



HOTEL SEVEN DAYS



Prague



Hotel Seven Days

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Banquet documentation

Žitná 46/572, 120 00 Praha 2

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CONFERENCE FACILITIES OFFER

HOTEL SEVEN DAYS – A RIGHT PLACE FOR YOUR MEETING IN HEART OF PRAGUE

Meeting room	Square meters	Room rate HALF DAY 08.00-12.30 or 13.00-18.00	Room rate FULL DAY 08.00-18.00	Room rate 3 day parts
Small meeting room	22	105 €	190 €	510 €
Big meeting room	42	160 €	295 €	795 €

<i>Meeting room</i>	<i>m²</i>	<i>Block</i>	<i>U / Shape</i>	<i>School</i>	<i>Theatre</i>	<i>Banquet</i>	<i>Cocktail</i>
Small meeting room	22	10	N/A	N/A	N/A	N/A	N/A
Big meeting room	42	18	20	30	40	25	35

Conference room rates include the following:

Preparation of the rooms, a conference room with daylight, including stationery

Flipchart, manager's white board in the conference room rate included.



A Swiss Brand 

COFFEE BREAKS

“BASIC ”

American coffee, decaffeinated coffee
Selection of fine teas
Assorted cookies and biscuits

9.00 €

“SWEET & FRUITS”

American coffee, decaffeinated coffee,
Selection of fine teas, mineral water
Selection of freshly baked Danish pastries,
Fresh fruit basket

12.00 €

“FULL TABLE”

American coffee, decaffeinated coffee, selection of fine teas
Mineral water, selection of juices or non-alcoholic drinks
Variations of fine cheese and meat
Sweets from of our bakery
Fruits and vegetables

15.00 €

3. DISH MENU

1.

Shrimps mélange with cognac on greens salad and pineapple
Roasted trout with a slice of lemon and potatoes
Apple sorbet with Calvados

27,- €

2.

Greek salad with olives and mushrooms, Balkan cheese, tomatoes and red pepper
Chicken breast filled with salmon meat on champignon sauce and roasted potatoes
Caramel cream with fresh whipped cream

26,- €

3.

Strong chicken bouillon with vegetables and home-made noodles
Sirloin Stroganoff with white rice
Pancakes with raspberries and cottage cheese

33,- €

4.

Fine broccoli cream
Pork stuffed with spinach, with broccoli and roasted potatoes
Apple strudel with nuts and English cream

15,- €

5.

Chicken mélange with peach and crisp toast
Turkey steak with rosemary sauce and roasted potatoes
Banana in chocolate, almonds and whipped cream

13,- €

6.

Parma ham rolls with cheese cream
Pork steak with mushroom sauce and broccoli, with rice
Fine pancakes with fresh fruits, whipped cream and a scoop of ice-cream

32,- €

The menu can be combined It includes couvert

4. DISH MENU

1.

Variations of lettuce “Lolo Rosso” and “Lolo Biondo” with wine dressing and broccoli
Strong chicken bouillon with vegetables and home-made noodles
Slowly roasted fallow deer ridge with chicken meat, Porto sauce
and potato-vegetable puree
Strawberries with whipped cream

35,- €

2.

Chicken mélange with peach and crisp toast
Light pea cream “Saint Germaine”
Stewed fillet of Saint Pierre fish with roasted pieces of tomatoes and herbal sauce
Pear filled with sorbet in kiwi sauce

27,- €

3.

Ham rolls filled with fresh horseradish and whipped cream
“Saint Jacques” conches with olive oil, decorated by mixed salads
with the Xerez wine dressing
Roasted ribs of lamb with grilled red pepper on garlic and mini-beans in rosemary sauce
Fruit salad au gratin

37,- €

4.

Sliced marinated fillet of duck arranged in a fan-shaped pattern, scented with raspberry aroma and
garnished with salad leaves
Fine cauliflower cream
Chicken rolls with ham in cream sauce, boiled potatoes and vegetables
Profiterole with ice-cream and chocolate

25,- €

The menu can be combined
It includes couvert

BUFFET PROPOSALS (The offer is valid for minimum 15 persons)

C – cold, W – warm

BUFFET 1. 44,- € / person

Ham roulade	C
Selection of butcher's delicatessen	C
Vegetable salad with olives	C
Pasta salad with sour cream	C
Tomatoes stuffed with chicken salad	C
Variations of cheese	C
Bread and rolls	
Mini-deserts	

BUFFET 2. 26,- / person

Canapé and ham Mouse	C
Tomato baskets with shrimps	C
Coleslaw salad with fresh horse-radish	C
Filled poultry pocket with aspic	C
English roast beef	C
Mozzarella with tomatoes	C
Bread and rolls	
Fresh fruit salad	
Sweet variations	

