

SCANDIC MEETING



WELCOME TO SCANDIC

Whether you're booking a hotel room or taking part in a conference – we're bound to have the right Scandic Hotel for you. We currently operate over 230 hotels in the Nordic countries and northern Europe. Over the next few years, we plan to open further hotels in Scandinavia and eastern Europe. Our aim is to provide good accommodation and the same high standards of service for you in all our hotels.

Our team comprises a total of approx. 14,000 people who work every day to ensure that you can recharge your batteries during your stay and that all your expectations are met.

We look after all the important details so that your meeting or conference is a complete success – from catering to leisure activities.

We discuss your technical requirements in advance and offer free WIFI throughout the hotel. We also offer LAN connections for high-speed solutions.

An LCD projector and flip chart are included in our conference package. In all our hotels there are also work spaces that are equipped with PC and printer and can be used free of charge by you.



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The Scandic Berlin Kurfürstendamm is a newly renovated hotel in the west of Berlin city centre close to the renowned KaDeWe department store, numerous shops on the Kurfürstendamm and famous sights. The Berlin exhibition centre is situated just a few minutes away via public transport. Experience the German capital – come to the new Scandic Berlin Kurfürstendamm.

HEJ AND WELCOME IN THE GERMAN CAPITAL BERLIN

After a long day, you can relax in one of our modern and comfortable hotel rooms. Spoil yourself with a refreshing drink in the „Living Room“ restaurant, exercise in the free fitness room or relax in the Finnish sauna or Turkish steam room.

If you're in Berlin on business, you can easily get to the Berlin ExpoCenter City and Messehalle Berlin CityCube exhibition centres from the hotel

Book your next conference:
Scandic Berlin Kurfürstendamm
Augsburger Straße 5
10789 Berlin, Germany

We will be happy to support you in organising conferences for up to 70 people at our hotel. Our conference room on the seventh floor, our event floor, offers the perfect space for exclusive events. The light room and coffee break foyer with roof terrace offers an unimpeded view across the west of the city. Free WIFI throughout the hotel and our included Scandic technology package provide the best prerequisites for a successful conference.

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scandichotels.com/kurfuerstendamm

YOUR HOTEL SCANDIC BERLIN KURFÜRSTENDAMM

The Scandic Berlin Kurfürstendamm is located just a few minutes' walk away from the KaDeWe and very close to the Kurfürstendamm. The city hotel with a Scandinavian atmosphere has 217 light and quiet rooms that were redesigned and renovated in accordance with a design-oriented concept in 2012. In the fitness area (6th floor), which has a view over the rooftops of Berlin, you can relax and reinvigorate your senses. The conference room "Berlin I & II" (7th floor) is equipped with modern technology and high-speed Internet and is the ideal platform for successful conferences and events in Berlin.

Hotel rooms

Our standard rooms (14-24 sq. m) are equipped with iron and ironing board, flat-screen TV, free WIFI, desk, air conditioning, fridge and safe as well as a rain shower and hairdryer in the bathroom. The Superior and Family Superior rooms (24-28 sq. m) also have a sofa, tea and coffee-making facilities and an inclusive minibar. In the single rooms (14-19 sq. m.), the minibar is refilled every day free of charge, and a tea station and Senseo coffee machine are also available.

- 217 rooms (of which 49 single rooms)
- Free WIFI and desk
- Room safe and flat-screen TV
- Air conditioning can be completely switched off
- Bathroom with make-up mirror, hairdryer and rain shower

Restaurant

- Scandic breakfast with approx. 100 products and Fairtrade coffee specialities
- Regional, seasonal cuisine – Scandinavian-inspired

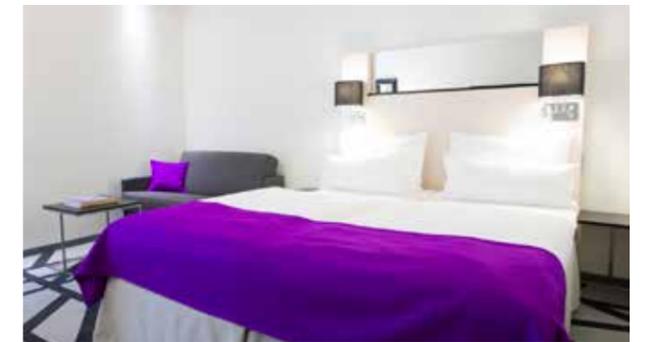
Additional services

- Scandic Shop (open 24 hours)
- Cycle hire
- Fitness area, steam room and Finnish sauna

Conference Room

Hold your conference or congress in the heart of Berlin's city centre. The Scandic Berlin Kurfürstendamm has an exclusive dividable conference room with a foyer that can be adapted to suit your needs, and offers space for up to 70 people. The light and friendly conference facilities on the top floor guarantee to make your event a success. Delegates can enjoy their breaks on the private roof terrace with its magnificent view.

