

**FAIRMONT THE NORFOLK**

Harry Thuku Road  
PO Box 58581-00200 Nairobi, Kenya  
T +254 20 226 5000 F +254 20 221 6796



International Civil Aviation Organization (ICAO)

**ICAO - ESAF iSTARS and Safety Indicator Workshop, 7-10 March 2017**

**Hotel Accommodation Reservation form**

**ABOUT FAIRMONT THE NORFOLK**

Lovingly restored to its former glory, Fairmont the Norfolk is the ideal meeting venue for you. For over a century business has been discussed and deals struck on the veranda of this historic hotel. Tropical gardens weave throughout the intimate boutique style-hotel reflecting the majesty of a bygone era.

Strategically located at the heart of the bustling capital city and close to the Jomo Kenyatta International Airport and entertainment facilities, the hotel is specialized to accommodate events ranging from executive board meetings to lavish conventions. We offer a dedicated MICE (Meetings, Incentives and Conferences & Events) Team, who will manage and execute your event, by carefully considering every detail, to ensure it is successful and memorable.

**Booking Instructions**

Delegates are requested to make their bookings and payments by **2<sup>nd</sup> March 2017** by filling the form below and sending it to Joseph Kimondo on email [joseph.kimondo@fairmont.com](mailto:joseph.kimondo@fairmont.com) And a copy to [Kenya.reservations@fairmont.com](mailto:Kenya.reservations@fairmont.com) ; [Isaac.Maina@Fairmont.com](mailto:Isaac.Maina@Fairmont.com) Any Booking after this date will be subject to room availability and the rates below shall not prevail.

Dear Joseph Kimondo,

I request that you reserve the following room(s) for me:

Type of room	(Bed and Breakfast rates) Please tick to select room category.	Check in and out Date
Fairmont Room - Single:	USD 130BB <input type="checkbox"/>	Check in date .....
Fairmont Room - Double:	USD 160BB <input type="checkbox"/>	Expected time of Arrival ..... Check out Date..... Expected time of Departure .....

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**Full Details of Client:**

Names: .....

**Mode of Payment**

**For online payments provide**

Secure email address:.....  
(to send an online payment link)

*Please advise if you shall require airport transfer: (Please Tick)*

Yes

No

*Flight Details.....*

**Airport Transfers**

- Taxi – Toyota Saloon – USD 35.00 per Car
- Jeep Cherokee/ ML – USD 80.00 per Car
- Mercedes– USD 90.00 per Car
- Shuttle Van (Upon request) – USD 200.00 per car load (maximum 07pax)
- Luxury bus rates to be advised

**Check – In / Check –Out times:**

Check-in time is 12:00 noon. Every effort is made to accommodate guests arriving before the check-in time; however, rooms may not be immediately available. Check out time is 10:00am.

Kind Regards,

**JOSEPH KIMONDO**  
SALES MANAGER

**Fairmont Hotels & Resorts, Kenya**

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Nairobi  
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