

## Arranging your conference

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## 1) What you require of us

### Starting situation:

You would like to hold a conference for your employees. For this, you would like a setting that harmonises with the style and contents of your event. The entire atmosphere is to help your speakers to achieve the set learning objectives better. You place particular importance on a special atmosphere, outstanding service and good catering!

### Your requirements:

<b>Date</b>	
<b>Participants</b>	
<b>Time</b>	
<b>Conference room</b>	<p>“Königin Luise” room, room rent € 300.00/day, included therein:</p> <ul style="list-style-type: none"> <li>- Basic moderation equipment</li> <li>- Writing material for the participants</li> <li>- Free WiFi</li> <li>- 1 flip chart</li> <li>- 1 screen</li> <li>- 1 metaplan wall - uncovered</li> <li>- 1 projector</li> </ul>
<b>Lump sum</b>	<p>Please use our form attached to calculate the cost of your conference. I have already prepared a calculation recommendation, which you are welcome to alter according to your wishes.</p>
<b>Overnight accommodation</b>	<p>We would like to advise you that <b>conferences including overnight accommodation</b> can be booked <b>only in combination with dinner</b> at our hotel.</p>

## 2 ) We help you to implement your event!

### a) Our hotel

Hold your conference in relaxed and focused fashion, enjoy culinary variety, take advantage of comfortable accommodation and benefit from rest and relaxation.

All this is offered to you by the 4\*\*\*\* Ringhotel "Schloss Tangermünde" in a family atmosphere. Our 4 conference rooms in our conference centre "Königin Luise" offer options for events for 2 - 105 people.

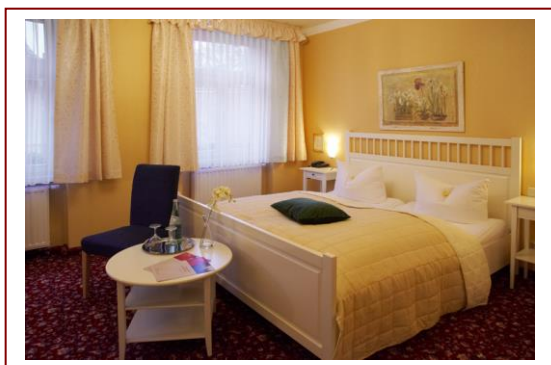
Our aim is to offer you ideal conditions for optimising your conference within our hotel complex.



### b) The guest rooms

Our 36 stylishly furnished rooms are equipped with a high-quality bathroom/toilet, a well-assorted mini bar, a telephone, a safe, cable TV and free WiFi. It is thus ensured that the participants can feel at ease and relax in the evening in order to gain new energy for the next day.

Should you require further rooms, we would be glad to help you to book rooms in other hotels.



Rooms in the annexe



Rooms in the summerhouse

### **c) Eat like royalty**

To allow you to provide fully for the catering needs of your participants, we offer the following options.

- Castle restaurant with classic international cuisine
- Emperor's terrace with surrounding garden spaces in the summer
- Alte Kanzlei for special celebrations
- Fontanekeller – depending on availability – to see out a successful day



**Restaurant 1699**

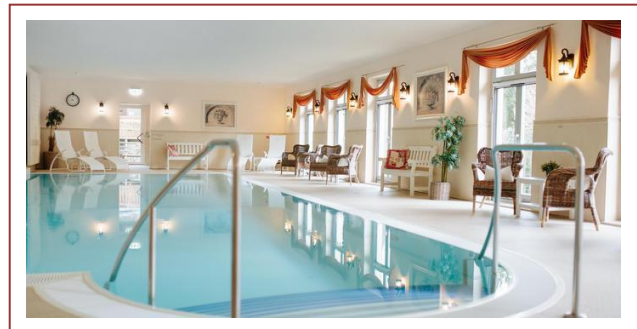


**Alte Kanzlei**

### **d) Rest and relaxation**

After a demanding day, your participants can find relaxation in our “emperor’s thermal spring”. The following await you:

- a swimming pool (6m x 13m)
- various saunas (Finnish and Biosoft)
- a steam bath
- a sunbathing area on the castle keep
- cosmetics, wellness massages and baths
- fitness room with ergometer, rowing machine, multi-functional muscle development machine



### 3) Our solution for you in the areas of

**a) Overnight accommodation – standard in the summerhouse or annexe** from € 94.00/night

- Cosy double room as single room

\* incl. breakfast buffet

\* incl. use of the emperor's thermal spring with swimming pool & sauna

### b) Your conference package

**With us, you pay only for what you really require!**

Please put together your package per person yourself – see attachment. Please fill in one form per day.

