

Meeting Package

OPTION

Full-Day Meeting : 2 Coffee Breaks & Buffet Lunch

- Morning and afternoon coffee/tea, with your choice of fresh pastries
- Usage of function room from 08.30-17.00 hrs.
- Buffet Lunch

Half-Day Meeting : 1 Coffee Breaks & Buffet Lunch

- Morning or afternoon coffee/tea, with your choice of fresh pastries
- Usage of function room from 08.30-12.00 hrs. or 13.00-17.00 hrs.
- Buffet Lunch

One Coffee Breaks

- Morning or afternoon coffee/tea, with your choice of fresh pastries
- Usage of function only 4 hrs.

Based on guaranteed 15 persons for meeting package and 50 persons for one coffee break

Price quoted is inclusive of the following:

- 10% Service Charge and 7% Vat.
- Complimentary parking space for all guests
- Room arrangement with basic flower decoration
- 1 Logo with 4 lines for backdrop
- Reception table with floral arrangement and a telephone line
- Whiteboard with Markers, Flipchart and Papers with Markers, Notepads with paper & pencils (on request)
- Microphones, TV & VDO player, Tape recorder, Slide, Overhead projector with screen, Electric pointer (on request)
- Signage for directional purposes

For additional meeting information please email to pornchai@radissonhotelbangkok.com

RADISSON HOTEL BANGKOK

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Remarks :-

- LCD projector Baht 8,000.-nett per day (as usage) **OR** Baht 5,000.-nett per half day (as usage)
- Please note that additional charge of Baht 8,000.-nett per hour will be applied in case of exceeding time limited for the usage of meeting room. (any part of an hour exceeded will be charged for by 1 hour)
- If the participant is less than 15 persons, the room rental will be applied at THB10,000.nett / room / day
- These special rates are applicable to this function only, Should the numbers of persons required are less than the quoted number, the prices will change accordingly, subject to the discussion.

TERMS & CONDITIONS

1. ATTENDANCE

- Function rooms are assigned according to the guaranteed minimum number of people anticipated. The Hotel reserves the right to change the venue to a more suitable size for the number of guests expected if the attendance drops or increases.
- In the event that the actual number of persons is less than the guaranteed number of persons on the day of the function, the Hotel reserves the right to bill the client for the total amount based on the guaranteed attendance.
- In the event that the actual attendance is more than the guaranteed number of persons, the client will be charged according to the actual number of attendees.

2. TERMS OF PAYMENT

- **Deposit required for 50% of the total bill or case by case**
- **Full payment should be made within 7 days after the receipt of invoice (s)-incase of billing**
- Acceptable Mode of Payments: Credit card / cash upon departure.
- In the event where billing or credit facility is granted, all charges will be due immediately and payable by the Client upon receipt of the final invoice

