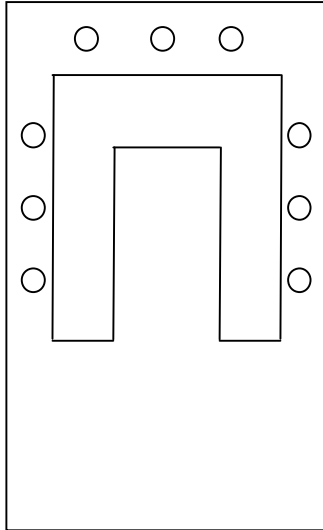
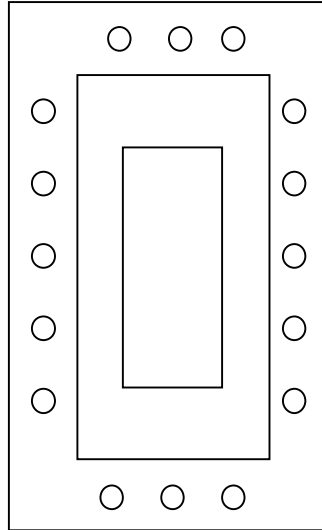


# Seating styles

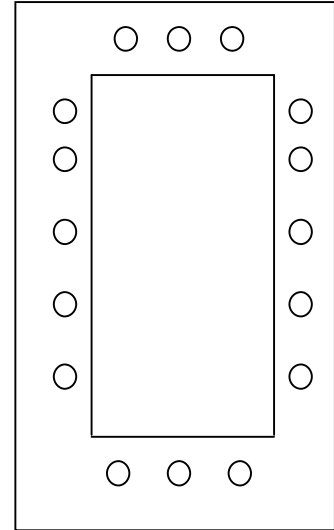
U-form



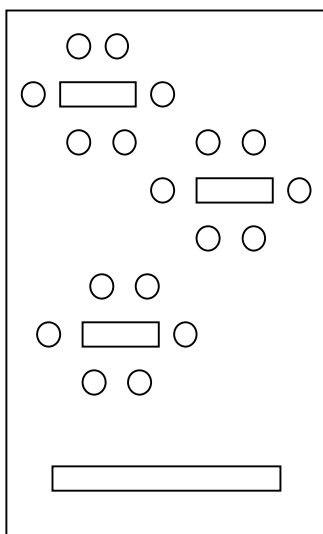
Carré



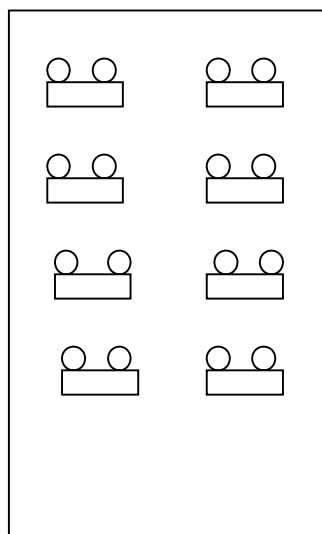
Block Form



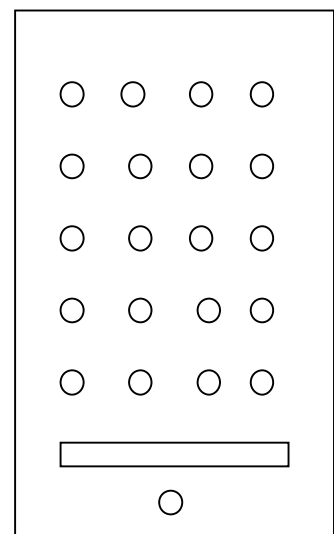
Cabaret



School



Theater



# Arrangements

We have put together a few standard arrangements, where as a rate per person can be estimated. We are sure that for every budget an appropriate arrangement can be chosen.

Except our standard arrangements we can also put together arrangements, according to your wishes and needs.

Meeting type	Meeting tools and F&B
<b>4-hour Standard</b>	<p>Meeting tools:</p> <ul style="list-style-type: none"> <li>- For each individual participant bloc note and pencil</li> <li>- Flip chart</li> <li>- Room free of charge</li> </ul> <p>F&amp;B:</p> <ul style="list-style-type: none"> <li>- Coffee, Tea, Mineral water, Juices, Biscuits</li> <li>- A 2-course lunch is included. (included drinks, non-alcoholic). An additional charge of US\$ 10,- p.p. will apply if dinner is chosen instead of lunch.</li> </ul>
<b>4-hour Deluxe</b>	<p>Meeting tools:</p> <ul style="list-style-type: none"> <li>- Placemat for each individual participant with bloc note and pencil</li> <li>- Flip chart</li> <li>- Beamer and screen</li> <li>- Room free of charge</li> </ul> <p>F&amp;B:</p> <ul style="list-style-type: none"> <li>- Coffee, Tea, Mineral water, Juices, Biscuits, 1 x Cake, 1 x Hearty snack</li> <li>- A 3-course lunch is included. (included drinks, non-alcoholic). An additional charge of US\$ 10,- p.p. will apply if dinner is chosen instead of lunch.</li> </ul>

