

Deadline 21 August 2020

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	€ 3.20	per bottle
Orange Juice	0.20 l	€ 3.20	per bottle
Soft Drinks	0.33 l	€ 3.00	per bottle
Water	0.25 l	€ 3.00	per bottle

In addition we would like to order:	28 October		29 October		30 October	
	Quantity	Time	Quantity	Time	Quantity	Time
Coffee						
Tea						

Pastries and Fruit¹

	Unit Price*	Unit	28 October		29 October		30 October	
			Quantity	Time	Quantity	Time	Quantity	Time
Pretzels	€ 1.50	1 Pcs.						
Biscuits	€ 2.00	50g						
Tray Bake	€ 2.00	1 Pcs.						
Wraps	€ 4.50	1 Pcs.						
Small Fruit Basket	€ 15.00	1 Pcs.						
Large Fruit Basket	€ 26.00	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 21 August and on-site bookings will be charged an additional 20% of the price.

Technical Equipment

	Unit Price*/Day	Quantity
LCD Projector 2000 AL	€ 120.00	
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:

.....

.....

5. Payment Details (billing address if different from above).....
Company Name.....
Address.....
Postal Code, City.....
Country.....
VAT Number (mandatory for European Companies)

I would like to pay by/on

credit card

account

I authorize K.M.C. to deduct the sum stated below from my credit card.

Mastercard

Visa

American Express

.....
Total Charge.....
Cardholder's Name.....
Cardholder's Address.....
Card No......
Expire Date.....
Security Code (3 or 4 digits on the back of the card)

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.

- Prior to 14 August 2020: no cancellation fees apply
- After 14 August 2020: 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.



Please return
this form to:

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und Medien-Center GmbH**
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12057 Berlin

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