

## Meeting Log

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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

### Type of event

meeting                       breakfast                       others

number of persons: \_\_\_\_\_

boardroom seating (max. of 15 people)

concert seating (max. of 20 people)

other type of seating (max. of 20 people)

### Rates

half day (max. 4 hours, only available from 10.00 am)                      CHF 100.00

full day                      CHF 150.00

The meeting rate includes mineral water

### Time

from:                      to:

**Technique** Flipchart and wall post are included in meeting rate.

**Beamer** (must be ordered at least 3 days in advance) CHF 50.00

### Culinary

coffee break package I  
water, coffee, tea and orange juice CHF 8.50 per person

coffee break package II  
water, coffee, tea and orange juice  
croissants / cake and fruit basket CHF 12.50 per person

lunch  
selection of sandwiches  
cola, apple spritzer, rivella, mineral water CHF 12.50 per person

Cancellations are free of charge until 3 days before the event.  
After that, we charge 30% of the total amount.

### Payment

in cash  by credit card  by invoice

billing address:

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