Meeting type	Meeting tools and F&B
<b>8-hour Standard</b>	<p>Meeting tools:</p> <ul style="list-style-type: none"> <li>- For each individual participant bloc note and pencil</li> <li>- Flip chart</li> <li>- Room free of charge</li> </ul> <p>F&amp;B:</p> <ul style="list-style-type: none"> <li>- Coffee, Tea, Mineral water, Juices, Biscuits</li> <li>- A 2-course lunch is included. (included drinks, non-alcoholic).An additional charge of US\$ 10,- p.p. will apply if dinner is chosen instead of lunch.</li> </ul>
<b>8-hour Deluxe</b>	<p>Meeting tools:</p> <ul style="list-style-type: none"> <li>- For each individual participant bloc note and pencil</li> <li>- Flip chart</li> <li>- Beamer and screen</li> <li>- Room free of charge</li> </ul> <p>F&amp;B:</p> <ul style="list-style-type: none"> <li>- Coffee, Tea, Mineral water, Juices, Biscuits, 1 x Cake, 1 x Hearty snack</li> <li>- A 3-course lunch is included. (included drinks, non-alcoholic).An additional charge of US\$ 10,- p.p. will apply if dinner is chosen instead of lunch.</li> </ul>

Meeting type	Meeting tools and F&B
<p><b>12-hour Standard</b></p>	<p>Meeting tools:</p> <ul style="list-style-type: none"> <li>- For each individual participant bloc note and pencil</li> <li>- Flip chart</li> <li>- Room free of charge</li> </ul> <p>F&amp;B:</p> <ul style="list-style-type: none"> <li>- Coffee, Tea, Mineral water, Juices, Biscuits</li> <li>- A 2-course lunch is included. (included drinks, non-alcoholic).An additional charge of US\$ 10,- p.p. will apply if dinner is chosen instead of lunch.</li> </ul>
<p><b>12-hour Deluxe</b></p>	<p>Meeting tools:</p> <ul style="list-style-type: none"> <li>- For each individual participant bloc note and pencil</li> <li>- Flip chart</li> <li>- Beamer and screen</li> <li>- Room free of charge</li> </ul> <p>F&amp;B:</p> <ul style="list-style-type: none"> <li>- Coffee, Tea, Mineral water, Juices, Biscuits, 1 x Cake, 1 x Hearty snack</li> <li>- A 3-course lunch is included. (included drinks, non-alcoholic).An additional charge of US\$ 10,- p.p. will apply if dinner is chosen instead of lunch.</li> </ul>

# Accessories

Flipchart with markers  
Whiteboard with markers  
Overheadprojector + screen  
Overheadsheets  
Laptop  
Beamer + screen  
Cd/DVD-player + TV  
Sound system including microphone and Katheder  
Blocnote and pen  
Copy A4  
Internet

# Food & Beverage

Coffee/tea/water  
Coffee/tea/water/juices  
Coffee/tea/water/juices/cookies  
Coffee/tea/water/juices/cookies/1 x cake/  
1 x hearty snack  
Breakfast  
Sandwiches (2 p.p.)

# General conditions

<b>Reservation conditions</b>	
<b>Options</b>	<ul style="list-style-type: none"><li>• Options given by Best Western Elegance Hotel are valid, at the latest, 1 month prior to the event</li></ul>
<b>Cancellation</b>	<ul style="list-style-type: none"><li>• In case of cancellation within one month prior to the event, we are obliged to charge the room rent as cancellation fee</li><li>• In case of cancellation within two weeks prior to the event we are obliged to charge the room rent as well as 50% of other estimated costs as cancellation fee.</li><li>• In case of cancellation within 48 hours prior to the event we are obliged to charge the room rent as well as all of the other estimated costs.</li><li>• In case of re scheduling of the event within 48 hours we are obliged to charge the room rent. This charge will be settled with the actual reservation</li><li>• Cancellations are only accepted if a signed cancellation confirmation is received by our hotel.</li></ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"><li>• If not specifically quoted, all our rates are including tax and service charge</li><li>• Tentative data concerning the event should be received at the latest 14 days prior to the event</li><li>• The definitive amount of people should be hand down to us at the latest 48 hours prior to the event. In case the actual amount is less than the reserved amount of people, we are obliged to charge the reserved amount of people.</li><li>• Bills under US\$ 150,- should be settled after event</li><li>• Reservations in behalf of private persons, societies (clubs) or foundations (organizations) should always be paid 75% in advance. These prepayments should be added to our bank account at the latest 48 hours prior to the event</li><li>• All prices are subject to change and are available on request</li><li>• Quotations are valid for one month starting on the day of delivery</li></ul>