

# **Fuchsia Gardens @ Eldo Farm**

Your Vision. Your Style. Your Day.

P.O. Box 282-00618  
Ruaraka, Nairobi  
www.fuchsia-gardens.co.ke  
facebook.com/FuchsiaGardens

## **EVENT WEDDING RECEPTION**

### **POLICIES & CONTRACT BOOKING**

#### **GENERAL GUIDELINES:**

***ALL RESERVATIONS MUST BE MADE THROUGH THE GARDEN EVENT COORDINATOR AND MUST BE COMPLETED IN WRITING.***

The Fuchsia Gardens will make every effort to ensure that the Gardens are attractive for your event however, given weather conditions and the seasonal nature of flowering plants, the appearance and quality of the Gardens will change daily.

The premises of the Gardens must be used as is on the day of the event and must be left in the same condition in which it was found.

Except for service animals (e.g. seeing-eye dogs), no pets are allowed in the Gardens at anytime.

The release of doves, butterflies or any other animals is not permitted in the Gardens.

The release of balloons is not permitted in the Gardens.

Artificial petals or leaves, glitter, confetti, fireworks are not permitted.

Bubbles, flowers, and flower petals are permitted but must be removed after event.

Birdseed is not permitted in the Gardens.

Smoking is not permitted in the Gardens. Smoking is allowed only in designated areas.

Parking for approximately 200 personal cars is available in the field next to the Gardens and with prior arrangement, in the main house parking.

All contact information (e-mail, phone and mailing address) for the rental party must be updated if anything on the Contract has changed.

In the event you use a caterer for your event, the caterer must have adequate property damage and liability insurance for the protection of the rental party.

If alcohol is served, the caterer must have all appropriate permits and proof of liquor law

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liability insurance. This documentation must be copied and provided to the Fuchsia Gardens one week prior to the event.

Liability: The rental party agrees to assume responsibility for any injury to persons attending the event. The rental party is also responsible for the loss of any personal property resulting from the action or inaction of guests. The rental party agrees to assume responsibility for any damage to the Gardens by anyone attending or present on the premises as a result of the event.

## **BOOKING**

Deposits:

A 50% reservation deposit is due with the signed wedding and event contracts. At this point your event date and time are guaranteed. If rental party cancels the contract more than 120 days prior to the event, for any reason, the reservation deposit will be refunded. The balance is due thirty (30) days before the wedding.

A Ksh. 50,000.00 refundable damage is due with the signed contract. If no damages occur, this deposit will be returned after the event. If damages occur, a bill will be sent to the rental party; there may be a balance due if damages exceed the deposit.

Time for Events:

Wedding charges are based on a twelve-hour use of the Gardens. Setup will be the day before the event. Breakdown/clean-up should be carried out before 9am the day after the event. Additional time used is billed at Ksh. 10,000.00 per hour.

Reservation Process

A signed rental contract, with appropriate deposits (Ksh. 50,000.00 damages deposit and 50% of the overall grounds fee), must be submitted to confirm use of The Gardens.

A bill reflecting all payments due will be sent 60 days prior to event.

All remaining payments are due 30 days before event date.

Cancellation:

If the rental party cancels the contract more than 120 days prior to the event, for any reason, the reservation deposit, damage deposit, and all other amounts paid will be refunded.

If the rental party cancels the contract more than 60 days but less than 120 days prior to

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the event, for any reason, the damage deposit and 50% of the reservation deposit and all other amounts paid will be returned.

If the rental party cancels the contract less than 60 days prior to the event, for any reason, Only the damage deposit of Ksh. 50,000.00 will be returned. The reservation deposit will not be refundable.

## **Rescheduling:**

If another date is available, your event may be rescheduled for no penalty if it is rescheduled at least 45 days before the event.

## **Refunds:**

If you are due a refund under the payment policies outlined above, including a damage deposit after an event, please allow up to 2 weeks for payment to be processed.

## **Unforeseen Events:**

The client cannot hold the Fuchsia Gardens responsible for failure to provide services due to emergencies, catastrophes or interruptions of public utilities.

In case of such event, i.e. in the case that the event is cancelled by Fuchsia Gardens due to unforeseen events, the Fuchsia Gardens will allow rescheduling of the event, if possible, without penalty. If rescheduling is not possible, a full refund will be made.

## **Music:**

Music must be approved prior to the event out of sensitivity to neighbors.