- 1 conference room (176 sq. m) for up to 70 people
- Conference room can be divided into 2 sections
- Exclusive conference breaks in the conference foyer with view over the rooftops of Berlin
- Connected roof terrace
- Incl. Scandic technology package



Directions and public transport connections

- Airport Berlin Tegel 10km
- Airport Berlin Schönefeld 22km
- Underground station (Augsburger Str. U3) 100m
- Berlin main station 4km
- Garage with 10 spaces
- Public car park (137 spaces) 50m
- Kurfürstendamm, KaDeWe 500m
- Exhibition centre 8km
- Zoo station 2.4km

CONFERENCE PACKAGES

Full day packages (standard)

- Conference room included
- Standard conference technology: LCD projector with HDMI and VGA data access, screen, flip chart and writing utensils, presenter's toolkit and pinboard
- Welcome coffee
- Lunch buffet by chef's choice* including Scandic water (unlimited) and Fairtrade coffee served with food
- Constant supply of coffee with freshly brewed Fairtrade coffee, as well as unlimited apple and orange juice and snacks in morning and afternoon
- Free Internet access (WIFI) throughout hotel
- Scandic water during conference

from € 65 per person

Cheaper as half-day package with one less snack per coffee break from EUR 60.00 per person and day.

Full day package (Scandic snacks)

- Conference room included
- Standard conference technology: LCD projector with HDMI and VGA data access, screen, flip chart and writing utensils, presenter's toolkit and pinboard
- Welcome coffee
- Standing snack buffet by chef's choice* including Scandic water (unlimited) and Fairtrade coffee served with food
- Constant supply of coffee with freshly brewed Fairtrade coffee, as well as unlimited apple and orange juice and snacks in morning and afternoon
- Free Internet access (WIFI) throughout hotel
- Scandic water during conference

from € 55 per person

Cheaper as half-day package with one less snack per coffee break from EUR 50.00 per person and day.

Our conference packages can be booked for conferences with a minimum of 10 participants. Changes to dates and number of people may influence the price.

* served at a minimum of 20 guests in the hotel – otherwise lunch will be served as a 3-course meal by chef's choice. Ask about our various lunch options.

Other conference technology (per day)

Flip chart	
with 10 sheets of paper and pen set	EUR 35.00
Pinboard	EUR 35.00
Laser pointer	EUR 15.00
Presenter's toolkit	EUR 34.50

Meals included in our conference packages

The set menu and buffet in our conference packages are specified by the kitchen and chosen by the chef 48 hours in advance. You are welcome to choose individual buffets or set menus from our banqueting brochure. These may, however, be subject to a surcharge. To ensure optimum quality and to make sure the conference runs smoothly, the kitchen will specify whether a set menu or buffet is to be offered as part of the conference package.

Coffee breaks included in the conference packages

Coffee breaks normally take place in the conference foyer and are open to all delegates. Our banqueting brochure contains the details of our coffee break on each weekday.

Dishes served as part of our conference packages

Our conference packages include a 3-course menu or buffet chosen by the chef. We offer buffets for groups of 20 or more.

Lunch or evening buffets

- Mixed starters
- Crispy leaf and vital salad with various dressings
- 1 soup
- 2 side dishes
- 2 vegetable side dishes
- 1 vegetarian main course
- 1 meat main course and 1 fish main course
- 3 desserts

Set menu

- 1 starter or soup
- 1 fish or meat main course to choose from (1 vegetarian alternative is possible, if prior notice is given)
- 1 dessert

Lunch package for conference packages

We would also be happy to offer our standard lunch package as an alternative to the lunch or dinner buffet with prior notice.

Contents:

- 1 sandwich
- 1 chocolate bar
- Seasonal vegetables
- 1 apple, 1 banana
- 1 juice

For hygiene and technical health-related reasons, food may not be kept at consumption temperature for longer than 2.5 hours.



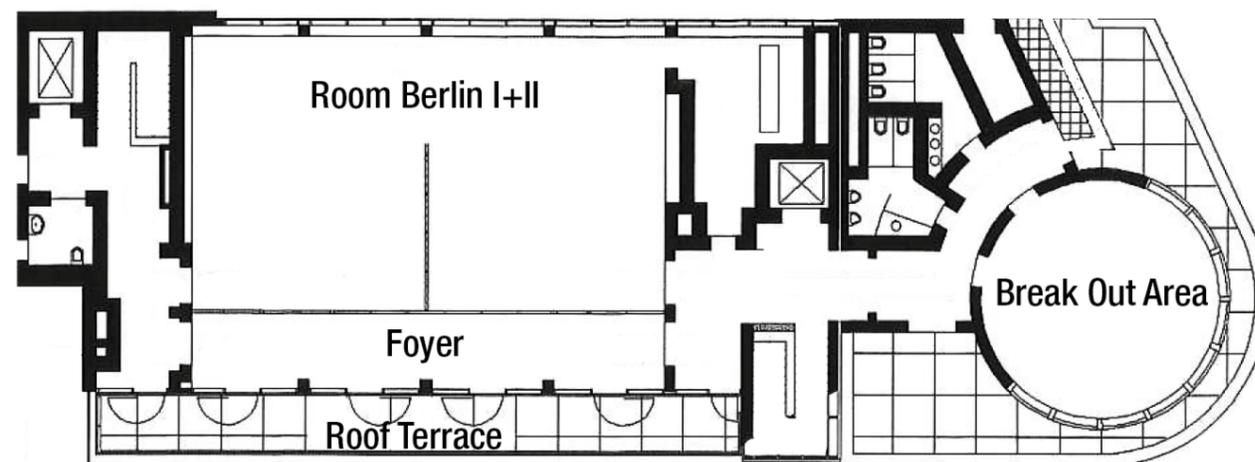


ROOM BERLIN I + II + FOYER

Room name	sq.m	Block	U-shape	Classroom	Theatre	Length x width x height in m
Berlin I + II + Foyer	176	44	40	70	70	15.2 x 11.6 x 3
Berlin I + II	138	44	32	64	70	15.2 x 9 x 3
Berlin II	69	16	22	40	70	7.6 x 9 x 3
Berlin I	69	16	22	40	70	7.6 x 9 x 3



The spacious conference room with natural daylight is exclusively located on the 7th floor. It can be completely darkened and separated into two segments. The roof terrace is available for your exclusive use.



