SHEVA
HOTEL & RESTAURANT
(+597) 422275
FAX : (+597) 422362
info@shevahotel.com
Hofstede Crull'laan #9
www.shevahotel.com

Conference arrangement Sheva Hotel

Package 1

Meeting Package per hour per person
Included in the package:
• **Coffee setup:** tea, coffee, bottled water (1x)
• **Audio-visual equipment:** LCD television, flipchart with paper and pens Wireless Internet
The price is US$ 12 per hour per person

Package 2

Meeting Package per hour per person
Included in the package:
• **Coffee setup:** tea, coffee, bottled water (1x)
• **Snacks at the beginning:** one set savory snack per person
• **Audio-visual equipment:** LCD television, flipchart with paper and pens Wireless Internet
The price is US $ 17.50 per hour per person

Package 3

Meeting Package, 1 day session - 4 hours
Included in the package:
• **Coffee setup:** tea, coffee, bottled water and two kinds of juice (1x)
• **Deluxe Sandwich start-up:** 2 x luxury sandwiches per person
• **Snacks:** one set savory and sweet snack per person
• **Audio-visual equipment:** LCD television, flipchart with paper and pens Wireless Internet
The price is US $ 50 per person

Package 4

Meeting Package 2 day sessions- 8 hours
Included in the package:
• **Coffee setup:** tea, coffee, bottled water and two kinds of juice (2x)
• **Deluxe Sandwich start-up:** 2 luxury sandwich per person
• **Snacks from 10.30:** 1 set savory and sweet snack per person
• **Snacks in the afternoon:** one light snack per person
• **Lunch:** 1 3-course menu including 1 non-alcoholic drink
• **Audio-visual equipment:** LCD television, flipchart with paper and pens Wireless Internet
The price is US $ 90.00 per person

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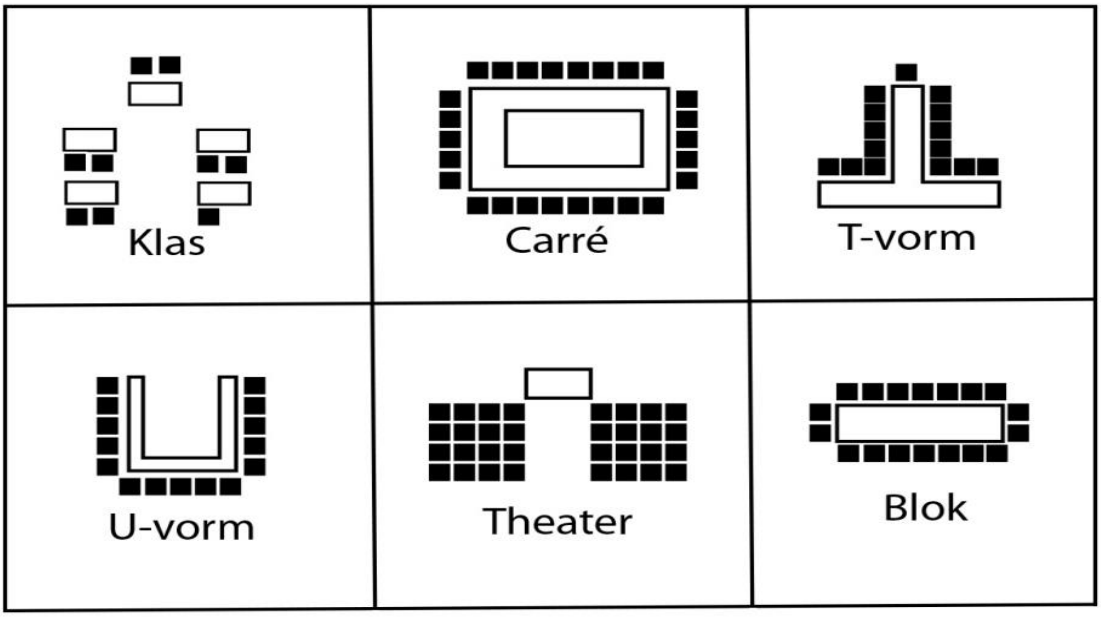
Audiovisual equipment	*Price*
Audio desk (lectern) incl. Wireless microphone	**$ 60 per day**
Beamer + screen	**$ 55 per day**

Food and drink from outside is forbidden.
The above prices are subject to change and exclude 8% tax and 4% service charge.

Room setting



ROOM ACCOMMODATIONS

- **Class: max 21 pax**
- **Carré: max 34 pax**
- **T-shape: up to 15 pax**
- **U-shape: up to 22 pax**
- **Theatre: up to 59 pax**
- **Block: max 24 pax**

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Reservation and payment TERMS

QUOTATION / RESERVATIONS

Optional quotes / bookings can be placed by you and continue for a predetermined period.

CONFIRMATION

We would like to see the confirmation no later than 14 (fourteen) days before the date of the meeting activity.
The customer shall ensure, in respect of the reservation, that no later than five days before the start date Sheva hotel is in possession of the necessary information concerning the Conference.

PAYMENT TERMS

14 (fourteen) days prior to the event must be paid in advance all costs known.
All incidental charges should you be paid within 1 (one) week after the invoice date. If the added costs are not paid within 1 (one) week, there will be a surcharge of 25% per week on the outstanding invoice amount.

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CANCELLATION POLICY

If the activity is canceled by you after the confirmation, we will pass on the costs for the activity as follows:

- 11 to 14 days before the reserved date, 10% of the reservation value will be charged.
- 07 to 10 days before the reserved date, 25% of the reservation value will be charged.
- 03 to 06 days before the reserved date, 35% of the reservation value will be charged.
- 0 to 02 days before the reserved date, 100% of the reservation value will be charged.
- Cancellation must be in writing and dated. A customer cannot derive rights from a verbal Cancellation.

Changes to a definite booking

"Any changes requested by the organization after signing the confirmation will be carried out based on availability. Please note that the operational and administrative costs connected with the above changes, accordingly will be charged.

Agreement,

_____ _____

Organisation Sheva Hotel

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