

EPCA ANNUAL MEETING 2023

Vienna 25th - 28th September 2023

FOOD & BEVERAGE ORDER

Please return to the cornelia.stifter@hilton.com
by email no later than 28th August.

Company name: _____

Meeting room allocated to you: _____

I would like to book the following F&B services:	Price excl. VAT	Date of Service	Time of service	Ordered N°	Total Price
Coffee Machine Package Nespresso (or similar) machine & selection of teas, hot water. Pads charged at EUR 3,18 gross / piece Rate inclusive of VAT EUR 100.00 day, Additional pads incl. of VAT EUR 3,50 /piece	EUR 90,91 /day Additional pads:EUR 3,18/ piece				
Or alternatively:					
Tea Package 1 Thermos of hot water (1l) & selection of teas & Condiments Rate inclusive of VAT EUR 16.00 /unit	EUR 14,55 /unit				
Coffee Package 1 Thermos of fresh brewed coffee (1l) & Condiments Rate inclusive of VAT EUR 18.00/unit	EUR 16,36 /unit				

I would like to book the following F&B services:	Price excl. VAT	Date of Service	Time of service	Ordered N°	Total Price
Mineral Water 0,75l mineral water still/sparkling Charged on consumption Rate inclusive of VAT EUR 8.00/unit	EUR 6,67 /unit				
Juices Small bottle of fruit juice 0,2l Charged on consumption Rate inclusive of VAT EUR 4,75 /unit	EUR 3,96 /unit				
Softdrinks Small bottle of Soft drinks 0,2l Charged on consumption Rate inclusive of VAT EUR 4,75 /unit	EUR 3,96 /unit				
Fruit Selection 10 whole pieces of seasonal fruit Rate inclusive of VAT EUR 25.00 /unit	EUR 22,73 /unit				
Continental Breakfast including Bread basket, jam, butter, honey, cheese platter, yoghurts natural/with fruit), individual portions of cereals/muesli, milk (Minimum Order 5 persons) Rate inclusive of VAT EUR 28.00 /person	EUR 25,45 /person				
Pastry selection Selection of 5 sweet pastry items Different AM and PM selection per day Rate inclusive of VAT EUR 22.00 /unit	EUR 20,00 /unit				
Selection of small snacks (AM or PM) Daily changing selection of 3 pieces of healthy savoury snacks** Rate inclusive of VAT EUR 12.00 /unit	EUR 10,91 /unit				

I would like to book the following F&B services:	Price excl. VAT	Date of Service	Time of service	Ordered N°	Total Price
Sandwich Lunch I Selection of 3 medium sized (10cm baguette or similar) sandwiches* Changing Daily (Minimum order 3 persons) Rate inclusive of VAT EUR 25.00/unit	EUR 22,73 / unit				
Sandwich Lunch II Selection of 3 medium sized (10cm baguette or similar) sandwiches* + 2 small desserts Daily changing selection (Minimum order 3 persons) Rate inclusive of VAT EUR 30.00/unit	EU 27,27 /unit				
Cookie Selection Homemade assortment of cookies (10 pieces) changing daily Rate inclusive of VAT EUR 18.00 /unit	EUR 16,36/unit				
Other: please send me personalised offer for following Food or Beverage items:					

* Sandwiches do not contain pork meat

** Chef choice selection of sweet & savoury snacks - will be different each day

The indicated prices are gross, and include VAT and all other taxes.

Free cancellation of catering orders is only possible until 04 September 2023.
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TECHNICAL AND AUDIO-VISUAL REQUIREMENTS:

The meeting room rental fee includes the following services:

- Layout according to the lessee's needs (to be approved by hotel)
- Air-conditioning
- Basic lightening and black-out possibilities
- Pens, notepads
- Free high speed internet connection

Technical equipment orders

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PAYMENT INFORMATION: All payments are made directly to the hotel.

Please note that prepayment of the meeting room rental fee is compulsory.
The payment needs to be done to the hotel after receipt of the hotel invoice, prior to the delegate's arrival and no later than 4th September 2023.
If after this date the meeting room remains unpaid, the hotel will charge automatically the credit card given as guarantee.
All extra charges occurred at site have to be paid upon check-out and will be deducted from the credit card given as guarantee.

ADDITIONAL CHARGES / ORDERS ON SITE

Authorized person to sign and charge expenses to the master account on site:

Name:
Position:
Phone:
Email:

COMPANY INVOICING ADDRESS:

Company:

VAT-Number:

Represented by:.....

Address:
.....

Phone / fax / email:.....

The credit card provided for on the meeting room booking form will be debited in case the payment of the meeting room rental fee including the standard catering has not reached the hotel by **10 September 2023**.

Same credit card will be debited upon check-out to cover all extra orders which have been made to the meeting room during the registration process as well as at site.

HOTEL BANK DETAILS FOR PAYMENTS BY BANK TRANSFER:

Address: xx

 xx

Represented by: xx

Phone: xx

VAT Nr.: xx

Account holder: xx

Bank: xx

EUR (IBAN code): xx Swift code: xx

Payment reference: Company Name & meeting room names as above

Cancellation policy (meeting room, catering and technical equipment)

In case of cancellation of meeting rooms or no-shows, the hotels will charge the entire duration of the reservation as detailed here-above.

All rates mentioned in this document are gross, including VAT and any other applicable local taxes.

I hereby confirm the F&B booking

Company :

Name :

Date:

Signature :