



## **CANARY GARDENS BOOKING FORM.**

### **What is included?**

1. Venue with standby Generator (fuel included)
2. Security personnel
3. Parking attendants
4. 2 Changing rooms (men and women)
5. Secure parking inside the perimeter wall
6. Free venue for meetings and planning (Please inform us a day prior to the meeting).

#### **Gold package: 6 million UGX,**

Venue access for 5 days. (3 set up days, Event Day & venue clearing day) up to 800 People.

#### **Silver package: 5 Million UGX,**

Venue access for 4 days (2 set up days, Event Day & venue clearing day) up to 600 people.

#### **Bronze package: 4 million UGX,**

Venue access for 3 Days (1 set up day, Event Day & venue clearing day) for up to 400 people.

Please note that we charge a refundable deposit of UGX 500,000 to cover any damage or accident that may occur as a result of the negligence of any of your event service providers.

All soft drinks and beers will be provided at the venue at UGX 2500 per soft drink and UGX 5000 per beer.

P.T.O

Canary Gardens is located along Kisaasi-Kyanja road next to Shell Petrol Station. For booking and inquiries contact Tel: +256 760647691, [www.canarygardens.com](http://www.canarygardens.com), [thecanarygardens@gmail.com](mailto:thecanarygardens@gmail.com)

## Booking details:

FIRST NAME: .....LAST NAME:.....

EVENT DATE: .....EVENT TYPE:.....

ARRIVAL TIME: .....NO. OF GUESTS:.....

GUEST CONTACT NO:..... ADVANCE DEPOSITED FOR VENUE.....

## CANARY GARDENS SECURITY RULES FOR EVENTS

1. **Stop cars & Bodas before they enter the gate.**
2. Start by greetings guests HELLO, Welcome to Canary Gardens'
3. Ask the driver to Unlock the car so that you can search.
4. Search the car including glove box, boot, and large bags for firearms, cameras, and alcohol.
5. Sanitize, and check the temperature.
6. Check invitation cards.
7. Photographers selling pictures are not allowed inside the gate.
8. Canary Gardens staff will park cars and security guards will provide general parking directions.
9. Bodas working at the event or attending the function should park inside the gate, behind the guard room.
10. Bodas delivering goods are not allowed in the compound or on the slabs in front of the restaurant tell them at the gate.
11. Bodas dropping off passengers should stop outside the gate next to the banana plantation.
12. The parking in front of the guard's house is reserved for the mugole/guest of honor.
13. One guard should be stationed outside to secure the cars parked there.
14. Tell people as they walk out that outside drinks and food will not be allowed inside the gate.
15. People are not allowed to hang out and drink at the gate, direct them to the restaurant.
16. Guards are not allowed to drink alcohol while on duty at Canary Gardens. Alcohol found with guards will be immediately confiscated and offenders will be reported and banned from this post.
17. Don't abandon your station to get food. Canary Gardens staff will get you food.
18. Brief the night guards or the next shift before you leave.
19. **For any booking queries call: 0760647691**
20. For security emergencies follow company protocols and call the local police and office line:

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## TERMS & CONDITIONS

- **100 % payment for Services (Venue + Food + drinks) to be submitted one week before the function date. Tent setup will not be allowed until the 100% payment is received.**
- Use of ARCUM tents or other large tents that need: A 50kva generator to power 3-phase LED power can light and large chandeliers and 2 nights to decorate will be charged 6 million shillings for venue fees. Please clarify at payment what tent you plan to use. Please consult with your tent service provider to ensure you abide by this term. Clients that have not completed the full payment must do so before tent setup is allowed. **NO CRANES OR CARS ARE ALLOWED IN THE GARDEN TO SETUP THE TENT, IT IS STRICTLY PROHIBITED.**
- Cooking and roasting at the venue are prohibited. Please inform all food vendors that a food warming area will be provided outside the garden /compound. Cooking equipment found in the garden will be confiscated.
- **Please note and inform all vendors that CRANE, CARS & MOTORCYCLE are not allowed in the compound or on the slabs in front of the restaurant, vehicles found in the compound /slab will be confiscated.**
- Cars are also not allowed in the main loading area next to the compound 2 hours before, or during the function in order to maintain a smart appearance.
- The 10kva generator at the venue can only power décor and venue lights, please inform the DJ and band to provide their own fueled backup generator to cover the sound system, if Umeme is unavailable.
- To abide by covid regulations, clients are responsible for providing a visitors' book and extra table for guests to register (name tel. no, residence)
- A responsible person should be selected and presented to receive and sign for the changing room keys. Lost keys will incur a penalty of 80.000shs per key (covered in a refundable deposit).
- We provide 2 private security guards. Clients are required to notify the local police of their event and negotiable additional security if required.

To ensure the security of the event, guests must present a physical or e-invitation card to the security at the gate. please share with us a picture of your invitation card to help us verify.

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- We do not accept photographers at the venue that have not been contacted by the wedding party or service providers.
- **All functions must end before any applicable government curfew and follow KCCA noise regulations. After 10:30 pm only soft music is allowed.**
- Full venue & drinks and food payment should be completed at least one week before the event
- **Outside food & drinks are not allowed in the venue apart from items previously agreed upon.**
- Please note that the drinks and food payment include chilling and serving station **but does not include ushers, reusables /glassware, or a serving tent. Ushers will be provided if guest is buying all types of drinks and food completely from Canary Gardens.** At the start of the function, we provide you with the drinks ordered and leave them with you to handle.
- Venue access is granted only upon full payments of venue hire + food + drinks charges. Venue **Once Booking is confirmed Booking amount and any other advance for food and drinks are non -refundable.**
- All sales / Advance payments are final & non -refundable. This includes unconsumed drinks and food.
- Please note that venue package terms will be strictly enforced, please share these terms and conditions with your service providers and wedding committee to ensure a successful event.

These terms and conditions are subject to change by the management.

Please sign here if you accept and acknowledge all the above term and conditions.

**Guest Name:.....Date:.....**

**Guest Signature: -**

**Canary Gardens representative Signature: -**

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