MENU WINTER

14 September to 15 March

Menu I

Creamy parsley root soup
with crayfish

Beef medallion wrapped in pancetta
with layered potato cake and saffron cabbage

Tonka bean crème brûlée
with blackcurrant sorbet

from 10 people
EUR 33.50 per person

Menu II

Pumpkin soup
with maple syrup and powdered pumpernickel

Havelland saddle of lamb
with herb crust
Green beans with diced bacon and baked
potatoes

Berry tart
with bourbon vanilla ice cream

from 10 people
EUR 36.50 per person

Menu III

Wild herb salad with walnut dressing
and rabbit fillet

Grilled fillet of sea bass
on beetroot risotto and saffron sauce

Spiced plum curd mousse

from 10 people
EUR 36.50 per person

4-course menu

Carpaccio of Brandenburg grass-fed beef
with truffle vinaigrette, rocket and Parmesan

Essence of forest mushrooms
with aged Armagnac

Medallions of herb-fed pork
Pumpkin quince ragout and potato cep gratin

Blueberry tart
with vanilla foam

from 10 people
EUR 42.50 per person

Vegetarian

Grilled goat's cheese
with lamb's lettuce and honey-thyme tomatoes

Essence of meadow-grown mushrooms
with wild herbs

Forest mushroom lasagne
with Parmesan and herb dip

Curd noodles with damson filling
and vanilla cinnamon sabayon

from 10 people
as 3-course menu
EUR 33.50 per person

as 4-course menu
EUR 42.50 per person

MENU SPRING/SUMMER

16 March to 13 September

Menu I

Tomato mousse
with crab ceviche and young frisée lettuce

Fillet of pikeperch with potato crust
served with tarragon velouté and mixed julienne
vegetables

Lime tart
with mint and pomegranate sorbet

from 10 people
EUR 33.50 per person

Menu II

Cress foam soup
with crispy sesame wafers

Pomeranian veal topside, roasted pink
with spring vegetables and polenta slices

Honey-ginger tiramisu with berry compote

from 10 people
EUR 33.50 per person

Menu III

Creamy white Brandenburg turnip soup
with green asparagus

Veal steak with potato crust
served on creamy Beelitz asparagus ragout

Cheesecake
on bed of citrus fruit salad

from 10 people
EUR 36.50 per person

4-course menu

Salmon tartar
with courgettes and herb salad

Tomato essence
with semolina dumplings and courgette pearls

Involtini of grass-fed beef
with fresh Beelitz asparagus and Linda potatoes

Fresh fruit salad
served au gratin with sabayon

from 10 people
EUR 42.50 per person

Vegetarian

Carpaccio of black carrot
with white Balsamic and olive oil

Essence of meadow-grown herbs
with quark dumplings and diced peppers

Boiled organic egg
on tomato sugo and leeks

Fruit biscuit
with apple sorbet and mint pesto

from 10 people
as 3-course menu
EUR 33.50 per person

as 4-course menu
EUR 42.50 per person

TASTEBREAK

The following items will be available to you every day

Candy shelf
Crunchy brain food
Fruit sourced from organic cultivation
Flapjacks
Flavoured Scandic Water
Juice
Coffee, tea

Mornings

7.30 a.m. to first coffee break

Daily changing croissants

Lunch

1.30 p.m. to second coffee break

„Scandic Energiser“

Fruit salad of your choice with: flakes, various seeds, croûtons, lime yoghurt, berry compote, spiced crème fraîche, honey, maple syrup

Afternoons

4 p.m. to end of conference

Sigge's Italian Snack



MONDAY

In addition from 1.30 p.m. to second coffee break

Brownie with grated coconut

Catering in mornings until first coffee break

Selection of mini pizzas
(including 1 vegetarian version)
Leaf spinach-banana-broccoli-pear smoothie

Catering in afternoons until second coffee break

Sliced fruit
Various cupcakes

We can offer the following products for those with allergies on request:

- Lactose-free natural yoghurt
- Lactose-free milk
- Gluten-free bread (with fillings and plain)
- Gluten-free sweet snacks
- Gluten-free muesli

TUESDAY

In addition from 1.30 p.m. to second coffee break

Strawberry-cheesecakes with mini marshmallows

Catering in mornings until first coffee break

Various mini pastry pockets
Carrot-orange smoothie

Catering in afternoons until second coffee break

Sliced fruit
Crepes with various fillings

THURSDAY

In addition from 1.30 p.m. to second coffee break

Berry slices with chopped, roasted pumpkin seeds

Catering in mornings until first coffee break

Bruschetta with various toppings
(including 1 vegetarian version)
Mango-mint smoothie

