

## COFFEE BREAK PACKAGES

**PACKAGES (Minimum 40 persons, maximum according to assigned room)**

<b>Organization Name:</b> _____		
<b>Event proposal N°:</b> _____		
<b>Event proposal title:</b> _____		
<b>Day:</b> _____	<b>Time:</b> _____	<b>Room:</b> _____

### IMPORTANT NOTES

- Minimum of 40 persons and: maximum varies according to room allocated, type and quantity of food & beverages ordered.
- All food items are cold.
- The items suggested as "Packages" cannot be modified.
- Subject to Back Office availability and the set-up of the assigned meeting rooms.

### 2) The below prices include:

- Service duration between 30-90 minutes
- Waiter for the service, set-up and dismantling of room
- Disposal material necessary for the service
- Event Coordinator
- All the prices above exclude 7% TAX.

### 3) Additional Services:

Extra cost per person in cases of length of service extensions: 3,37 € per hour + 7% TAX not included

Coffee Breaks Packages					
DESCRIPTION	CODE	QUANTITY	DELIVERY TIME	UNIT PRICE	TOTAL €
<b>Only beverages</b>					
Coffee Tea Milk Orange juice Mineral water	<b>CB0</b>			10.50 €	
<b>Coffee Break n° 1 - Morning Sweet</b>					
Mini-croissant Chocolate mini-Napolitan  Coffee Tea Milk Orange juice Mineral water	<b>CB1</b>			11.56 €	
<b>Coffee Break N° 2 - Morning Sweet</b>					
Mini-Schencken (German cinnamon bun) Chocolate cone  Coffee Tea Milk Orange juice Mineral water	<b>CB2</b>			11.56 €	
<b>Coffee Break N° 3 - Afternoon Savoury</b>					
Ham & Cheese croissant Frankfurt croissant  Coffee Tea Milk Orange juice Mineral water	<b>CB3</b>			11.56 €	



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Coffee Breaks Packages					
DESCRIPTION	CODE	QUANTITY	DELIVERY TIME	UNIT PRICE	TOTAL €
<b>Coffee Break n° 4 - Afternoon savoury</b> Tuna finger sandwich Vegetable finger sandwich Viennese mini-buns with <i>fuet</i> sausage Roast Beef finger sandwich  Coffee Tea Milk Orange juice Mineral water Soft drinks	<b>CB4</b>			18.31 €	

**Confirmation of the services and payment terms:**

- Final (definite) number of persons must be given 72 hours before the start of the ordered service. Please note that only a 20% increase is possible and must be fully pre-paid. Not more than a 10% decrease is possible but please refer to partial cancellation policy for penalty fees.

**Total Cancellation Policy:**

- From 10 September until 72 hours before your scheduled event, cancellation of the full event will be charged at 50%.

**Partial Cancellation Policy (reduction of numbers):**

- Cancellations 72 hours before the event: payment of 50% of the persons cancelled.
- Cancellations 48 hours before the event: payment of 75% of the persons cancelled.
- Cancellations 24 hours before the event: payment of 100% of the persons cancelled.
- Cancellations, changes, etc. must be communicated in writing within the deadlines established. If not, a 100% charge will be applied.

<b>TOTAL SUM (SUM OF SUB TOTALS)</b>	€
<b>7% VAT on TOTAL SUM (SUM OF SUB TOTAL)</b>	€
<b>GRAND TOTAL (including 7% VAT)</b>	€

FULL FIRST & LAST NAME

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SIGNATURE

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ORGANIZATION STAMP

DATE..... 2008