



CHECKLIST/COST ABSORPTION

ADDRESS	INFORMATION
Organizer Company:	Name: of the event
Contact person:	Date:
Street:	
Zip code & city:	Local contact person:
Country:	Phone Email:
Telefon:	Seminar room:
Email:	Number of persons: exclusive trainers
	Number of trainers:

BILLING ADDRESS (IF DIFFERENT)	OVERNIGHT STAY
Organizer Company:	Double room for single occupancy at a special price of € 110,00 / night for your conference
Contact person:	Number & date:
Street:	
Zip code & city:	Double room at a special price of € 130,00 / night for your conference
Country:	
Email:	Number & date:



FLAT RATE / ROOM RENTAL

Room rental half-day
Day 1
Day 2
Day 3

Room rental full-day
Day 1
Day 2
Day 3

for less than 10 persons

Full-day flat rate (€ 70,00 p.p.)

Day 1 Day 2 Day 3

Half-day flat rate with lunch (€ 60,00 p.p.)

Day 1 Day 2 Day 3

Half-day flat rate without lunch (€ 50,00 p.p.)

Day 1 Day 2 Day 3

Dinner (€ 35,00 p.p.) excl. drinks from 15 persons

Day 1 Day 2 Day 3

SEATING REQUEST

Standing reception
Theatre/Cinema
Banquet (round tables)
Parliament/classroom
Other:

U-Shaped seating
Block-Shaped seating
Circle of chairs
Table for the trainer
Chair for the trainer

COST ABSORPTION

Please mark which costs will be covered by the company:

Flat rate/rental fee Day 1 Day 2 Day 3

Tip You are welcome to add your tip in advance.

Alcoholic drinks outside the flat rate

Non-alcoholic drinks outside the flat rate

Overnight stay for seminar participants

Overnight stay tax for seminar participants

Possible parking spaces for seminar participants

OTHER

Possible food intolerances of the participants:

Any dietary requirements (vegetarian / vegan / ...) of the participants:

Any further comments / requests:



TECHNICAL EQUIPMENT included

The following equipment is included in our seminar package. Please let us know how many items you require.
A projector is available in every room as standard.

Flipchart	Quantity:	Moderation kit	Quantity:
Presenter	Quantity:	HDMI connector	Quantity:
Pinboard with wrapping paper	Quantity:	VGA connector	Quantity:
Pinboard without wrapping paper	Quantity:	Various adapters on request:	
Nameplates for the table <small>Also available with your own company logo</small>	Quantity:		

TECHNICAL EQUIPMENT rentable on request

You are welcome to hire the following equipment for half or full days.
Please mark the required equipment.

	half-day	full-day		half-day	full-day
Internet Cube <small>up to 20MB download</small>	€ 25,00	€ 50,00	Pocket Beamer	€ 40,00	€ 80,00
Alexa	€ 20,00	€ 40,00	Nikon D90 camera + tripod	€ 50,00	€ 100,00
Wireless microphones 2 pcs.	€ 85,00	€ 175,00	Gimbal for smartphones	€ 30,00	€ 60,00
Bose Box	€ 75,00	€ 150,00	Notebook <small>with Microsoft Office programs</small>	€ 50,00	€ 100,00
Speaker small 2 pcs.	€ 30,00	€ 60,00	„Pana“ Meeting Owl	€ 90,00	€ 180,00

„PANA“ MEETING OWL INFORMATION

An innovative „plug & play“ solution for your small-scale virtual meeting (up to 10 people), Automatic video and audio control in high definition included.



SEMINAR SCHEDULE / BREAK TIMES

DAY 1	TIME	DAY 2	TIME
Start:		Start:	
Morning break:		Morning break:	
Lunch:		Lunch:	
Afternoon break:		Afternoon break:	
End:		End:	
Dinner: (from 15 persons)		Dinner: (from 15 persons)	

DAY 3 TIME

Start:
Morning break:
Lunch:
Afternoon break:
End:
Dinner:
(from 15 persons)

If you have any questions, requests or suggestions regarding your booking, please do not hesitate to contact us from Monday to Friday from 7:30 am to 4:00 pm by telephone on 02252 44386 or by e-mail at bankett@thepark.at.
Kind regards
Banquet & Seminar