



Booking request

* = mandatory fields

*Weekday and Date of intended event:			
*Start of event:	am/pm		
*End of the event:	am/pm		
*Setup:	from	to	am/pm
*Dismantling:	from	to	am/pm
Coffee break in the morning:	from	to	am/pm
Coffee break in the afternoon:	from	to	am/pm
Coffee break in the evenings :	from	to	am/pm
*Number of participants			
*Titel of the event			
*Type of event/topic/content:			
*Hirer: (Official company name and address completely)			
*Billing address : (if there is a difference between the address mentioned first)			
*Contact person :	Tel.:		Fax:
	E-Mail:		

Seating order	References	Number
<input type="checkbox"/> Standard		
<input type="checkbox"/> Single Tables		
<input type="checkbox"/> Rectangle		
<input type="checkbox"/> Grouped tables		
<input type="checkbox"/> Table rows		
<input type="checkbox"/> U-Form		
<input type="checkbox"/> Rows of chairs		
<input type="checkbox"/> Other:		
<input type="checkbox"/> Tables for reception	<input type="checkbox"/> in room	
	<input type="checkbox"/> outside room	
<input type="checkbox"/> Tables for catering	<input type="checkbox"/> in room	
	<input type="checkbox"/> outside room	
<input type="checkbox"/> Bistro table		
<input type="checkbox"/> Tables for speaker		
<input type="checkbox"/> Visual cover for referents table	Only possible in the Great Hall!	



Technique Seminar rooms		References	Number
<input type="checkbox"/>	Beamer		
<input type="checkbox"/>	Laptop		
<input type="checkbox"/>	Flipchart		
<input type="checkbox"/>	Pin boards		
<input type="checkbox"/>	Presentation case		
<input type="checkbox"/>	Overheadprojektor		
<input type="checkbox"/>	Loudspeaker		

Extra technique in the Great hall and Sessionroom

(only in these rooms)

		References	Number
<input type="checkbox"/>	Speaker´s desk		
<input type="checkbox"/>	Standing Mic on desk		
<input type="checkbox"/>	Media console (Great Hall) Installed in speaker´s desk Laptop with beamer and screen		
<input type="checkbox"/>	Media-PC (Sessionroom) With Beamer and screen		
<input type="checkbox"/>	Hand microphone		
<input type="checkbox"/>	Clip-on microphone		
<input type="checkbox"/>	Microphone on desk		
<input type="checkbox"/>	Podium (Great hall) 5 x 3 m		

Drinks		References	Number
<input type="checkbox"/>	Coffee		
<input type="checkbox"/>	Tea		
<input type="checkbox"/>	Water medium		
<input type="checkbox"/>	Water normal		
<input type="checkbox"/>	Apple juice		
<input type="checkbox"/>	Orange juice		
<input type="checkbox"/>	Cola		
<input type="checkbox"/>	White wine		
<input type="checkbox"/>	Red wine		
<input type="checkbox"/>	Champange		
<input type="checkbox"/>	Beer		



Equipment		References	Number
<input type="checkbox"/>	Table cover		
<input type="checkbox"/>	Chair cover		
<input type="checkbox"/>	Cold box (Only in the Big Hall)		

Hospility oppurtunities		References	Number
<input type="checkbox"/>	Tablet		
<input type="checkbox"/>	Drinks wagon		
<input type="checkbox"/>	Hospitation services		
<input type="checkbox"/>	Drinks buffet	<input type="checkbox"/> in room	
		<input type="checkbox"/> outside room	

Food		References	Number
<input type="checkbox"/>	Snack (We are happy to order for you)	<input type="checkbox"/> I want a menucard for my order	
<input type="checkbox"/>	Catering (Is to be organized by hirer himself)	<input type="checkbox"/> I would like to receive a list of suitable caterers Please let us know when the catering is supplied	
<input type="checkbox"/>	Biscuits	<input type="checkbox"/> 500g	
		<input type="checkbox"/> 1.000g	
<input type="checkbox"/>	Fruit basket	<input type="checkbox"/> 5 pieces	
		<input type="checkbox"/> 10 pieces	

Other		References	Number
<input type="checkbox"/>	Electricity to keep the food warm		
<input type="checkbox"/>	Extra plug sockets		
<input type="checkbox"/>	Other:		

*I hereby confirm that the following event is not a promotional event, a sales event to end customers or political event or of a generally social nature.