

Group Proposal



EVENTS AT CORINTHIA

CORINTHIA.COM


CORINTHIA
HOTEL
KHARTOUM

Company	SDNOG	21 st May 2015	
Event Type	Conference		
To	Ms. Sara Alamin	From	Hadeel
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Email	Sara.alamin90@gmail.com Sara.alamin@sudren.edu.sd	Email	hadeel.abdalrahman@corinthia.com

Khartoum



A sleek architectural masterpiece of steel and glass, Corinthia Hotel Khartoum redefines the business hotel category, seamlessly combining form with function, high technology with unparalleled luxury and elegance with efficiency.

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No. of People:	5 Person		No. of Rooms:	5 Rooms	
Check-In:	25 th Aug	Year: 2015	Check-Out:	28 th Aug	Year: 2015
	Deluxe Room		Room Price	240 USD	
Above room rates are single occupancy, double occupancy supplement 35US Dollar per room per night All rates Subject to 5% Resident Fees & 17% VAT (Taxes at prevailing government rates)					

Please note the following:

- Above rates are quoted in US Dollar, payable USD on Front desk.
- Credit Cards are NOT accepted in Sudan; prior arrangement for settlement of bills is advisable.
- A complimentary breakfast buffet with every room booking in the Mugran Restaurant on the 16th floor.
- Complimentary Internet access
- Two bottles of mineral water in the room, replenished daily
- Use of hotel's recreational facilities
- Airport pickup and drop Individual 33 USD per person per trip
- Passport Registration 85 USD per person



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Complimentary			
Upgrade Executive:		Upgrade Suite:	
Transportation		Room Deliveries:	

Check-In/ Check -Out

- Please note Check-In time is 14:00 and the Check-Out time is 12:00 Noon. Early Check-In requests
- Should be booked one night prior.
- Check out until 6:00 PM will be subject to 50% of the room rate plus applicable taxes
- Check out after 6:00 PM will be subject to a one night room rate plus applicable taxes
- Above are always subject to availability

- **DEPOSIT PAYMENT:**

The following non-refundable deposit payments, which do not bear interest, must reach the hotel according to the schedule below:

1. 25% of the total charge of the function should be paid upon signature of the present agreement (nonrefundable),
2. Remaining 50% of the total of the entire amount is to be paid 30* days prior to the function or 60*days in high seasons.
3. 25% of the estimated final booking is to be paid 7 working days prior to the event's date.
4. All extras are to be settled before departure.

*Should the event be booked within the 30/45 days of the booking 75% would be required upon signature.

The hotel reserves the absolute right to unilaterally terminate the present agreement without prior notice or compensation, after a single written notice to pay, which fails to have any effect, if the client fails to make any or all of the advance payments stipulated above without prejudice to the hotel's right to use all legal avenues to obtain the payment of sums already or subsequently due and

compensation for the prejudice suffered.

- **GUEST LIST:**

Please provide us with your guest list Five days prior to the event. If you have any VIP guests, needing special attention, please notify us at the same time.

The hotel reserves the absolute right to unilaterally terminate the present agreement without prior notice or compensation, after a single written notice to pay, which fails to have any effect, if the client fails to make any or **all** of the advance payments stipulated above without prejudice to the hotel's right to use all legal avenues to obtain the

Payment of sums already or subsequently due and compensation for the prejudice suffered

Event Requirements

MEETING ROO

Meeting Room:	No. of People:	Set-Up:	Dates:	Package /per person	Time:	Option Date:
Lebdah Conference	250	Theater	From 26 th to 27 th Aug 2015	One coffee break + buffet lunch 364 SDG	8:00 To 17:00	
Sebha _/Ghadames	20		From 23 rd to 25 th 2015	One coffee break + buffet lunch 364 SDG	8:00 TO 17:00	

Pro-forma invoice



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Item	Description	price pp	Attendees	Sub Total	Days	Total SDG
1	Package per Person on From 26 to 27	364.00	250	91,000.00	2	182,000.00
2	Package per Person on From 23 to 25	364.00	20	7,280.00	3	21,840.00
3	Sabh /Gdames Room Rental			3,900.00	3	11,700.00
4	Sub Total					215,540.00
5%Service Charge						10,777.00
Sub Total						226,317.00
17 % Vat						38,473.89
Total SDG						264,790.89

DAY DELEGATE PACKAGE

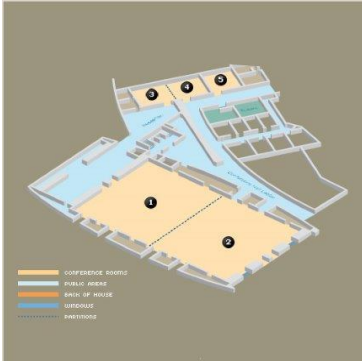
Package Includes:	<p>From 26th to 27th Aug 2015</p> <ul style="list-style-type: none"> • International lunch buffet including soft drink and water for 500 person . • Meeting room Lebdah Ball Room • Morning coffee break • Podium • Projector and screen <p>From 23th to 25th Aug 2015</p> <ul style="list-style-type: none"> • One coffee break +International lunch buffet including soft drink and water person . • Meeting room. Usage • Projector and Screen • Note pad and pens • 01 Microphone Stand • 01 Microphone wireless • Podium
Price 1 includes % VAT:	

ABOUT THE HOTEL LOCATION

- Walking distance to all Government sectors and the Presidential Palace.

