



MENUS AND PRICES

The menus listed have been designed for you by our catering team. Should you have something special in mind that does not appear, we would be pleased to meet with you and customize a menu specifically for your event.

MENU SELECTION

Final menu selection should be made at least five (5) working days prior to your event. We encourage to meet with our Conference and Banquet Manager to discuss all your catering requirements. Please advise the Conference and Banquet Manager of any allergies or special dietary needs for your guests no later than five (5) working days prior to your event.

FOOD AND BEVERAGE

AVALON HOTEL & CONFERENCES will be the sole supplier of food and beverage items. Food do not consists GMO. This is to ensure the quality and integrity of the products.

GUARANTEES

Guaranteed person's numbers are required by 10:00 am, three (3) working days prior to the event. Final billing is based on guaranteed numbers or actual attendance, which is greater.

PAYMENT

Before all private or public events the prepayment will be required and contract will be signed. The deposit should be settled by bank transfer, credit card or in cash according invoice at the hotel's reception. Payment after event is available for all contracted Government institutions and contracted Corporate companies. Payment can be made with a credit card - Visa, American Express, MasterCard.

TAXES

- Food and beverage 21% VAT
- Alcoholic beverages 21% VAT
- Audio-visual 21% VAT
- Meeting rooms 21% VAT
- Guest Rooms and accommodation package 12% VAT

CANCELLATION POLICY

In the event of cancellation 30 days or less prior to the event, you will be responsible for following fees:

- 30 days or more No penalty.
- Within 29 days or less 100% fee of the total price of conference room rent.
- All cancellations should be sent to Conference and Banquet Manager in written form.

PARKING

Two (2) parking lots are included into your event price. Parking facilities are subject to availability for guests attending your event. Parking is priced EUR 5.00 incl. VAT per day (8:00-18:00) per car. Parking lot is limited, please book necessary space by contacting Conference and Banquet Manager.

FUNCTION ROOMS/ SET UP

Function rooms are held only for the hours indicated on your Banquet Event Order. All the events after 23:00 are per extra charge. The hotel reserves the right to assign a more suitable function room should the number of guests and / or set – up requirements change. Any changes to rooms set-ups after the room is set will result in a labour charger of 25 EUR incl. VAT per hour.

SIGNAGE AND DECORATIONS

Signage, displays, banners and decorations brought into the hotel must be pre – approved by the Conference and Banquet Manager Signage must be of a professional nature and is restricted to certain areas of the hotel. Tacks, nails, pin or duct tape is not permitted; only masking tape and putty are acceptable. Open flame candles are not permitted in any of our function rooms.

SHIPPING, RECEIVING AND STORAGE

Due to storage limitations, no materials may arrive earlier than 24 hours prior to your event and they must be removed same day after event. All deliveries will be accepted between 09:00 – 16:30, Monday to Friday. All packages must be clearly labelled with the following information:

- Name of company or activity
- Date of event
- Name of meeting room
- Number of parcels
- Attention: Conference and Banquet Manager.

SECURITY AND DAMAGES

The Hotel reserves the right to inspect and control all private functions. The client, whose signature appears on the contract, agrees to be responsible for any damages done to the premises - walls, doors, flooring, hotel equipment or any other, during the event by the client, his/her guests, invitees, employees or independent contractor. Should the function room be left in a condition that requires extra cleaning, and additional labour charge of EUR 25 incl. VAT. per hour will incur. The management does not accept liability for articles left, damaged or lost in hotel's wardrobe.