Catering in afternoons until second coffee break

Sliced fruit
Fresh shortbread biscuits

SATURDAY

In addition from 1.30 p.m. to second coffee break

Brownie with grated coconut shavings

Catering in mornings until first coffee break

Chicken-BBQ wraps
Vegetarian pastry parcels
Apple-mint-lemongrass smoothie

Catering in afternoons until second coffee break

Sliced fruit
Belgian sugared waffles with various sides

WEDNESDAY

In addition from 1.30 p.m. to second coffee break

Mousse au chocolat slices with Oreo cookies

Catering in mornings until first coffee break

Fresh pretzel with Obatzda
Kale, apple smoothie

Catering in afternoons until second coffee break

Sliced fruit
Selection of fresh tarts

FRIDAY

In addition from 1.30 p.m. to second coffee break

Apple pie with cranberry and orange flavouring

Catering in mornings until first coffee break

Pitta bread with fresh hummus and olive oil
Kale-apple-leaf spinach smoothie

Catering in afternoons until second coffee break

Sliced fruit
Cream puffs with various fillings

SUNDAY

In addition from 1.30 p.m. to second coffee break

Apple pie with cranberry and orange flavouring

Catering in mornings until first coffee break

Mini hamburgers
Vegetable tempura
Pineapple-lemongrass smoothie

Catering in afternoons until second coffee break

Sliced fruit
Glazed fruits

THEMED BUFFET

Berlin buffet

Extensive salad buffet with condiments, dressing, raw vegetables and marinated salads from sustainable cultivation

- Small homemade rissoles with pickled vegetables and mustard
- Potato salad with bacon and fresh herbs
- Saddle of suckling pig, sliced with remoulade sauce
- Matjes salad „housewife-style“ with onions and apples
- Berlin caraway cheese (prepared with herb vinaigrette)
- Potato soup with bacon and spring onions or Lentil sweet and sour stew with crackers
- Pikeperch fillet in mustard sauce with Brandenburg turnips, steamed potatoes
- Smoked roast pork neck on sauerkraut and roast potatoes from the cutting station
- Cauliflower au gratin
- Berlin white mousse
- French toast
- Red fruit jelly with vanilla sauce
- Semolina flummery with cherries

from 20 people
EUR 28.50 per person

Scandic buffet

Extensive salad buffet with condiments, dressing, raw vegetables and marinated salads from sustainable cultivation

- Pumpnickel with reindeer ham, cranberry mousse and cloudberry confit
- Curry matjes bites, herb sill, beetroot matjes
- Swedish egg salad with fresh chives
- Selection of breads: crispbread, polarbröd
- Aquavit herb crème, Toast Skagen
- Creamy smoked fish soup with Polar Sea shrimp
- Cod in sweet and sour mustard confit, with Balsamic lentils
- Janssons frestelse, cress potatoes
- wild rice, root vegetables, honey crusted ham, caraway jus from the cutting station
- Cinnamon bun
- Swedish almond cake
- Cloudberry mousse with pumpnickel
- Honey crème with cranberries

from 20 people
EUR 36.00 per person



THEMED BUFFET

Vegetarian buffet

Extensive salad buffet with condiments, dressing, raw vegetables and marinated salads from sustainable cultivation

- Carpaccio of carrot with Balsamic and olive oil
- Mini pittas filled with hummus and mint
- Live Station
- Grilled salad with capers, Parmesan and pepper berries
- Avocado crème with baked herbs
- Corn soup with Daikon cress
- Chickpea curry with fragrant rice and red pepper
- Vegetable flan with fruity dip
- Quiche with goat's cheese, dried tomatoes, leek and onion
- Grilled Linda potatoes with salsa verde
- Pumpkin seed caramel mousse with egg liqueur wrapped in pyramid cake, fruit coulis
- Variation on mousse au chocolat with caramel lattice
- Fruit salad fragranced with marachino
- Oat cake with dark chocolate

from 20 people
EUR 32.00 per person

FINGERFOOD SANDWICHES

Sandwiches / rolls / canapés I

Mini bagels filled with tomato and mozzarella
Wholemeal baguette with grilled turkey breast and tomato confit
Wholemeal baguette with Emmental
French baguette
with Brandenburg ham
Brie with grapes on pumpernickel
Mini wholemeal rolls filled with turkey salami and cucumber
Berlin bread roll with juicy ham
Mini seed rolls with Emmental
Various filled rolls (except salmon) chosen by chef

EUR 3.50 per pcs

Sandwiches / rolls / canapés II

Trout fillet with creamed horseradish on pumpernickel
French baguette with butter and Serrano ham
French baguette with butter and Brie
Berlin wholegrain sandwich with homemade liver sausage
Brandenburg double-baked loaf with tomato and mozzarella
Various filled rolls with smoked salmon, Brandenburg country ham and hay milk cheese cheese
chosen by chef

EUR 4.50 per pcs

Sandwiches / rolls / canapés III

Smörrebröd with fresh herb cheese, game ham and cold-stirred cranberries
Smörrebröd with fresh herb cheese and smoked brook trout from Brandenburg
Smörrebröd with fresh herb cheese and Skagen
Smörrebröd with fresh herb cheese, courgettes and peppermint
Various filled rolls with gravadlax, air-dried ham and Gruyère
chosen by chef