## **Publicity:**

The contract permits the use of the name of the Fuchsia Gardens to indicate the location of your event. The invitation and any publicity may not imply that the Fuchsia Gardens is sponsoring the event.

## **Liability:**

The rental party is responsible for any actions, damages or expenses in connection with personal injury, illness, property damage or theft resulting for the use of the facilities of **The Gardens**

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The Fuchsia Gardens, its staff and board of governors shall be held harmless for any injury, illness, and theft or property damage resulting from the use of the facility by the rental party. Fuchsia Gardens also takes no responsibility for natural phenomenon, natural disasters and/or acts of God.

## **FACILITY RENTALS: WEDDINGS. RECEPTIONS AND EVENTS**

Food and Beverage:

Clients may select any caterer for your event, as long as the caterer has adequate property damage and liability insurance for the protection of the rental party. If alcohol is served, the caterer must have all appropriate permits and proof of liquor law liability insurance. This documentation must be copied and provided to the Fuchsia Gardens one week prior to the event.

The rental party agrees to assume responsibility for any injury to persons attending the event.

The rental party is also responsible for the loss of any personal property resulting for the action or inaction of guests. The rental party agrees to assume responsibility for any damage to the Gardens by anyone attending or present on the premises as a result of the event.

The staff of the Fuchsia Gardens will be present but is not responsible for helping caterer.

### **Tents and Other Equipment:**

All tents must have appropriate fire extinguishing equipment.

In the event there is an evening party, the client will be required to provide a stage/dance floor for the dancing.

The set-up, arrangement and delivery of all floral arrangements, decorations, table, chairs, linens, glassware and any other accessories are the responsibility of the rental party.

Access other than through the Gatehouse Entrance must be arranged in advance.

The rental party is responsible for set-up, clean up, leaving the Gardens in the same condition as found. All or a portion of security deposit will be retained should this obligation not be honored.

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## **Staff:**

At least three (3) staff and/or board members from the Fuchsia Gardens may be present during any event.

## **Rental Fees**

**Exterior gardens:** Fee of 145,000/- (plus 50,000/- refundable security deposit exterior gardens 1,000 pax, and

Garden hours are at per 12 hours daylight hours.

**Internal garden** 80,000/- (plus 50,000/- refundable security deposit for weddings is for a twelve-hour period (see Time of Events above for set-up and breakdown/clean-up times). Additional time is charged at Ksh. 10,000.00 Per hour

## **Photography**

If you require an Event Photographer we charge 15,000/- with your booked grounds during your event. A Location photo shoot with our photography is charged at 5,000/=.

The space reserved for the wedding is available for a one-hour rehearsal. Booking for the rehearsal must be made at the time contract is submitted or communicated before hand. Charge for the wedding includes the rehearsal time. Time for the rehearsal must be scheduled in advance with by the event Coordinator.

All outdoor ceremonies and events must have an inclement weather plan. Tents are recommended.

Last minute cancellation due to inclement weather will not be considered for refunds of booking fees.

The Fuchsia Gardens Event Coordinator must approve any changes to the schedule in the contract.

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## Brides Information:

Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone Numbers:

cell \_\_\_\_\_ home \_\_\_\_\_ work \_\_\_\_\_

Email \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Grooms Information:

Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone Numbers:

cell \_\_\_\_\_ home \_\_\_\_\_ work \_\_\_\_\_

Email \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Wedding time: \_\_\_\_\_

Wedding Location \_\_\_\_\_

Rehearsal date and time: \_\_\_\_\_

Officiant: \_\_\_\_\_

Reception

Location \_\_\_\_\_

Rain Plan: \_\_\_\_\_

Directions to alternate Location (If outside the Gardens) \_\_\_\_\_

## Record of Payments

Reservation Deposit Ksh. \_\_\_\_\_ Date Paid \_\_\_\_\_

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Refundable Damage Deposit Ksh. \_\_\_\_\_ Date Paid \_\_\_\_\_

Remaining charge for site Date Paid \_\_\_\_\_

Total due Ksh \_\_\_\_\_ Date Paid \_\_\_\_\_

Remaining balance due by:

\_\_\_\_\_

(Remember to send copy of Alcohol permit)

***Fuchsia Gardens reserves the right to update or amend these Terms & Conditions at anytime without prior notice. Should the terms and conditions change you will be notified.***