

Deadline 03 September 2025

1. Company Details

Company Name

Address

Postal Code, City

Country

VAT Number (mandatory for European Companies)

2. Contact Person

First Name

Family Name

Salutation

Telephone

E-Mail

3. General Information

Room Number

Expected Participants

Seating:

Block (standard)

Different seating arrangement is desired:

4. Scope of Service

Beverages

The Estrel will provide drinks* (non alcoholic beverages) in every room, according to the number of participants. *charged upon consumption

Please choose: yes no

| | Volume | Unit Price* | Unit |
|--------------|--------|-------------|------------|
| Apple Juice | 0.20 l | € 3.80 | per bottle |
| Orange Juice | 0.20 l | € 3.80 | per bottle |
| Soft Drinks | 0.33 l | € 3.80 | per bottle |
| Water | 0.25 l | € 3.50 | per bottle |

| In addition we would like to order: | | | 15 October | 16 October | 17 October |
|-------------------------------------|-------|---------|------------|------------|------------|
| | | | Quantity | Time | Quantity |
| Coffee | 1.0 l | € 12.00 | | | |
| Tea | 1.0 l | € 12.00 | | | |

Pastries and Fruit¹

| | Unit Price* | Unit | 15 October | 16 October | 17 October |
|--------------------|-------------|---------|------------|------------|------------|
| | | | Quantity | Time | Quantity |
| Pretzels | € 2.50 | 1 Pcs. | | | |
| Biscuits | € 3.00 | portion | | | |
| Tray Bake | € 3.50 | 1 Pcs. | | | |
| Wraps | € 5.00 | 1 Pcs. | | | |
| Small Fruit Basket | € 18.00 | 1 Pcs. | | | |
| Large Fruit Basket | € 32.00 | 1 Pcs. | | | |

*VAT applicable. ¹ Minimum order quantity of 10 pcs.

Please note: Glass and tableware is included. Any form of catering (drinks as well as foods) has to be low in odour and authorized by the organizer and operator. Bookings after 03 September 2025 and on-site bookings will be charged an additional 20% of the price.

Technical Equipment

| | Unit Price*/Day | Quantity |
|-------------------------------|-----------------|----------|
| LCD Projector 2000 AL | € 200.00 | |
| Flipchart (10 sheets, 3 pens) | € 30.00 | |
| Pin Board | € 30.00 | |

*VAT applicable. Prices include Set-Up and dismantling.

Please note: Walls can be used as screens. No additional screens necessary.

Special Requests regarding equipment of Meeting Rooms:

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I agree to below General Terms & Conditions

.....
Date

.....
Signature

General Terms & Conditions**Payment Terms**

Balance is due 100% 10 days after receipt of the invoice. Objections to the invoice shall only be considered if they are submitted in written form within 10 days of the invoice issue date.

Cancellation Policy

Cancellation must be sent in writing.

- Until 03 September 2025: no cancellation fees apply
- After 03 September 2025: 100% of the total amount is due
- No-show: 100% of the total amount is due

The change of the particular maturity date is based on 12:00 pm (noon) GMT+1.