EUR 5.50 per pcs

COLD SNACKS

Cold snacks I

Tomato and sheep's cheese salad on sour cream in preserving jar
Fennel pearl barley salad with chorizo
Bruschetta in preserving jar with bread chips
Small Caesar salad
Chickpea salad with strips of ham
Meatballs on cold-stirred cranberries

each EUR 3.50

Cold snacks II

Glazed Berlin smoked pork on bean salad
Cubes of salmon pickled in horseradish
Beetroot lassi
Mozzarella stick with herb pesto
Roast beef served pink on creamed horseradish
Small Caesar salad with strips of bacon

each EUR 4.50

Cold snacks III

Salmon praline on wakame
Grilled salad with caper berries and virgin olive oil
Smoked Rottstock trout on fennel pearl barley
Brandenburg boiled beef in aspic served on mashed potato
Couscous with chickpeas, fresh cheese cream and pesto
Small Caesar salad with grilled spring chicken breast

each EUR 5.50

HOT SNACKS HOT BOWL FOOD

Hot snacks I

Vegetarian tarte flambée with sour cream
Curry sausage skewer with fruity sauce and Berlin bread roll
Prunes wrapped in bacon
Albondigas in fiery tomato sugo
Piccata of turkey in orange cocktail sauce
Vegetarian spring roll in sweet chilli sauce

each EUR 4.50

Hot snacks II

Berlin meatballs with mustard and roast onions
Baked quail leg on avocado crème
Beef skewer with peanut sauce
Chicken skewer on avocado tomato salad
Meat loaf on pea purée
Baked Linda potatoes with homemade herb quark and linseed oil

each EUR 5.50

Hot bowl food

Havelland curried sausage skillet with Berlin bread roll
Hot goulash soup, sour cream and wholemeal bread
Müritz grass-fed beef chilli with cream cheese
Mushrooms a la crème with bread dumplings
Beef strips with beetroot and spaetzle
Sorbian bean stew with Brandenburg bread

Hot bowl food from min. 10 people
each EUR 7.50-10.50

DESSERTS

Desserts I

Mini doughnuts
Mixed Danish pastries
Mini chocolate cream puffs
Chocolate or lemon mini muffins
Cinnamon bun
Red fruit jelly with vanilla sauce

each EUR 2.50

Desserts II

Fresh fruit salad
Swedish almond cake
Chocolate pudding with brittle
Orange crème brûlée
Apple crumble
Mini black carrot cake

each EUR 3.50

Desserts III

Small elderberry crème
Valrhona white chocolate mousse
Valrhona dark chocolate mousse
Basil panna cotta
Cellar cake
Mini macau

each EUR 4.50

CREW CATERING

Each crew catering menu has at least 1 vegetarian component

Crew catering I

Hot goulash soup with bread and baguette
Bagels with various fillings
Chicken thigh with vegetable salad
Pasta al arrabiata
Fruit salad

EUR 20.00 per person

Crew catering II

Potato soup with grilled sausages, bread and rolls
Sandwiches and wraps with various toppings
Curried sausage skillet with brown bread
Pasta with fresh cheese and cherry tomatoes
Fruit salad

EUR 20.00 per person

LIGHT LUNCH

Light Lunch I

Asian chicken soup with coconut milk and lemongrass
Rolls with various toppings (except salmon)
Fruit salad with fresh mint

EUR 17.00 per person

Light Lunch II

Minestrone with fresh herbs and lots of vegetables
Baguettes with various toppings (except salmon)
Fruit salad with dried cranberries

EUR 17.00 per person

BBQ BUFFET

Extensive salad buffet with various dressings, noodle salad, potato salad, marinated vegetables
Selection of fresh pastries, butter and olive oil
Various dips (ketchup, mustard, salsa, garlic, curry, herb butter)
Thuringian grilled sausage, marinated neck steaks, grilled beef steaks, turkey steak, grilled salmon
Baked potatoes with herb quark, corn on the cob, grilled cheese
Fruit salad with fresh mint, brownie & blondie, ice cream box with various flavours, chocolate pudding

from 30 people
EUR 19.90 per person

BUFFET EXTRAS

The dishes described here are intended solely for consumption at lunch, dinner and themed buffets. Prices are per person.

From the carving station

Black Angus roast beef
Saddle of veal with morels in cream
each EUR 8.50 per person

Baked ham with caraway jus
Loin of suckling pig glazed with honey
each EUR 6.50 per person

Salmon in pastry with spinach stuffing and saffron sauce
EUR 7.50 per person

Roast Havelland pork with dark beer sauce
EUR 7.00 per person

Live Cooking Station

Mushroom skillet with bread dumplings and herb cream
EUR 5.50 per person

Noodle bar variation on pasta and sauces
EUR 7.50 per person

Pork sirloin tips with crunchy turnips in cognac sauce
EUR 8.00 per person

Dessert Live Station

Romanoff strawberries (depending on season)
EUR 7.50 per person

Ice pyramid „Baked Alaska“
EUR 8.00 per person

Flambéed fruits
EUR 8.50 per person

Large ice cream station with various condiments
EUR 6.50 per person



DRINKS

Water

Scandic Water, still or sparkling	
0,4l	EUR 3,00
0,8l	EUR 5,00

Juices / spritzers

Pineapple juice, apple juice, banana nectar, cherry nectar, passion fruit nectar, orange juice, tomato juice	
0,2l	EUR 3,00

