



Holiday Inn®

PRAGUE
CONGRESS CENTRE

CONFERENCE AND BANQUET
PROPOSAL

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→ CONFERENCE AND BANQUET PROPOSAL



■ **Dear business partners,**

no matter how great or small your event is, our team will be there to ensure everything goes according to plan – even the unplanned...

Holiday Inn Prague Congress Centre offers you modern meeting rooms for up to 230 pax and longstanding reputation for fine food..

Before the event itself our **Event & Conference Manager** will be in touch with you to discuss your needs and wishes and ensure our facilities are tailored appropriately – from the choice of your refreshments and the layout of the room to the IT, telecommunications and audio-visual setup you require.

We provide a variety of settings and facilities for all types of events and we are also able to offer other exciting activities, e.g. team-building.

Once the event starts we'll be there to make sure everything runs according to the plan – so everyone attending can concentrate on the business in hand. The efficiency of our meeting services extends right through to departure – transport can be arranged and our fast-track check-out means your delegates get away without a delay.

We promise to react to your initial enquire and to deliver a fully-costed proposal within 24 hours

We are looking forward to meeting you in our hotel.

Please contact our Event & Conference Manager Ms. Zuzana Ťopková on +420 296 895 007 or e-mail zuzana.topkova@holidayinn.cz

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■ Conference and banquet rooms



Meeting room A



Meeting room A+B



Meeting room C



Meeting room D



Foyer



Café Restaurant Esprit



Champagne



Orangerie with adjacent garden

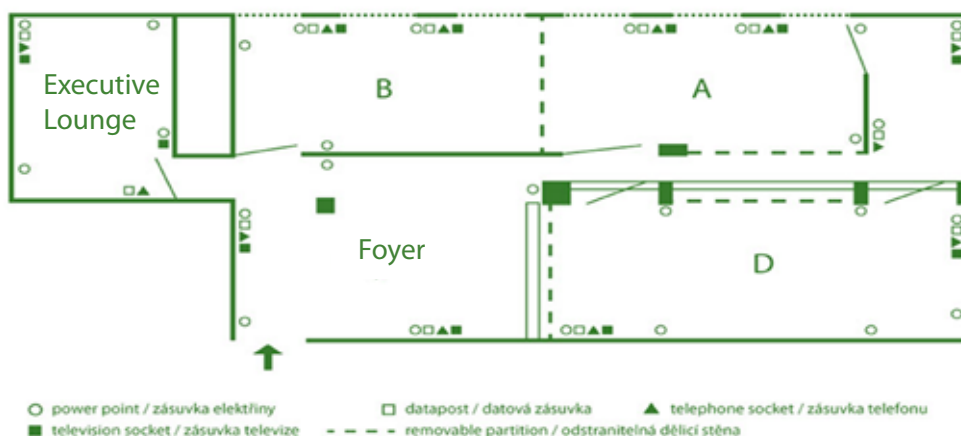


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■ Meeting rooms capacities & prices

MEETING ROOM	Size	Classroom layout	Theatre layout	U-shape table	Boardroom layout	Reception	Banquet	HALF DAY RENTAL (5 hours)	DAY RENTAL (8 hours)
A	70m ² 1st floor	32	42	24	20	58	32	5 000	8 000
B	70m ² 1st floor	32	42	24	20	58	32	5 000	8 000
D	90m ² 1st floor	50	70	32	30	75	40	8 000	10 000
A + B	140 m ² 1st floor	75	115	48	45	115	65	10 000	13 000
Orangerie	130 m ² Gr. floor	50	70	36	32	80	40	20 000	30 000
Champagne	49 m ² Gr. floor	18	26	15	12	25	8	5 000	8 000

The above mentioned prices are stated in CZK including VAT, 1 flipchart and a conference set (notepad, pencil, mints) for each participant. The half-day rental is for maximum 5 hours including the setup.



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■ Conference packages

HALF DAY PACKAGE (5 hours) 975 CZK (app. 35 EUR) / 1 person	FULL DAY PACKAGE (8 hours) 1125 CZK (app. 45 EUR) / 1 person
<ul style="list-style-type: none">▪ Rental of meeting room & set up▪ Conference set - notepad, pencil, mints▪ 1 flipchart▪ Dataprojector, screen, speaker's desk▪ Hospitality desk▪ Welcome coffee & tea▪ 1 bottle of mineral water per person▪ 1 coffee break (coffee/tea, sweet/salty choice, juice, water)▪ Lunch*▪ Internet access▪ Parking for the meeting organizer	<ul style="list-style-type: none">▪ Rental of meeting room & set up▪ Conference set - notepad, pencil, mints▪ 1 flipchart▪ Dataprojector, screen, speaker's desk▪ Hospitality desk▪ Welcome coffee & tea▪ 2 bottles of mineral water per person▪ 2 coffee breaks (coffee/tea, sweet/salty choice, juice, water)▪ Lunch*▪ Internet access▪ Parking for the meeting organizer

The above mentioned prices are quoted for a minimum of 15 persons.

** Lunch is served as a 3-course menu or a buffet according to the Chef's choice (buffet recommended for minimally 30 persons).*

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■ Technical equipment rental

TECHNICAL EQUIPMENT	Price incl. VAT (all prices are in CZK)
▪ Projection Tripod screen – 1,8 x 1,8 m, front	360
▪ Projection Frame screen – 2,4 x 1,8 m, rear	1050
▪ Overhead projector	500
▪ Dataprojector 2500 ANSI	3000
▪ Dataprojector 3000 ANSI	3500
necessary for projection in Orangerie	
▪ Plazma screen 42"	2500
▪ Colour TV 70"	720
▪ DVD player	460
▪ Lectern	0
▪ Laser pointer	100
▪ Analogue / digital telephone	500 / 700
▪ Fax	750
▪ Conference telephone - Polycom	2000
▪ Sound set – 2 x 200 W	1200
▪ Wireless microphone	800
▪ Lapel microphone	800
▪ Wire microphone	180
▪ Notebook	from 1700
▪ Laser printer	from 1080
▪ Interpreting equipment	Basic equipment / from 6500
▪ Interpreting booth	160x160cm / 2200
▪ Headphone	50
▪ Flipchart (1 included in the room rental)	200 / incl. paper 420
▪ Fixed (Ethernet / WiFi) internet access (wire or wireless)	0
▪ Stage 2 x 1 m, height 20 – 60 cm	700
▪ Technical assistance	Differs according to the demand
▪ Assembly / disassembly	Differs according to the demand



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