments directly.

We shall also allow you to make own direct arrangements for these services and bring the out sourced providers at no extra cost.

5. OUR OFFERS

- We shall offer 2 complimentary vouchers for ice-skating
- We shall offer 2 meal voucher for 2 pax
- We shall offer a celebration complementary 4Kgs cake with the company logo
- We shall offer changing room for gents and one for ladies on the day of the event between 2pm – 7pm.



We hope the above serves as a guide that makes it easy for us to work out a successful and memorable event for your esteemed members of staff or customers.

We assure you of our availability and based on your schedule to go through all the above details and discuss menu requirements either here at the Hotel or at your offices.

In case of any clarification or further information, please feel free to contact the undersigned.

We at The Panari Hotel shall be greatly honored to host this very important function assuring of our best services.

**YOURS SINCERELY,
LEWIS KIMANI,**