

MEETING ROOMS : RATES & CONDITIONS

Rates: Basic rates in US\$

	2 hours	1/2 day	full day
East Room	50	70	100
West Room with laptop & projector	70	90	140
East + West Rooms	120	160	220

- Rates include set up of your choice + water, note pad, mints, white board & markers, flipchart & markers, wireless microphones, Wi-Fi.
Laptop, projector & laser pointer in west room only.
Rates do not include food & beverage
- Duration
 - 2 hours = 2 hours between 0730 to 1130 or 1430 to 1730
 - half day = 4 hours between 0730 to 1200 or 1400 to 1800
 - full day = 8 hours between 0730 to 1800

Extra time is charged by hour according basic price, subject to availability of the room

Discount : We offer large discounts for long period, large group, full package (room and food).
Discount cannot be combined.

- Meeting Rooms only
 - 2 to 4 full days in a row, east or west room: 10% discount
 - 2 to 4 full days in a row, east + west room: 15% discount
 - 5 full days in a row, east or west room: 15% discount
 - 5 full days in a row, east + west room: 20% discount
- Meeting Rooms + Food & Beverage full day package : 2 coffee breaks + lunch
 - 1 full day, east or west room: 10% discount
 - 2 to 4 full days in a row, east or west room: 15% discount
 - 2 to 4 full days in a row, east + west room: 20% discount
 - 5 full days in a row, east or west room: 20% discount
 - 5 full days in a row, east + west room: 25% discount
- Private Dining Room : Room free of charge if Food & Beverage = 5 times room rental fee.
(F&B invoice \$250 + room \$50 free of charge = Total \$250)

STANDARD DINING OPTIONS

Tea & Coffee Break

A la Carte maximum 16 persons (order in advance for faster service)

Set Menu

- coffee or tea + fresh orange juice + croissants or bread & jams : \$5.90
- coffee or tea + fresh orange juice + eggs : \$7.90

Buffet \$5.00, minimum 10 persons

- Food (finger food)
 - o Mini Danishes or Warm Savories Pastries
 - o Mini Sandwiches or Mini Sweets
 - o Cookies and Muffins
 - o Fruits
 - Beverage
 - o Tea Ceylon
 - o Coffee Arabica
 - o Fresh Juices : Watermelon, Pineapple, Passion Fruit
-

Lunch & Dinner

A la Carte maximum 16 persons (order in advance during tea break for faster service)

Set Menu French and/or Asian Food, \$12.00 (minimum 12 persons for Asian Food), drinks not included

- Starter
- Main Course
- Dessert

Buffet French and/or Asian Food, \$15.00, minimum 20 persons, drinks not included

- Starters, minimum 3 choice
 - Main Courses, minimum 3 choice
 - Desserts, , minimum 3 choice
-

Cocktail

Cocktail Aperitif 1.5 hours \$12.00, minimum 12 persons

- Canapés & Petits Fours : 7 pièces
- Beverages: House Wines, Beer, Soft Drinks

Cocktail Aperitif 2 hours \$18.00, minimum 12 persons

- Canapés & Petits Fours: 12 pieces
- Beverages : House Wines, Beer, Soft Drinks

Cocktail Dinner 3 hours \$24.00, minimum 12 persons

- Canapés & Petits Fours: 18 pieces
 - Beverages : House Wines, Beer, Soft Drinks
-

Additional arrangements, please contact us.

MEETING ROOMS : BOOKING & PAYMENT

Reservation

- Reservation is highly recommended to ensure availability of the room
- Deposit 50% on reservation, 50% in the week following the event
- Room rental contract is valid only after signature of contract and payment of deposit.
- Extra time will be charged by hour according basic price, subject to availability of the room
- Change of participants number until 24 hours prior the event, subject to size of the room

Cancellation:

- 100% refund if cancellation 7 days prior to the event
- 50% refund if cancellation 5 days prior to the event
- No refund if cancellation 3 days prior to the event

Additional arrangements, please contact us.