

**GROUP SALES AGREEMENT
Catering**

1. DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Kigali Marriott Hotel, Rwanda and Europe Social Fund Agency and outlines specific conditions and services to be provided.

ORGANIZATION : Europe Social Fund Agency

CONTACT

Name
Job Title
Address
Phone Number
E-mail Address



NAME OF EVENT : EU Twinning Project Kick-Off Event

OFFICIAL PROGRAM DATES : 16-03-2026

ANTICIPATED ATTENDANCE : 100

2. FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by *Europe Social Fund Agency*, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

(KGLMC) Kigali Marriott Hotel					
Date: Monday / 16-03-26					
Event	Time	Space	Att.	Details	Price
Room Rental	08:00-17:00	Kilimanjaro Ballroom	100	Full Day Room Rental- EUR 2,615.00 Room set up Seating, pads, pens, mints and water in the room Audio visual Built-in screen or tv, lcd projector, flip chart complimentary wi-fi and parking	2,615
Canapes	To be confirmed	Kilimanjaro Foyer	100	Canapes-Gold Menu- EUR 20.00 GOLD CANAPES - RWF 34000 (5 cold canapes, 6 hot canapes, 5 dessert canapes) with crispy root vegetable and nuts	2,000

Total Catering Revenue: EUR 4,615.00

Service Charge and Fees:

All meeting room, food and beverage, and related services are inclusive of 18% Value Added Tax and 05% service charge in effect on the date(s) of the event. Hotel reserves the right to adjust function space in direct proportion

Hotel Initial : KGLMC
Booking / DM No.: 1668272
Created by PIGAT on 19-02-2026

COMPANY -- Initial ESFA

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to any changes in the number of attendees. The hotel shall not apply any additional fees, including any fees imposed by the government, unless such fees are mandatory by law, directly applicable to the services under this this Group Sales Agreement, and expressly agreed in prior written form by the Europe Social Fund Agency. In the absence of such written agreement, no additional fees shall be payable.

3. NO ROOM TRANSFER BY GUEST

Europe Social Fund Agency agrees that neither Europe Social Fund Agency nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with Europe Social Fund Agency.

4.1 MASTER ACCOUNT

Hotel must be notified in writing at least 07 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation fees will be billed to the Master Account.

4.2 METHOD OF PAYMENT

Europe Social Fund Agency has indicated that it has elected to use the following form of payment:

- Cash or other guaranteed form of payment
- Institution check or Electronic Funds Transfer
- Credit card (We accept all major credit cards)

Europe Social Fund Agency may not change this form of payment.

4.3. BILLING ARRANGEMENTS

Please choose one of the following to indicate the billing arrangements:

MASTER ACCOUNT:

- All conference related charges for funded rooms will be charged to the Master Account and settled by Europe Social Fund Agency unless otherwise advise.

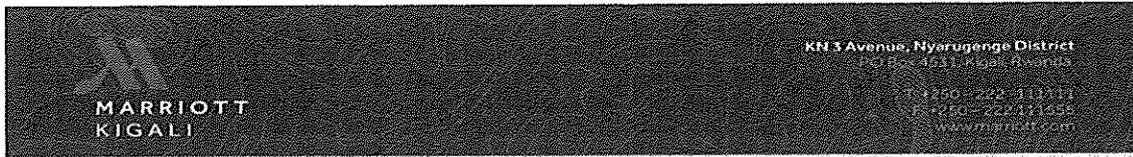
5. ADVANCE PAYMENT

An advance payment will be required in order to hold arrangements on a definite basis. The payment schedule for your Event is outlined below:

Deposit/Payment Amount	Schedule	Date
100% of the total estimated revenue	Mentioned dates	March 06, 2026

Bank Name: I&M Bank (Rwanda) PLC
Account Name: NHL - Kigali Marriott
Account Number USD: 20150670004
Account Number RWF: 20150670003
Account Number EUR: 20150670005
SWIFT Code (USD): IMRWRWRW
Address: KN 03AV/9 Kigali - Rwanda

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The hotel will provide Europe Social Fund Agency with a group pro-forma invoice for reference and settlement. After the cutoff date, if the hotel does not receive the full payment the remaining amount will be charged to the provided credit card.

Kindly fax/e-mail us a copy of the transfer advice receipt to guarantee the booking.