Fruit spritzer with a Dietz juice of your choice	
0,2l	EUR 2,50
0,3l	EUR 3,50

Lemonades / soft drinks

Coca Cola ^{1,4} , Coca Cola zero ^{1,2,4} Fanta ⁴ , Sprite, Spezi ^{1,4}	
0,2l	EUR 2,50

Schweppes Bitter Lemon ³ , Ginger Ale ⁴ Tonic Water ³	
0,2l	EUR 3,00

Red Bull ^{1,4}	
0,25l	EUR 4,50

Beers

Draught beer Berliner Kindl Erdinger Hefeweizen Shandies	
0,3l	EUR 3,00
0,5l	EUR 4,50

Bottled beer Erdinger kristall, dunkel, non-alcoholic Märkischer Landmann	
0,5l	EUR 4,50

Berliner Weisse with shot Raspberry ⁴ , woodruff syrup ⁴	
0,33l	EUR 3,50

Clausthaler non-alcoholic	
0,33l	EUR 2,90

Hot drinks

Fairtrade coffee	
Coffee ¹	EUR 2,50
Cappuccino ¹	EUR 3,00
Milk coffee ¹	EUR 3,50
Latte Macchiato ¹	EUR 3,50
Espresso ¹	EUR 2,30
Double Espresso ¹	EUR 3,00

Tea from Samova High Darling, organic Darjeeling Low Rider, organic green tea Lazy Daze, organic Earl Grey Maybe Baby, organic fruit blend (hibiscus, sultana, beetroot, pineapples, apple, carrot, strawberries) Total Reset, organic herb blend (Greek mountain herb, fennel seeds, carrot, sage, orange) Scuba Garden, green rooibos (cranberry, orange, spirulina algae)	
0,4l	EUR 4,50

„Robert“ tea in director's tea style with fresh mint and ginger	
	EUR 4,50

**Additional drinks requirements?
Our restaurant manager would be happy to
make wine recommendations in
accordance with your wishes.**

¹ contains caffeine	² sweetener
³ contains quinine	⁴ contains colourants
⁵ lactose	⁶ sulphur oxide and sulphites
⁷ Celery	



GENERAL INFORMATION

General terms and conditions

scandichotels.de/meetings-berlin

Delivery and collection

Please send your event materials (delivery max. 3 days before start of event) specifying the event date and name of the event organiser. Please collect your materials within 3 working days following the end of the conference, or will apply storage fees.

Letters

Scandic Berlin Kurfürstendamm GmbH
Scandic Berlin Kurfürstendamm
Augsburgerstraße 5
10789 Berlin

Large deliveries

Scandic Berlin Kurfürstendamm GmbH
Scandic Berlin Kurfürstendamm
Incoming goods
Würzburger Straße
10789 Berlin

Signage

Displays will appear on the electronic displays in the foyer and lobby. The following information will help you to implement your personal display requirements. If you have individual wishes with regard to the design of your signage, please discuss this with us in advance.

Hotel foyer / lobby

- Conference overview and logo are possible
- For logos, you can send PNG, JPEG or PowerPoint files, as well as films with no sound

Foyer

- Conference overview and logo are possible
- For logos, you can send PNG, JPEG or PowerPoint files, as well as films with no sound

Exhibitions

For exhibitions, stand rental is EUR 12.00 per sq. m (incl. table, 2 chairs, 3 x plug sockets and Scandic water). Additional exhibitor services available on request.

Stage / podiums

We would be happy to create an offer for individual customer requirements via our technology partner.

Business Centre

The Business Centre is located in the lobby and is equipped with 1 PC, printer, Internet connection.

Ceiling height

3m in room Berlin I + II, 5.80m foyer
Floral arrangements / decoration
Floral arrangements can be organised via our in-house florists on request.

GEMA

The event organiser is obliged to register any performances that are GEMA-liable.

No-stopping zone

This must be set up by the event organiser if required. Incoming goods are an exception to this. The no-stopping zone can be applied for via the following address depending on location requirements.

Charlottenburg-Wilmersdorf District Office
www.berlin.de/ba-charlottenburg-wilmersdorf/verwaltung/aemter/ordnungsamt/strassenverkehr-parken/artikel.176521.php

or alternatively

Kolb Verkehrsleitservice GmbH
Colditzstr. 28
12099 Berlin
Tel.: +49 (0)30 7565 7413
<https://halteverbot.de/>

Hospitality Desk

We will be happy to provide a reception desk in accordance with your wishes, requirements and individual circumstances.

Internet access

A speed of 30 Mbps is available throughout the event area. A faster modem speed is available on request. Please discuss this with us well in advance. Free access to the hotel's Internet (WIFI) is available throughout the hotel, in the business centre and in all hotel rooms.

Air conditioning

All hotel areas are fully conditioned. Temperature can be controlled individually (between 19-25° Celsius).

