

# SEMINARS & CONFERENCES at roomz graz

2017

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## Business in motion

A hotel that knows how to combine the flexible demands of modern quality-conscious conference participants and trainers with an affordable and top-class offer, the Budget Design Hotel meets all expectations and is characterised by a colourful and fresh appearance and an informal atmosphere.

The light-flooded seminar rooms on the ground floor are perfectly equipped with the latest conference technology and air conditioning, which both ensure successful conferences, workshops, and seminars; easy to rent, flexible to design.

However, the best infrastructure would be ineffective without reliable personal guest management and flexible staff service. The roomz team endeavours to create an optimal environment for successful seminars and is always focused on fulfilling individual wishes and caring for the well-being of all conference participants.

**Just give us a call. We are looking forward to welcoming you at roomz graz!**

## Overview

Seminar packages	3
Coffee breaks	4
Technical equipment	4-5
Rooms and Seating	5
Room hire	5
Site plan	6
Terms and Conditions	7-8

## Seminar packages

### **Half-day flat rate for bookings until 1.30 pm or starting at 2.00 pm for a max. of 5 hours**

morning or afternoon nespresso©-coffee break – please select one of 8 different options

at lunch we serve a three-course menu with three different choices for the main course (for more than 20 participants

we are pleased to offer a buffet)

two non-alcoholic beverages (sparkling water & fruit juices)

conference room with natural light & air conditioning

wireless lan in all meeting rooms

writing pad and pencil

beamer, screen, flip chart, pin board, magnet strips

**€ 39,-- per person and day**

### **Full-day flat rate for bookings of more than 5 hours**

morning nespresso©-coffee break – please select one of 8 different options

at lunch we serve a three-course menu with three different choices for the main course (for more than 20 participants

we are pleased to offer a buffet)

afternoon nespresso©-coffee break – please select one of 8 different options

two non-alcoholic beverages (sparkling water & fruit juices)

conference room with natural light & air conditioning

wireless lan in all meeting rooms

writing pad and pencil

beamer, screen, flip chart, pin board, magnet strips

**€ 43,-- per person and day**

These seminar packages are available for a minimum of 10 participants.

## Menu selection for coffee breaks

Seminar breaks are important to process what you have just learnt before you can resume working with renewed strength. During every break we serve freshly brewed coffee and a variety of teas. There are two coffee capsules per participant for your own nespresso© machine; upon request we will provide further capsules (€ 1.80 per capsule). Please choose from the following seminar breaks:

vital break	mediterranean break	roomz break	french break
freshly squeezed juice 1 Gervais-herbs bread (fresh, healthy seed bread)	tortilla with ham and cheese tramezzini with tuna and arugula	two pieces of savory rolls	savory puff pastry ➤ tomatoes and olives ➤ spinach and sheep cheese ➤ ham and cheese
american sweet break	classical sweet break	austrian sweet break	energy break
cupcakes and brownies	fruit cake and danish pastry	curd and apple strudel	fruit salad, yoghurt, cereals, muesli, power bar

Additional seasonal fruit basket € 3.30 per person

Gladly we can also offer you a mix of the breaks above. Please inform us about your wishes during your seminar booking, so we can arrange your personal offer.

For specific menu and buffet offers, please refer to our banquet folder.

## Technical equipment

Pin board (1x included in room rental)	€ 0.00
Flip chart incl. paper and pen (1x included in room rental)	€ 0.00
Beamer (1x included in room rental)	€ 0.00
Additional pin board	€ 15,00
Additional flip chart	€ 20,00
Laptop	€ 70.00
Presentation kit	€ 35.00
CD player	€ 15.00
Flat TV	€ 35.00
DVD Player	€ 35.00
Copies	€ 0.10 / unit
Telefax Domestic	€ 0.15 / unit
Telefax Foreign	€ 0.20 / unit
Telephone	according to actual expenditure
Sound system	€ 150,00

If you need any additional technical equipment, we will be happy to organise it for you!

The above-mentioned prices are calculated per day and number of units and include all current applicable duties and taxes.

### Rooms & Seatings

Seminarroom	Length in m	Width in m	height in m	Square meters	U-shape	Board room style	classroom style	theatre style
m 1	5,93	5,89	2,80	34,91	12	12	18	28
m 2	5,77	6,09	2,80	34,65	12	12	18	36
m 3	6,49	6,09	2,80	40,41	16	12	24	45
combined room m 2 + m 3	12,26	6,09	2,80	75,05	32	32	54	88

### Room hire (only room)

If you desire a non-catered room, we can offer you the following options (prices per seminar room):

Seminarroom	price full day (for more than 5 hours)	price half-day (for bookings until 1.30 pm or starting at 2.00 pm for a max. of 5 hours)
m 1	€ 250	€ 150
m 2	€ 250	€ 150
m 3	€ 250	€ 150
combined room m 2 + m 3	€ 250	€ 450

## Site plan

### **Arriving from the airport Graz Thalerhof**

#### Public transportation

From the airport Graz Thalerhof there are regular connections via suburban lines, busses and trains. For more detailed information please visit [www.verbundlinie.at](http://www.verbundlinie.at) and [www.oebb.at](http://www.oebb.at). It will take you about 35 minutes to the hotel. The tramway stop "Ostbahnhof" of tram line 4 is located directly in front of the entrance to the design hotel roomz graz.