Overrun of services:

In the absence of credit facilities, the Hotel will not be able to deliver the ordered services unless full prepayment hits the hotel's account. We advise that the payment is done at least a week before the event date to ensure that the funds are received by the hotel.

The Organization hereby formally designates Shakila Umutoni as the focal point for the hotel and the person responsible to settle any outstanding balance resulting from this event before its check-out.

In case there is an overrun of the ordered services, the hotel will not be able to deliver any additional orders unless guaranteed with a major credit card by the designated focal point.

6. EVENT FINAL ATTENDANCE

Europe Social Fund Agency agrees to advise the Hotel in writing no later than 10.00 am 3 (three) working days prior to the date of each function of the exact numbers of delegates (guests) attending. This number will be considered to be the guaranteed minimum and will form the basis of charge. The said number shall constitute a guarantee not subject to reduction. If fewer persons are served than the number indicated in the guarantee, Europe Social Fund Agency will be charged based on the number of persons indicated in the guarantee.

In the event the final number reduce/increase significantly from the initial number provided on confirmation, the Hotel reserves the right to move the event with the same set up requirements, to a more appropriately sized room. If no guarantee has been received by the said time, the Hotel will assume the expected count to the number provided in the most recent correspondence. It is the sole responsibility of Europe Social Fund Agency or his representative to provide the guarantee, within the time stated above.

In the event that the guaranteed minimum is exceeded, the Hotel will be prepared to set for 10% over the guaranteed count and charges will be based on the actual number.

a. FUNCTION SPACE ALLOCATION

Private rooms and contractual prices are assigned accordingly to the number of anticipated attendees at the time the function is booked. The Hotel reserves the right to renegotiate these prices and/or change the assigned function room(s) in the event of a decrease in the number of attendees. Spaces are confirmed only for the time mentioned in the contract, including the booths set up and break down time. Rooms to be held continuously on a 24-hour basis must be specific in writing and will require an additional charge. Room's allocation is not guaranteed unless specified in writing.

b. ADDITIONAL SERVICES REQUESTS

The per-guest charge set forth in the Group Sales Agreement will be based upon the current market conditions. All changes will be subject to increase in order to meet increased food, beverage and/or operational expenses arising from unusual circumstances existing at the time when the Hotel is to perform its obligation under the Group Contract. The Hotel shall be entitled to receive such increased charges to make reasonable substitutions to the menu or other services being provided or make such accommodations as appropriate. The Europe Social Fund

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Agency shall not be obligated to pay any increased prices or accept any substitutions unless the Hotel has provided prior written notice detailing the proposed price increase or substitution and has obtained the Europe Social Fund Agency's express prior written approval. Absent such prior written approval, the originally agreed prices and services shall remain binding, and no substitutions or price increases shall apply

The Europe Social Fund Agency shall not be liable for payment of any food, beverage, or other services not expressly included in this Group Sales Agreement unless such services have been requested in advance in writing by the Europe Social Fund Agency and expressly approved as payable by it. The Hotel must provide a detailed written breakdown and reasonable documentary evidence substantiating any request for payment of such additional services. In the absence of prior written approval and sufficient supporting evidence, no such amounts shall be payable. Services ordered individually by guests shall be settled directly by those guests, unless otherwise expressly agreed in prior written form by the Europe Social Fund Agency.

7. PACKAGE DELIVERY

All packages should be addressed with the meeting name and date and sent to the attention of our Event Manager. Packages should be sent as close to your event date as possible. All large materials, displays or entertainers must use the loading dock facilities and should be advised accordingly. Entertainers should allow additional time to reach the Ballroom from the loading area.

8. DAMAGE TO FUNCTION SPACE

Europe Social Fund Agency agrees to pay for any damage to the function space that occurs while Europe Social Fund Agency is using it. Europe Social Fund Agency will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Europe Social Fund Agency and its attendees.

8.1 DAMAGE/INDEMNITY

The Hotel accepts no liability for the loss or damage to property owned by or in the custody of Europe Social Fund Agency and/or its guests while that property is on the premises of the Hotel. Europe Social Fund Agency is advised to provide adequate insurance cover. Europe Social Fund Agency shall in any event indemnify and held the Hotel harmless against any claim, action, demand or procedures made or brought by a guest against the Hotel.