Photocopies

We would be happy to help you. Expense allowances for paper and toner are:

Black and white copies
1-9 sheets free of charge
10-499 sheets EUR 0.30
from 500 sheets EUR 0.20

Colour copies
1-9 sheets free of charge
10-499 sheets EUR 0.50
500-999 sheets EUR 0.40

Printing charges for overhead transparencies are the same as for paper plus EUR 1.80 per page

Storage rooms

Only limited space is available. Please get in touch with us. Delivery max. 3 working days before the event's start.

Use of goods lift and staircase for goods delivery

1 goods lift with a load capacity of max. 1,030 kg
Access (0.79 m wide x 1.99 m high), cabin (1.10 m wide x 2.28 m deep x 2.10 m high)
All goods lifts may only be used following prior agreement with the hotel, see also section „Incoming goods“.

Menu and drinks menus

Black and white copies per pcs	EUR 2.00
Colour copies per pcs	EUR 3.50

Rubbish disposal

For events with increased rubbish disposal requirements, additional rubbish containers will be invoiced to the event organiser according to cost.

Name badges

Will be prepared before the start of the event as agreed. Invoicing is carried out according to scope and expenditure.

Parking

In-house underground car park with 12 spaces
EUR 2.50 per hour
EUR 15.00 per day

The car parks around the Kurfürstendamm have an additional 400 spaces available.

„APCOA“ car park (entrance Passauer Straße)
Car park „Contipark“ at KaDeWe (entrance Passauer Straße)

Parcel service

We offer a service for incoming parcels and a shipping service for outgoing parcels and would be happy to advise you in this regard.

Please note that if materials exceed one pallet (e.g. trade fairs, exhibitions), this is an obligatory service.

Please also take into account the following elements: additional rooms and storage space and staff costs. These costs exclude packing materials and packing service.

No liability is assumed for materials delivered to our hotel.

GENERAL INFORMATION

Staff

(per commenced hour)

Cleaning or cloakroom staff from EUR 31.00

Warehouse clerks or staff to help set up and clear away from EUR 33.00

In-house security or fire guards on request

Hosts/hostesses or service staff from EUR 33.00

Bartender or cook from EUR 33.00

In-house technician or in-house IT from EUR 45.00

In accordance with the current laws, employees must be employed for at least 4 hours. At night (10 p.m. - 6 a.m.) and on Sundays and public holidays, a 100% surcharge will be applied.

From midnight, the following service fee will be charged to manage the event per employee/per hour:

Service staff/cloakroom staff EUR 28.00

Banquet or service manager EUR 35.00

Prices

All prices listed here are in euros and include the currently applicable VAT. We reserve the right to adjust these if changes are made in law.

Room rental

Room rates include costs for set-up, electricity, provision of tables, chairs. Room rental prices are independent of turnover achieved.

Security staff

We also provide security staff as an addition to your event. Costs for this are invoiced according to expenditure or type of security service required.

Telephone and fax

Connections are available in every conference room. Numbers for these will be given to you by event staff before the start of the conference. Applicable charges will be listed on the final invoice.

Technical equipment

Comprehensive conference and presentation technology, sound, lighting and other media technology, as well as traverse and stage systems are offered according to individual requirements via our technology partner.

