

## VENUE RENTAL ORDER

- You can use your device to fill in the form. Simply click on the selected square / circle to select / enter a field. Print the order form, sign it and send it scanned by e-mail to [info@zenconferencing.com](mailto:info@zenconferencing.com), or in physical form by post to our address **Potovanje duše d.o.o., Dunajska cesta 151, 1000 Ljubljana**
- Fields marked with a green border are required.
- If you want your logo or creative on the LCD screen at the reception, send it in dimensions: **1366x768 px (JPG)**

### YOUR COMPANY INFORMATION



Name of the company

Company Address

VAT number

VAT taxable person

YES

NO

### CHOSEN DATE OF EVENT



Date

Half-day rental

Daily rental

Hourly rental



No. of hours  
(only for hourly rental)

Starting time

End time

### EVENT NAME AND SHORT DESCRIPTION



Event name

Event description



## CHOSEN CONFERENCE ROOM

- GAIA**  
Up to 115 attendees
- TIBET**  
Up to 30 attendees
- AVALON**  
Up to 18 attendees

Expected number of attendees



## TECHNICAL EQUIPMENT REQUIREMENTS

- Projector and screen
- White board
- Technical support
- Audio player
- Wireless headset microphone  
(the acoustics of the rooms enable you to be heard well; choose this option if you speak softly)

## ADDITIONAL SERVICES

### WakeUp Creation' video recording

- MINI PACKAGE**  
290 € + DDV, do  
1,5 h presence
- MIDI PACKAGE**  
590 € + DDV, do  
4 h presence
- MAXI PACKAGE**  
1.200 € + DDV,  
do 8 h presence

Is there anything else you need

### Catering 'Chef Kamala'

- Coffee Break**  
8 €/person
- Snack Pack**  
15 €/person
- Healthy Pack 1**  
30 €/person
- Healthy Pack 2**  
30 €/person
- Healthy Pack 3**  
30 €/person

Število oseb

\* Healthy Pack is available for a minimum of 10 people.



ADDITIONAL  
SERVICES Interpreting

We need an interpreter from  to  language.

We need

Headphones  
for translation

Translation  
booth

Technical  
support



## Writing pack

NO

YES

Number

Includes a notebook, pen and water, 8€/person)



## 10% DISCOUNT

10% discount for your post on social media where you tag 'Zen conferencing Slovenia'.

We commit to tag you and want  
a discount

We don't want  
a discount

We accept the General Terms and Conditions  
and agree with them fully.

 GENERAL  
TERMS AND  
CONDITIONS

Date and place

Signature of legal representative