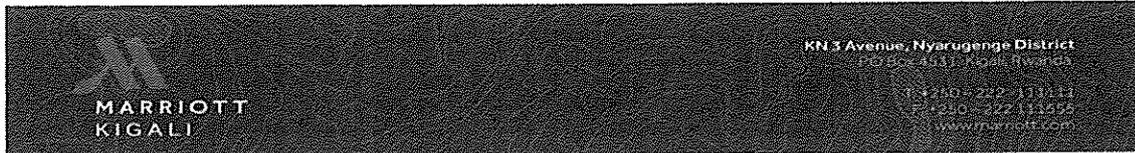
9. FOOD AND BEVERAGE ATTRITION/CANCELLATION

In the event of a complete cancellation of the function by Europe Social Fund Agency and where the Hotel fails to re-let the function space and services for the date of Function stated on the Contract at the equivalent level of business, Europe Social Fund Agency will agree to pay the Hotel a cancellation fee according to the scale below. The cancellation date will be deemed to the date on which written confirmation of the cancellation is deemed to have been received by the Hotel.

Should Europe Social Fund Agency be able to rebook an event at the Hotel with equivalent value within a 3 month period, the cancellation fee will be credited to the future event.

Cancellation Charge Scale	Cancellation Charge Provisional Estimate Value
Between 30 - 0 days from date of function	100%

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If Europe Social Fund Agency fails to (i) provide Hotel with the full Agreed Event F&B Revenue; or (ii) use all of the covers at any Guaranteed Function; or (iii) provide Hotel with any increase in the Agreed Event F&B listed in the Banquet Event Order, Europe Social Fund Agency will pay Hotel within thirty (30) days, as liquidated damages and not as a penalty, the following amount:

1. The full per-guest price of any unused cover at any Guaranteed Function; plus
1. 40% of the difference between the Agreed Event F&B Revenue and the actual Event food and beverage revenue received by Hotel (including any payment due under subparagraph (1), above); plus
2. The Meeting Room Rental Fee per conference room booked

Hotel agrees that after receipt of this amount, it will not seek further damages resulting from the cancellation or attrition of such catered functions.

9.1 OUTSIDE FOOD AND BEVERAGE POLICY

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises.

10. LIABILITY OF OTHERS

Europe Social Fund Agency hereby undertakes to indemnify the Hotel for any damage to the premises (or contents) whether or not owned by hotel, caused by the event or any person in the group. Europe Social Fund Agency shall insure that Europe Social Fund Agency guests observe a high standard of behavior and the Hotel reserves the right to expel any guests behaving with wrong manners which seems detrimental to the standing of the Hotel or likely to cause inconvenience or annoyance to other Clients. In the event of the Hotel expelling a guest, it shall not be obliged to apply compensation to the guest or to Europe Social Fund Agency and Europe Social Fund Agency shall identify and hold the Hotel harmless against any claim, action, demand or proceedings made or brought by a guest against the Hotel.

11. SIGNAGE AND DISPLAYS

Europe Social Fund Agency shall not put up any display within the Hotel premises without the prior written consent of the Hotel; such permission will not be unreasonably withheld. Any display material used will have to go along with any relevant government and fire regulations.

12. IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

13 CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

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Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or Europe Social Fund Agency, will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

14. LITIGATION EXPENSES

In the event of any dispute arising out of or in connection with this Agreement that is resolved by a competent court, the Parties agree that litigation costs shall be allocated and reimbursed in accordance with the applicable procedural laws and as determined in the final and binding court decision.

The Party against whom such costs are awarded by the court shall reimburse the prevailing Party for all litigation costs adjudicated by the court within [30] days from the date the court decision becomes final and enforceable, unless otherwise specified in such decision.

15. LIQUOR LICENSE

Europe Social Fund Agency understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

16. IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, chalkboards, etc). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate Europe Social Fund Agency needs. If such special setups or extraordinary formats are requested, Hotel will present Europe Social Fund Agency two (2) alternatives: (1) charging Europe Social Fund Agency the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

17. USE OF OUTSIDE VENDORS

If Europe Social Fund Agency wishes to hire outside vendors to provide any goods or services at Hotel during the Event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance.

