

DESECE Application Form

“Development Education Services for Community Empowerment”



DESECE

Mukuyuni, P.O. Box 29, 50207 Misikhu, Bungoma, Kenya

Tel: +254 733 401 231

Email: info@desece.org

Register Nr.

Deadline for application: 7 days before the events date

Organizer of the event			
Name of Organisation, address, Reg.-Number			
Contact Person			
Telephone			
E-Mail			
Invoice Address			
Title of the Conference/Event			
Date of the Event	from		till
Time of the Event	from		till
Expected Participators			
Desired Facilities	<input type="checkbox"/> Conference Hall <input type="checkbox"/> Seminar Rooms <input type="checkbox"/> Dining Hall		<input type="checkbox"/> Parking Space <input type="checkbox"/> Public Toilets <input type="checkbox"/> Kitchen
Technical Equipment	<input type="checkbox"/> Microphone, Amplifier, Loudspeakers <input type="checkbox"/> Projector and Laptop <input type="checkbox"/> Internet Access		
Furniture	<input type="checkbox"/> Chairs only (concert setting) <input type="checkbox"/> Chairs and Tables (seminar setting) <input type="checkbox"/> Chairs in a circle		
Personal Assistance requested	<input type="checkbox"/> yes		<input type="checkbox"/> no
Catering requested	<input type="checkbox"/> yes		<input type="checkbox"/> no
if yes, which kind of Catering	<input type="checkbox"/> A La Carte Menu <input type="checkbox"/> Conference Set Menu <input type="checkbox"/> Special Event Menu		

Liability Disclaimer

The Organizer shall be liable for all the claims caused by him, his legal representatives or vicarious agents or by Third Parties retained or authorised by him or by persons using the services of DESECE facilities and its equipments with his knowledge and wishes and shall release DESECE from all the claims that are asserted against it as operator of the event facilities. The organizer is particularly responsible for the safety of the personnel, the customers /spectators and other persons involved and shall release DESECE from all claims in the event of any damages.

Place, Date

Signature of the Event Organizer