#### Taxi

There are taxis waiting in front of the terminal at all times.

We'll be happy to arrange a pick-up directly at the airport. A driver will be waiting for you with a sign in the arrival hall to help with your luggage and take you to the hotel roomz graz. If you would like to use this service, please let us know and remember to inform us about your flight number and arrival time.

### **Arriving by car**

#### Arriving from the south, east and west:

Highway A2 – exit "Graz Ost". Pass the "Liebenauer Tangente" and keep left towards the street "Conrad-von-Hötzendorf-Straße".

#### Arriving from the north:

Highway A9 – exit "Graz Nord" (city centre/fair grounds), head towards the street "Bahnhofsgürtel" on the B67 and then continue on the street "Lazarettgürtel". Turn left into "Karlauer Gürtel". Stay on the right side until the street "Conrad-von-Hötzendorf-Straße" after approx. 1.5 km.

#### In general:

Please follow the signs "Stadthalle Messe" (Town hall and exhibition centre) which is opposite the hotel and very well signposted from every direction of the city!

### **Parking**

roomz graz has its own parking lot, where you can park comfortably for € 1,50 per hour or for € 9,00 for 24 hours! We kindly ask you for a reservation of your personal parking lot in advance.

### **Arriving by train**

From Graz Central Station take line 1, 3, 6 or 7. Change to line 4 at the stop "Hauptplatz", heading in the direction of "Liebenau Murpark". Get off at the stop "Ostbahnhof", which is directly in front of the entrance to roomz graz.

Further information and time tables can be found at [www.verbundlinie.at](http://www.verbundlinie.at). You can also take a train from the central station to the east train station "Ostbahnhof". For further information please visit [www.oebb.at](http://www.oebb.at).

We wish you a pleasant journey!

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## General Terms & Conditions for Meetings

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### Rates

The above mentioned rates are include all taxes and are stated in Euro.

### Guaranteed number of participants

The hotel requires for every function, where food is being served, a guaranteed number of participants, which has to be announced at least 3 working days prior to the event. This is a guaranteed minimum number, for which the organiser will be charged. Extended group numbers will be charged accordingly, depending on the number of extra participants attending. The minimum number for a buffet or a standing buffet is 20.

### Cancellation policy

#### Conditions of cancellation for seminar room hire only:

Cancellation until 14 days prior to seminar start	free of charge
Cancellation between 14 & 2 days prior to seminar start	75 % of the total turnover
Cancellation from 48 hours prior arrival	total turnover

#### Conditions of cancellation for seminar bookings with guest rooms:

Cancellation until 8 weeks prior to arrival	free of charge
Cancellation between 8 weeks and 28 days prior arrival	50 % of the total turnover
Cancellation between 28 and 14 days prior to arrival	75 % of the total turnover
Cancellation from 14 days prior to arrival	total turnover

#### Reduction of rooms for seminar bookings with guest rooms:

Reduction until 4 weeks prior to arrival	20% of at this time booked amount is free of charge
Reduction between 4 to 2 weeks prior to arrival	10% of at this time booked amount is free of charge
Reduction 2 weeks before arrival until 12 noon on arrival day	5% of at this time booked amount is free of charge

### Seminar & banquet venues

Bringing decoration materials or similar will not be permitted unless agreed upon with the hotel management. In case of any damage of or loss of the hotel's equipment/interior by the organiser or the participants, the organiser will be liable without having the hotel to provide proof. The hotel does not assume any liability in case of loss or damage of any brought in equipment of the organisers.

### Cancellation through the hotel

The hotel is eligible to determine the contract any time

- if the organisers endanger the business operations
- if the reputation or security of the hotel are endangered
- in case of force majeure

### **Brought in food and beverages**

Food and beverages not served from the hotel will not be permitted to be consumed in the hotel unless authorized by the hotel management.

### **Other**

Furthermore, general standard terms and conditions accessible on [www.roomz-graz.com](http://www.roomz-graz.com) apply.

### **Invoicing**

The invoice will be handed over on the day of the event and should be paid within 20 days without any default interests charged. After that the default interest are 10% per year.

By going beyond the date of payment we take the liberty to debit the credit card which you have announced to guarantee your booking with all outstanding receivables. Court of jurisdiction is Graz.