### c) Conference rooms & room rents

Our rooms are equipped with daylight and are variably arrangeable. For you, this means more willingness to learn on the part of the participants, better implementation and a lot of freedom, as we arrange your room according to your requirements.

#### Maximum number of people with different seating arrangements

Name of room	Surface area in m <sup>2</sup>	Block shape	U shape	Parliament	Rows of chairs	Banquet	Daylight	Wheelchair-accessible
Königin Luise (main conference room)	184	28	48 inside & outside seating  34 inside seating only	80	160	90	X	X
Kaiser Karl (group room)	37.5	10  12 without technology	11	11	20	/	X	
Kaiser Wilhelm (group room)	46	14	14	18	36	/	X	
Alte Kanzlei (dinner & lunch, if applicable)	160	42	76	70	130	100	conditional	

**Room rents** on request in the case of booking or in the case of booking additional group rooms: (incl. technology: 1 flip chart, 1 screen, 1 projector, 1 metaplan wall – uncovered)

- “Königin Luise” hall € 300.00/day
- “Kaiser Wilhelm” room € 150.00/day
- “Kaiser Karl” room € 120.00/day
- Setup or dismantlement in the rooms on separate days = ½ room rent per day

#### Seating

\* latest indication of your seating request up to 3 days before date

\* In the event of changes after this period, we charge a service fee of € 50.00.



“Königin Luise” hall



“Kaiser Karl” room



“Kaiser Wilhelm” room



“König Friedrich” room (as break room)

**Do you have any questions, wishes or suggestions?  
The castle ghosts are there for you!**



**Yours, Melanie Busse**

## Create your conference package from the basic component and the desired additional services

You can choose from the following range of services:

	<b>Drinks</b>	<b>Prices</b>		<b>Amount/person</b>
	Welcoming coffee/tea	€ 5.00		
	Coffee/tea refills in morning conference break	€ 5.00		
	Coffee/tea refills in afternoon conference break	€ 5.00		
	Mineral water & apple juice served with lunch	€ 4.00		
		up to 4 hours:	min. 4 hours:	
	<b>Coffee/tea refills:</b> - Welcoming coffee, break in the morning & afternoon & during the conference	€ 6.00	€ 11.00	
	<b>Drinks package I</b> in the conference room - Mineral water refills	€ 3.00	€ 6.00	
	<b>Drinks package II</b> in the conference room - Mineral water & soft drinks refills	€ 6.00	€ 10.00	
	<b>Drinks package III</b> in the conference room - Mineral water, soft drinks, coffee/tea refills	€ 10.00	€ 15.00	
	<b>Conference catering during the breaks</b>	<b>Price</b>		<b>Amount/person</b>
	Conference baked goods (morning or afternoon)	€ 2.00		
	Fresh traybake (afternoon)	€ 2.40		
	½ filled roll – as a welcome	€ 2.10		
	sweet and savoury strudel pieces - 2 pieces per person (morning)	€ 2.50		
	Oven-fresh pretzels (morning)	€ 2.00		
	Fresh fruit, sliced, as a welcome	€ 4.00		
	Vegetable sticks with various dips (morning)	€ 3.00		
	Yoghurt (morning)	€ 2.50		
	1 main course as per day menu (3 to choose from)	€ 17.00		
	Starter (salad or soup) as per day menu	€ 7.00		
	Dessert as per day menu	€ 7.00		
	Midday snack from the soup pot with baguette	€ 5.90		

	Dinner:		
	as 1-course meal	€ 21.00	
	as 2-course meal	€ 29.00	
	as 3-course meal	€ 39.00	
<b>Total price for the conference package per person:</b>			
	<b>Additional technology</b>	<b>Price per piece per day</b>	<b>Number</b>
			<b>Amount</b>
	Metaplan wallpaper (addition to the basic package)	€ 3.00	
	Metaplan wall uncovered	€ 5.00	
	Metaplan wall covered	€ 8.00	
	Projector	€ 60.00	
	Flip chart	€ 5.00	
	Speaker's lectern	€ 10.00	
	"Standard" microphone system with 1 handheld microphone	€ 40.00	
	per additional microphone (max. 5)	€ 5.00	
	Projection television for the moderator	€ 35.00	
<b>Total price for the additional technology:</b>			
<b>Agenda of the event</b>		<b>Time</b>	
Beginning			
Break in the morning			
Lunch break			
Break in the afternoon			
End of event			