



MEETING ROOM & OFFICE BOOKING FUNCTION SHEET

Prices are VAT excluded

COMPANY : **CONTACT** :

NAME OF MEETING :

DATE : **N° PARTICIPANTS** :

TIMING :	<u>Standard</u>	<u>Other</u>
Full Day :	<input type="checkbox"/> 08h30/18h00
Half Day AM :	<input type="checkbox"/> 08h30/12h30
Half Day PM :	<input type="checkbox"/> 13h30/18h00

BOOKING DETAILS

<u>MEETING ROOM</u>	Full Day	Half Day
Da Vinci	<input type="checkbox"/> 1000.00 €	<input type="checkbox"/> 650.00 €
Erasmus	<input type="checkbox"/> 400.00 €	<input type="checkbox"/> 300.00 €
Galileo	<input type="checkbox"/> 575.00 €	<input type="checkbox"/> 450.00 €
Marco Polo	<input type="checkbox"/> 400.00 €	<input type="checkbox"/> 300.00 €
Galileo + Marco Polo	<input type="checkbox"/> 950.00 €	<input type="checkbox"/> 800.00 €
+ <i>theatre style 80 PAX</i>	<input type="checkbox"/> 400.00 €	<input type="checkbox"/> 400.00 €

<u>OFFICE</u>	Full Day	Half Day
Socrates	<input type="checkbox"/> 125.00 €	<input type="checkbox"/> 75.00 €
Plato	<input type="checkbox"/> 125.00 €	<input type="checkbox"/> 75.00 €

<u>PARKING PLACES</u>	<input type="checkbox"/> 15.00 € x	<input type="checkbox"/> 10.00 € x
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<u>TECHNICAL EQUIPMENT</u>	Full Day	Half Day
Laptop computer	<input type="checkbox"/> 100.00 €	<input type="checkbox"/> 75.00 €
Plasma screen	<input type="checkbox"/> 150.00 €	<input type="checkbox"/> 100.00 €
Rented Equipment	<input type="checkbox"/>	Other <input type="checkbox"/>

<u>CATERING</u>	Full Day	Half Day
Office Coffee Service	<input type="checkbox"/> 12.00 € x PAX	<input type="checkbox"/> 8.00 € x PAX

Sandwich Lunch	<input type="checkbox"/> 25.00 € x PAX	MR Coffee Breaks - AM	<input type="checkbox"/> 8.00 € x PAX
Buffet Lunch	<input type="checkbox"/> 47.00 € x PAX	MR Coffee Breaks - PM	<input type="checkbox"/> 8.00 € x PAX

SUPPLEMENTARY SERVICES
(quantities to be confirmed after event, where applicable)

	A4	A3
Photocopies - colour	<input type="checkbox"/> 0.50 €	<input type="checkbox"/> 1.00 €
Photocopies - black&white	<input type="checkbox"/> 0.25 €	<input type="checkbox"/> 0.50 €
Faxes	<input type="checkbox"/> 0.25 €	Mail <input type="checkbox"/>



Card number :

Expiry date : /

Credit card holder's name :

This function sheet is subject to the attached contractual terms and conditions.

For approval,

SIGNATURE : _____

NAME : _____

DATE : _____