



Date: Monday, August 12th 2024

Marina Idrisova
BRANDING Top hotel

Email: branding@tophotels.ru

Subject: Inquiry for Conference rooms 2024-2025.

Dear Ms. Idrisova,

Thank you for choosing Amwaj Rotana as the venue for Conference rooms 2024-2025. We are pleased to offer you the following proposal based on your requirements.

We have included the details pertaining to the entire group as well as additional services which you may wish to consider. Please be advised that this is a proposal only and no event venues have been booked for you, please do let us know if you would like us to book for you and we will be delighted to send you a contract for the same.

We hope that the below details cover all your requirements and provide you with an overview of our services and facilities. Should you have any further queries, please do not hesitate to contact me directly on the below contact details.

Once again, thank you for your interest and we look forward to welcoming you and your guests to Amwaj Rotana.

Yours sincerely,

Veronika Sanzharevsky
Event Executive
Tel: +971 56 680 6683
Email: veronika.san@rotana.com

Events

DATE	TIME	NO. OF PERSONS	EVENT	VENUE	SET UP	RATE
2024-2025	TBA	TBA	Meeting	Suitable Meeting Room	Required Set up	1 CB-AED 180 per person 2 CB-AED 250 per person 3 CB – AED 280 per person

- The hotel has the right to sell the space before and after the above-mentioned timings.
- In the event you require the venues the evening prior and or on a 24-hour basis, this is to be booked in advance and a room rental fee will be applicable.

Daily Delegate Package will be charged per person per day to include the following:

- **Welcome and Afternoon Coffee Breaks** with freshly brewed coffee, a selection of flavored teas, assorted juices, and a variety of sweet and savory snacks.
- Meeting room rental for main meeting room.
- Set up of the meeting room as per client's requirements.
- Individual writing pads, pens, mints, and mineral water in the meeting room.
- Sound system, microphone.
- Audio Visual support and assistance.
- Personalized signage for the meeting venue.
- Valet parking for the delegates.
- Personalized conference liaison and support prior, throughout and after the event.
- Inclusive of 7% municipality fee, 10% service charge and 5% value-added tax (VAT).

Equipment

Please advise us of further details of each event.

Terms and Conditions Government regulations

Permit for Meetings/Trainings and Exhibitions

As per the Dubai Economic department (DED), all exhibitions, conferences and meetings in Dubai require a permit issued by Government of the United Arab Emirates. Upon signing this proposal, the Hotel will apply for the Meeting/training/event permit with Government of the United Arab Emirates and thereupon the Hotel will advise the organizer about the necessary documentation and/or applicable costs involved.

The hotel is not liable for any expenses incurred by the organizer/booker such as flight tickets for the speakers, delegates etc. & hotel cancellation charges in case Government of the United Arab Emirates did not approve the permit.

As per the DED rules and regulations, the approval windows are the following (from the time all the documents have been received together with signed contract):

- A minimum of 10 working days for meetings/trainings with trainer/speaker
- A minimum of 5 working days for meetings/trainings without trainer/speaker

In case the permit is not granted, the meeting/event will not be allowed to take place in the hotel. If the Government of the United Arab Emirates inspection finds out there is a trainer/speaker at a meeting/training and this was not communicated to the hotel, which, in a good will, applied for the corresponding permit, the client will be fully responsible for bearing the consequences thus being the Cancellation of the meeting/training and the penalization from Government of the United Arab Emirates.

The client agrees to the above terms and fully understands all the implications deriving from not abiding with the Government of the United Arab Emirates directives.

The Hotel will support processing the application of the permits with Government of the United Arab Emirates and there upon the Hotel will advise the Organizer about necessary documentation. This Process will need a minimum of 5 working days.

Name	Fees	المبلغ	اسم الرسوم
<ul style="list-style-type: none"> • Management Fees • Knowledge Dirham • Innovation Dirham • e-Permit Fees 	AED 50 AED 10 AED 10 AED 200	50 درهم 10 درهم 10 درهم 200 درهم	<ul style="list-style-type: none"> • رسوم إدارية • درهم المعرفة • درهم الابتكار • رسوم التصريح الإلكتروني
Exhibition\ Product launch	AED 1000	1000 درهم	رسوم تصريح معرض / اطلاق منتجات
Conference, forum, Networking, Seminar, Summit	- Ticketed\ Registration AED 1000 - Non-Ticketed AED 250	- بنذاكر / تسجيل – 1000 درهم - بدون نذاكر / تسجيل 250 درهم	رسوم تصريح مؤتمر، منتدى، تواصل ندوة، قمة
Permit Fees for (Exhibition\ Product launch) + (Conference, forum, Networking, Seminar, Summit) = AED 1500			رسوم تصريح (معرض / اطلاق منتجات) مع (مؤتمر، منتدى، تواصل ندوة، قمة) = 1500 درهم

Terms and Conditions Guarantee

Offer validity

All rates mentioned above are valid until **2024-2025**.

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