18. UNATTENDED ITEMS/ADDITIONAL SECURITY

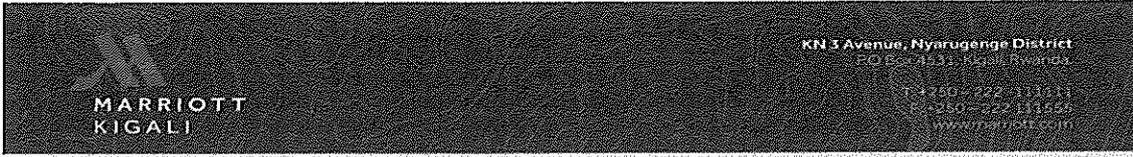
The Hotel cannot ensure the security of items left unattended in function rooms. Hotel will not be responsible or liable for any loss, damage, or claims arising out of Europe Social Fund Agency activities on the Hotel's premises.

Special arrangements may be made with the Hotel for securing a limited number of valuable items. If Europe Social Fund Agency requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

19. PRIVACY

Marriott International, Inc. ("Marriott") is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the "Privacy Statement," currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

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Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

EUROPE SOCIAL FUND AGENCY will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel's privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual's own personal data to the extent directed by, consented to or requested by such individual.

20. CONFIDENTIALITY CLAUSE

"The terms of this agreement are considered to be confidential information and may not be disclosed by EUROPE SOCIAL FUND AGENCY or the Kigali Marriott Hotel to any third party, without the written consent of both parties."

21. ANTI CORRUPTION CLAUSE

EUROPE SOCIAL FUND AGENCY acknowledges that Kigali Marriott Hotel, its management company and/or their respective affiliates may be subject to, and required to comply with:

- (i) the United States Foreign Corrupt Practices Act of 1977, the UK Bribery Act 2010, and other similar laws that prohibit the offering, making or receiving bribes or other inappropriate payments; and
- (ii) laws that prohibit or restrict Kigali Marriott Hotel from doing business with certain persons, entities or governments because of economic sanctions, trade sanctions or trade embargoes imposed, administered or enforced from time to time by any government, including the U.S. Treasury Department's Office of Foreign Assets Control and the U.S. Department of State, (together the "Anti-Corruption and Sanctions Laws").

Kigali Marriott Hotel acknowledges and agrees that Kigali Marriott Hotel, its management company and/or their respective affiliates, in furtherance of any of their obligations in respect of the Anti-Corruption and Sanctions Laws, may take any and all actions deemed necessary in their sole discretion to ensure continued compliance with the Anti-Corruption and Sanctions Laws, including, without limitation, immediate termination of this [Agreement] upon notice without liability.

22. ACCEPTANCE

Upon signature by EUROPE SOCIAL FUND AGENCY, this document will be an offer by EUROPE SOCIAL FUND AGENCY. Unless the Hotel otherwise notifies EUROPE SOCIAL FUND AGENCY at any time prior to EUROPE SOCIAL FUND AGENCY's execution of this document, the outlined format and dates will be held by the Hotel for EUROPE SOCIAL FUND AGENCY on a first-option basis until March 05, 2026. If EUROPE SOCIAL FUND AGENCY prior to that date, this invitation to offer will revert

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to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

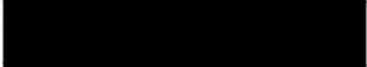
Upon receipt by Hotel of a fully executed version of this Agreement prior to March 05, 2026, or upon Hotel's acceptance of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon Hotel and EUROPE SOCIAL FUND AGENCY.

Upon signature by both parties, EUROPE SOCIAL FUND AGENCY and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

The law of the Rwanda is applicable to this agreement.

23. SIGNATURES

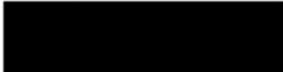
Approved and authorized by EUROPE SOCIAL FUND AGENCY

Name : Sabina Baulawleside
Title : 
Signature : 
Date : 2026-03-05

Approved and authorized by Hotel:

PP: Gatarayihwa Inshirima

Name : Ingrid A. Kasine
Title : EBC Sales Manager
Signature : 
Date : March 05, 2026


Title : Director of Sales & Marketing
Signature : 
Date : 05/03/2026

Name : 
Title : Cluster General Manager
Signature : 
Date : 16/03/2026

