

## Seminar folder

We are looking forward to support you in planning your meeting or seminar



## With us you can focus on your meeting

Whether workshops or presentations, meetings or conventions, we can offer you the right rooms for any event.

You can concentrate on the essentials here, because the modern equipment is ready for you. Of course, the right catering should not be missing, so we are happy to advise you on coffee breaks lunches or other possibilities.

## Possible seating arrangements

Cinema	up to 180 people
U-seating	up to 60 people
Block seating	up to 124 people
Class seating	up to 99 people
Chair circle	up to 50 people

## Our Packages for conferences

### Full day-package

Including lunch, set drinks in the seminar room, morning and afternoon coffee break, state-of-the-art technical equipment

€ 50,00 per person excluding beverages

€ 59,00 per person including beverages all non-alcoholic drinks and coffee are included are included until 6 p.m.

### Half-day-package

set drinks in the seminar room, morning or afternoon coffee break, state-of-the-art technical equipment

€ 33,00 per person excluding lunch or dinner

€ 40,00 per person including lunch or dinner

## Room rental

For lectures or events without catering, we ask you to inquire directly, as special room rental applies.

For seminars for less than 10 people, we charge an additional room rental of € 189 per day.

For additional rooms such as group rooms, we charge a room rental of € 295 per day.



## Amenities

Projector	€ 59,- per day
Laptop	€ 59,- per day
Prolite 86 Inch Touch Pad	€ 98,- per day
Headset und hand-held microphone	€ 150,- per day
Additional coffee breaks	€ 12,- per person
Additional 3-course menu of choice	€ 25,- per person

## Options

We will hold your desired date for you on option for up to two weeks without obligation, depending on the inquiry time.

## Cancellation conditions

Cancellation up to 14 days before the agreed date of the meeting is free of charge. Cancellation up to 10 days before the booked seminar is subject to 50% of the costs, cancellation up to 5 days before the date of the meeting is subject to 100% of the costs. If, however, after consultation with Montfort das Hotel GmbH a replacement user or replacement date can be named, no cancellation costs will be incurred. All changes must be made in writing (mail, fax or e-mail).

## Number of persons

Please let us know the exact number of persons at least 5 days before the event. The number of persons we receive serves as a basis for calculation. We accept a fluctuation of +/- 2 persons on the day of the event. The room size will be adjusted to the number of participants by Hotel Montfort.

