



# **EKA HOTEL ELDORET OUTSIDE CATERING SERVICES**

*Delivering Divine Memories!*



Dear Esteemed Client,

Thank you for choosing Eka Hotel Eldoret as your preferred venue for your function.

At Eka Hotel Eldoret we are passionate to cater for your event, by making it special to us as it is for you.

Eka Hotel Eldoret offers state of the art air-conditioned facilities of varied numbers; from 10 upto 200 guests for onsite facilities, and we have a capacity to cater for bigger events over 1,000 pax onsite or offsite. Beside that, our in-house technical support team is readily available to cater for audio equipments, LCD projectors, flip charts, laptops, monitors or printing needs upon request.

Whether you are planning a conference, dinner or private social event, let our team help you make it a memorable day for you and your guests.

Contact us, Email: **[banqueting@ekaeldoret.com](mailto:banqueting@ekaeldoret.com)**  
Telephone: **+254 111 150 000**

Whatever your banqueting needs are, we are pleased to be of service by offering tailored solution to suit your event or function.

Yours Sincerely  
EKA HOTEL ELDORET

## OFFSITE CATERING PACKAGES

### STANDARD LUNCH/DINNER

Four course chef's tailored buffet menu  
(Salad bar, choice of soups, main courses and sweet selection)  
Meal accompanying soft drink per delegate

**KShs 3,500**  
*per delegate*

### PREMIUM DINNER

A Pre-Dinner Welcoming Cocktail Bites  
Pre-Dinner 1 Hour Drinks Session (Wine & Beer)  
Four Course Chef's Tailored Buffet Menu  
(Salad Bar, Choice Of Soups, Main Courses And Sweet Selection)  
Dinner Accompanying Soft Drink Per Delegate

**KShs 5,000**  
*per delegate*

### OFFSITE (OFFICE) FULL-DAY MEETING

Mid Morning Tea, Coffee Or Herbal Infusion  
with Health Snacks And Pastries  
Tropical Fruit Juices  
Writing Pads And Pens  
Flip Chart Stand And Marker Pens  
Mineral Water (2 Bottles Of 500ml Glass Per Delegate )  
Chefs Tailored Buffet Lunch Menu With One Soft Drink  
Afternoon Tea / Coffee Break With Pastries

**KSH 4,500**

### OFFSITE (OFFICE) HALF-DAY MEETING

Writing Pads And Pens  
Flip Chart Stand And Marker Pens  
Mineral Water (500ml Glass Bottled Water Per Delegate)  
Mid-Morning Tea, Coffee Or Herbal Infusion With Pastries  
Chefs Tailored Lunch Menu With One Soft Drink

**KSH 3,800**

### HIGH TEAS

Late Morning Or Afternoon Tea Break For An Hour  
Chef's Crafted Cold And Hot Canapes And Sweet Selection  
Freshly Brewed Tea, Coffee Or Hot Chocolate

**KSH 2,000**

### COCKTAIL RECEPTION

#### Package 1 - KShs 2,500

Welcoming mocktails  
Chef's tailored passaround cocktail snacks  
1 hour session with an open bar;  
Standard bar set up with a choice of  
selected spirits, wines, beers & soft drinks  
Provision of cocktail stools & linen by the  
hotel at an extra fee

#### Package 2 - KShs 2,000

Welcoming mocktails  
Chef's tailored passaround cocktail snacks  
1 hour session with an open bar;  
Standard bar set up with beers & soft drinks  
Provision of cocktail stools & linen  
by the hotel at an extra fee

### CATERING FEE PER APPLICABLE RATE

Number of People	Up to 30kms	Over 30kms
25 pax to 50pax	25%	30%
51 pax to 100pax	15%	20%
Over 101 pax	10%	15%

### FURNITURE HIRE RATES (EXTRAS)

Round tables (dressed)	KSh. 900
Rectangular tables (dressed)	KSh. 900
Cocktail tables (dressed)	KSh. 800
Banqueting chairs (dressed)	KSh. 220

## OFFSITE CATERING FEE TERMS & CONDITIONS

- We deliver our services at your doorsteps at a fee dependent on the radius you are located from the hotel.
- The hotel can provide the tents and furniture at an extra cost depending on your requirements and size of event, please ask for a separate quotation when in need of them.
- Our dedicated banqueting team shall do a site visit before the due date so as to ascertain the viability and requirements to deliver seamless services
- We will require a confirmation of the event at least 48 hrs before due date to enable us plan and work on the logistics.
- Check out on the cancellation and payment policy on the official quotation from our banqueting office.