BUFFET 3. 27,- € / person

Cheese roulade	C
Variations of lettuce salads with wine dressing	C
Chicken roulade	W
Parma ham with yellow melon	C
Pork stuffed with bacon	W
Grilled eggplant	W
Smoked meat variations	C
Bread and rolls	
Fruit basket	
Mini-deserts	

BUFFET 4.	52,- € / person
Variety of smoked fish	C
Roast beef stuffed with green asparagus	C
Cheese with ham roulade	C
Canapé a variety	C
Fruit mousse in Parma ham	C
Grilled chicken pieces	W
Pork mini-steaks	W
Turkey ragout with mushrooms	W
Almond rice	W
Stewed vegetables	W
American potatoes	W
Fruit basket	
Mini-deserts	
Bread and rolls	

BUFFET 5.	61,- € / person
Rolled ham stuffed with fresh horseradish	C
Roast beef roses	C
Smoked salmon with lemon	C
Vegetables (tomatoes, cucumbers, peppers)	C
Variety of dressings	C
Variety of home and imported cheese	C
Variety of smoked meats	C
Parma ham with yellow melon	C
Fallow deer ragout	W
Turkey roulade in made in honey flavour	W
Chicken mini-steaks	W
Baked potatoes	W
Potatoes pancakes	W
Ham rice	W
Green beans in bacon	W
Grilled vegetables	W
Stewed vegetables	W
Fruit basket	
Mini-deserts	
Profiterole	
Cheese cake	
Apple strudel	

SMALL MEETING ROOM



BIG MEETING ROOM

“School” meeting room



“Block” meeting room



“U-Shape” meeting room



Business Terms

These business terms are valid for contracts of rent of conference, banquet and social facilities of the hotel for organised events, such as banquets, seminars, meeting, etc. and for other hotel supplies and services connected with these.

Services, Payment

The hotel is required to provide services ordered by the organiser that it has promised. The organiser is required to pay the hotel for services at the agreed prices. This applies to hotel services and expenditures provided to third parties concerned with the events.

If not otherwise specified, the following applies:

1. The organiser will pay 100% prepayment 3 weeks before arrival.
2. The open balance after the event, after deduction of the received deposit, is due within 30 days after the receipt of the final invoice. If payment is not made within this period, the hotel reserves the right to charge a penalty according to current Czech legislation.
3. In case the reservation is made less than 3 weeks prior to the event, a 100% prepayment is due at least on the following day after signing this contract.
4. If the above mentioned conditions are not adhered, the Hotel has the right to immediately cancel the reservation.
5. A bank account Nr. 5199000042/4000, IBAN CZ 29 4000 0000 0051 9900 0042

Bank Name: Bawag Bank CZ a.s.

Address: Václavské náměstí 40, Prague 1, 110 00

SWIFT CODE: BAWACZPP

Cancellation Conditions

If not otherwise specified, the following applies:

- | | |
|-------------------------------------|--------------------------|
| 1. Until 4 weeks prior to the event | Free of charge |
| 2. 27 – 14 days before the event | 35 % of the total amount |
| 3. 13 – 7 days before the event | 70% of the total amount |
| 4. 6 – 0 days before the event | 100% of the total amount |

Changes to the number of Participants

A change in the number of participants of more than 10% must be announced to the banquet department no later than 2 weeks before the beginning of the event and must be approved by the hotel.

If there is a deviation in the number of participants by more than 10% 2 weeks before arrival, the hotel is entitled to set a newly negotiated price, change the rooms, unless that is unacceptable to the organiser. Further more the hotel is entitled to charge the cancellation fee according to the above mentioned cancellation conditions (70-100% of total amount will be charged on the first day of conference).

Final provisions

1. Any changes and amendments are only accepted in writing based on the agreement of both parties.
2. In case of "Force Majeur" the hotel reserves the right to withdraw from any commitment and shall not be liable for any consequential damages caused.
3. The contract comes immediately into effect when duly signed and stamped by both parties.

Please send a copy of the signed agreement back by otherwise we will regard your reservation as cancelled.

In Prague on the

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Seven Days Prague s.r.o.

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Organiser

TECHNICAL EQUIPMENT

CD player	15, 00
Colour TV, 55 cm	20, 00
VHS video player	15, 00
Fax machine	35, 00
Laptop	80, 00
Laser printer	50, 00
Colour printer	50, 00
Overhead projector	40, 00
Data projector 1 500 ANSI lm	116, 00
Data projector 2 000 ANSI lm	140, 00
Projection screen	45, 00

All prices are given in EUR (according to the current exchange rate).