

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, or in physical form by post to our address **Zen Conferencing 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 translationTranslation
boothTechnical
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 discountWe don't want
a discountWe accept the General Terms and Conditions
and agree with them fully. **GENERAL
TERMS AND
CONDITIONS**

Date and place

Signature of legal representative

STATEMENT OF AGREEMENT TO THE GENERAL TERMS AND CONDITIONS

In the company (name, address, tax number)

represented by (name and surname) _____

we declare our agreement with the General Terms and Conditions of the company Zen Conferencing d.o.o., which define the leases of premises and we also accept them.

Place and date

Stamp
(insofar as the company
does business with it)
and signature