

**Premium-Fax form for your conference- and group requests**

company name \_\_\_\_\_

Telephone \_\_\_\_\_

requested conference location \_\_\_\_\_

contact partner \_\_\_\_\_

E-Mail \_\_\_\_\_

Distance from location in kms \_\_\_\_\_

Street / House number \_\_\_\_\_

Post code / Town \_\_\_\_\_

**Please tick the requested options and fill in the required boxes**

**Rooms:**

Arrival:  Departure:

Single room                       Double room                       Twin bed room

**If you need several amounts of rooms please put this in notes below**

**Conference room:**

Day of event:  Number of participants:   
Start approx:  End approx:

**Chair formation:**

Parliamentary (rows of chairs with tables)     Bar tables     U-Form     Cinema-style  
 Block form     Banquet     Cabaret     No chairs

**Technical Equipment**

Pens and writing pads     Beamer     Microphone     Moderation kit  
 Roll-up screen     OH-Projector     ISDN/cabel     Funk microphone  
 Pin-board     Internet connection     Speaker's podium

**Food and Drink:**

morning:     2 drinks per person in conference room     Coffee and tea in conference room  
 Drink flat rate for conference room     Welcome coffee and tea  
 Coffee and tea break with fruit and biscuits in before midday

midday:     midday lunch: buffet     midday lunch: 2-course-menu  
 midday lunch: 1 dish     midday lunch: 3-course-menu  
 midday lunch: snack  
 1 drink per person at lunch (alcohol free)  
 drink flat rate at lunch (alcohol free)

afternoon:     Coffee and tea break with fruit and biscuits in the afternoon

evening:     Dinner: buffet     Dinner: 2-course-Menu  
 Dinner: 1 dish     Dinner: 3-course-Menu  
 Dinner: snack  
 1 drink per person at dinner (alcohol free)  
 Drink flat rate at Dinner (alcohol free)

**If you need more group rooms with different requirements, please put this in the notes below**

**Group room:**

Day of event:   
 Start approx:

Number of participants:   
 End approx:

**Chair formation:**

<input type="checkbox"/> Parliamentary (rows of chairs with tables)	<input type="checkbox"/> Bar tables	<input type="checkbox"/> U-Form	<input type="checkbox"/> Cinema-style
<input type="checkbox"/> Chair circle	<input type="checkbox"/> Banquet	<input type="checkbox"/> Cabaret	<input type="checkbox"/> No chairs
<input type="checkbox"/> Block form			

**Technical Equipment**

<input type="checkbox"/> Pens and writing pads	<input type="checkbox"/> Beamer	<input type="checkbox"/> Microphone	<input type="checkbox"/> Moderation kit
<input type="checkbox"/> Roll-up screen	<input type="checkbox"/> OH-Projector	<input type="checkbox"/> ISDN/cabel	<input type="checkbox"/> Funk microphone
<input type="checkbox"/> Sound system	<input type="checkbox"/> Internet connection		<input type="checkbox"/> Speaker's podium
<input type="checkbox"/> Pin-board			

If you need more group rooms with different requirements, please put this in the notes below

Additional notes:

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**Please send your request by Fax to +49 30 36500 029 or by e-Mail to [julie.jentsch@hotelvermittlung.de](mailto:julie.jentsch@hotelvermittlung.de)**