

FIXED PRICES FOR SEMINARS

Due to the opening of a brand new room, we now have 6 different rooms able to host meetings from 2 to 180 persons according to the table assembling (U shape, school type, theatre type).

With lunch sandwich, 3 per pers, soft drinks, coffee and water :

33,25 € excl VAT *

30,00 € excl VAT **

With cold plate, dessert, 2 glasses of wine, water and coffee :

39,50 € excl VAT*

35,55 € excl VAT**

With varied buffet and dessert, coffee, 1/2 bottle of wine pp, water and coffee (minimum 20 pers):

48,25 € excl VAT *

43,50 € excl VAT **

With varied buffet and dessert, coffee, 1/2 bottle of wine pp, water and coffee (minimum 20 pers):

43,50 € excl VAT**

With breakfast chocolate bread and croissant : + €4,25 excl VAT pp

With 3 mini pastries pp during the afternoon pause : + €4 excl VAT pp

With a basket of fruits (2pp) and yoghurts (1pp) during the afternoon pause or accessible during the whole day : + €4,25 excl VAT pp

With a double choice for first- and main dish, duo of deserts (number of each to be given 2 days prior to the meeting) : + €2,50 excl VAT pp

With cake during the afternoon pause : + €3 excl VAT pp

Vegetarian menu available : number to be given 2 days prior to the meeting

* Price for groups of 10 persons and less

** Price for groups of 11 persons and more

Special price for groups over 60 persons (61 persons and more)

Royal :

Breakfast included, champagne for appetizer, nicer 3 dishes meal, 1/2 bottle Grand Cru pp,

1/2 hour open bar all drinks before leaving : €65,75 excl VAT

All those packages are meant per person and per day and include the room, material (1 flipchart, 1 screen, microphone, paper and pen), service, welcome coffee drink, 2 coffee breaks, water on the table during the meeting.

Invoicing will be made at the minimum on the amount of participant confirmed at the latest the day before the meeting. A minimum of €175 excl VAT will be charged per day.

About extra services:

- . Beamer LCD : €175 excl VAT / day
- . Flipchart additional : €40 excl VAT /day
- . Cordless microphone : free
- . Copies : €0,15 excl VAT / page
- . Fax : €1 excl VAT 1st page, €0,20 excl VAT following pages
- . Extra rooms for commissions : €150 excl VAT
- . Laptop with basic Windows : €175 excl VAT/ day
- . Big screen : 2,20 x 2,25, shipping, installation and dismantling: €150 excl VAT / day
- . WIFI free in all rooms.

To book this meeting, thank you for sending us this mail specifying the following details:

- . Approximate arrival time and departure
- . Arrangement of tables and chairs (U, theater, school, cabaret ...)
- . Number of permanent people (to be confirmed no later than the day before the meeting)
- . Selected package
- . Optionally selected menu (see annex)
- . Desired material
- . Desired additional services
- . Billing address
- . Purchase order

Cancellation conditions :

Up to 15 opening days prior to the meeting : cancellation without costs.

from 15 to 6 opening days prior to the meeting : cancellation fee = 50% of the invoiced amount (VAT excl.). Should the meeting be postponed, cancellation fee=25% of the invoiced amount (VAT excl.)

from 5 to 2 day prior to the meeting : cancellation fee = 75% of the invoiced amount (VAT excl.). Should the meeting be postponed, cancellation fee = 50% of the invoiced amount (VAT excl.)

The day before or on the meeting day : cancellation fee = 100% of the invoiced amount (VAT excl.). Should the meeting be postponed, cancellation fee =75% of the invoiced amount (VAT excl.) 50% of the invoiced amount (VAT excl.)