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- Distance from airport: 7 KM
- Learn about all the benefits of our Events at Corinthia Programme: www.corinthia.com



Room Name	Measurements				Room Capacity			
	Length (m)	Width (m)	Height (m)	Area (sqm)	Seating (Theatre)	Seating (Class)	Seating (Banquet)	Seating (Reception)
Lebdah Ballroom A	23.34	15.39	7.60	357	637	2411		
Lebdah Ballroom B	23.34	15.39	7.60	357	637	2411		
Lebdah Ballroom A+B	23.34	30.78	7.60	714	1274	4822		
Sirte	6.60	6.60	2.90	43.56	118	96		
Sakha	7.35	6.70	2.90	49.26	129	96		
Ghadames	7.35	6.70	2.90	49.26	129	96		
Sakha + Ghadames	14.70	6.70	2.90	98.52	258	192		

Room Name	Room Capacity				Measurements			
	Theatre	Class	Banquet	Reception	Length (m)	Width (m)	Height (m)	Area (sqm)
Lebdah Ballroom A	637	2411			23.34	15.39	7.60	357
Lebdah Ballroom B	637	2411			23.34	15.39	7.60	357
Lebdah Ballroom A+B	1274	4822			23.34	30.78	7.60	714
Sirte	118	96			6.60	6.60	2.90	43.56
Sakha	129	96			7.35	6.70	2.90	49.26
Ghadames	129	96			7.35	6.70	2.90	49.26
Sakha + Ghadames	258	192			14.70	6.70	2.90	98.52

Terms and Conditions

Pro Forma/ Offer validity:

In order to guarantee and confirm your booking, you are required to sign and stamp below, at least two (2) days prior to your event.

Guarantee:

With his signature the client agrees to guarantee the booking as mentioned above and agrees to the below cancellation terms and conditions

- **NO-SHOW / CANCELLATION**

In case of any subsequent cancellation, postponement or no-show **SDNOG** is liable to pay the cost equivalent to one day contracted room rates

Should the client cancel or amend the accommodation arrangements described above, the following cancellation fee will be charged to the client, who agrees to pay this compensation to the hotel:

- From the signature of the present agreement to 120 days prior to the event date: 25% of the estimated total entire reservation.
- Between 119 and 90 days prior to the event date: 35% of the estimated total entire reservation.
- Between 89 and 45 days prior to the event date: 50% of the estimated total entire reservation.
- Between 44 and 15 days prior to the event date: 85% of the estimated total entire reservation.
- 14 days and less, prior to the event's date, including same day cancellations or no shows: 100% of the estimated total entire reservation.

- This is a guaranteed and confirmed booking. In case of the cancellation of the event by the client for any reason (other than force majeure, including declaration of war), the following will be incurred
 - 100% full payment of the above grand total by cancellation later than 48 hours prior to the event
 - A non-refundable deposit of 25% (of the above mentioned total amount), has to be paid by the guest, not In the case of no deposit paid, the Hotel reserves the right to release the booking for the above mentioned event

Health & Safety:

The hotel conforms to local and international regulations concerning health and safety. This includes the provision of health and safety equipment, and signage. These are basic legal requirements that the hotel conforms to, and clients are forbidden to cover, remove or tamper with any of such equipment. This includes all exit doors and signage for emergency exits. Such areas are to be left unencumbered and easily accessible and visible at all times

Permits:

In Sudan it is essential for an event organizer to obtain the necessary permits from the competent authorities. The Organizer should therefore apply for such permits well in time to allow for the documents to be issued in time for the event. In the case that such permit/s is/are not issued the hotel will not be able to allow for the event to take place and the hotel may not be held liable in any way. In such cases the deposits paid will be forfeited.

HAC approval is needed for all UN Organizations and NGO's

Payment method

SDNOG will cover all Expenses of the Event in cash to the Hotel & Accommodation as well

The Hotel shall in no way be bound by any of the terms specified herein unless and until a duly signed copy of this agreement is received from **SDNOG** **no later than 30th July 2015**

Should you have any further questions or need immediate information/ assistance, please do not hesitate to contact me directly.

We look forward to welcoming you and your valuable guests at the Corinthia Hotel Khartoum.

Kind Regards.

Hadeel. Abdalrahman
MICE Coordinator

Corinthia Hotel Khartoum

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On behalf

SDNOG

Name: Ms. Sara Alamin

Position:

Date: 21st May 2015