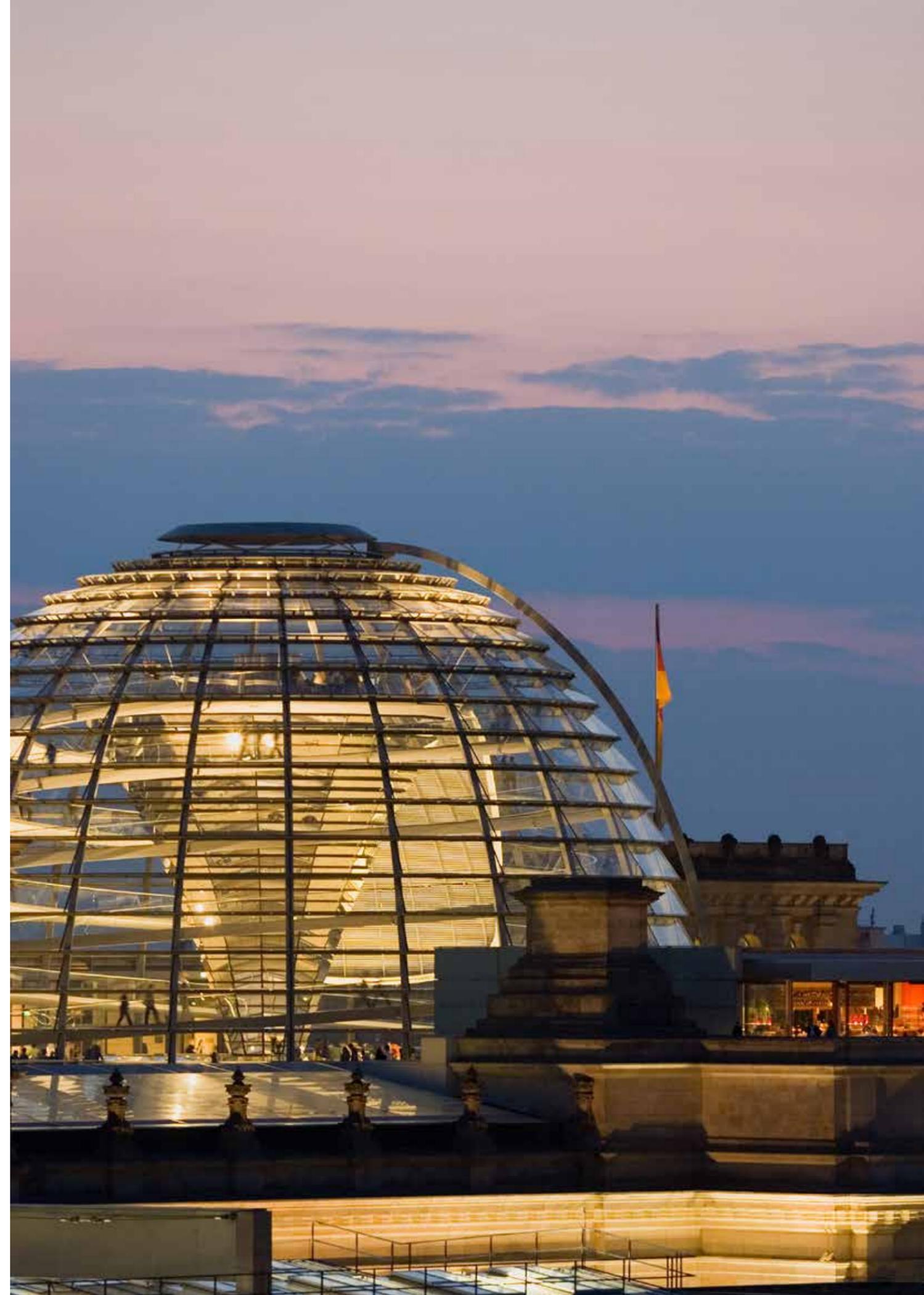
Items to be distributed / guest gifts

Distribution of gifts to guests
general from EUR 2.50

Distribution of individual gifts to guests
allocated by name from EUR 3.50

Goods delivery

Goods should be delivered to the right-hand side of the hotel on Würzburger Straße. Delivery times should be clarified individually taking into account quiet times for residents and the regulations associated with these. If you need to deliver on a Sunday or require an employee to be present, there is a surcharge of EUR 35.00 per commenced hour (following prior agreement).





FOR CAPITAL CITY FANS SCANDIC BERLIN POTSDAMER PLATZ

As you step into the lobby, you once again find yourself in a fresh, wintery atmosphere, surrounded by colours and shapes that are reminiscent of the Scandinavian mountain landscape. Via a lift, you can access the restaurant and conference floor, equipped with spacious rooms for events and conferences of any kind. The restaurant will welcome you with the atmosphere of a Scandinavian summer with its fresh green meadows. The Lounge Bar, decorated in earthy tones and designed with natural materials, represents autumn - a comfortable area for those who want to relax or work. With 16 conference rooms, including a ballroom, the hotel is the largest conference hotel in the area.

Book your next Berlin conference:
Scandic Berlin Potsdamer Platz
Gabriele-Tergit-Promenade 19
10963 Berlin, Germany

Tel. +49 (0) 30 700 779 0
Fax +49 (0) 30 700 779 2211
meeting.potsdamerplatz@scandichotels.de
scandichotels.com/potsdamerplatz

Hotel rooms

- 8 floors with 561 rooms (124 Superior rooms, 11 Junior Suites, 60 accessible rooms)
- Free WIFI
- Large desk with ergonomically shaped chair and desk lamp
- Laptop-sized safe and flat screen LCD TV
- Adjustable air conditioning
- Iron/ironing board and mini fridge

Conference rooms

- 16 conference rooms from 22-526 sq. m
- Ballroom (dividable into 3 sections) of 526 sq. m and a ceiling height of 4m
- Ballroom terrace
- Air conditioning and complete darkening
- Incl. Scandic technology package



BETWEEN ELBE AND ALSTER SCANDIC HAMBURG EMPORIO

The Scandic Hamburg Emporio opened in September 2012 right in the centre of Hamburg on Gänsemarkt, just a few minutes away from famous shopping streets, as well as the Jungfernstieg and Alster. The CCH Kongresszentrum is also located just a few minutes away. Your guests will experience a Scandinavian atmosphere full of cordiality and friendliness when they enter the elegant lobby of the Scandic Hamburg Emporio. Hire a conference room for your corporate meeting or an event room for your reception.

Book your next conference:
Scandic Hamburg Emporio
Dammtorwall 19
20355 Hamburg, Germany

Tel. +49 (0) 40 4321 87 2122
Fax +49 (0) 40 4321 87 499
meeting.hamburg@scandichotels.com
scandichotels.com/hamburg

Hotel rooms

- 325 rooms on 7 floors (67 Superior rooms)
- 33 accessible rooms
- Free WIFI access, flat-screen LCD-TV
- Large desk, laptop-sized safe
- Air-conditioning, iron and ironing board
- Mini-fridge, coffee and tea-making facilities
- A water bottle on arrival

Conference rooms

- 8 meeting rooms (7th floor) for 10-112 people
- Ceiling height 3.00 m
- Floor to ceiling windows
- Some rooms with parquet flooring
- Incl. Scandic technology package

HOW TO GET HERE

CONTACT

Book your next conference:
Scandic Berlin Kurfürstendamm
Augsburger Straße 5
10789 Berlin, Germany

Tel. +49 (0) 30 212 42 0
Fax +49 (0) 30 212 42 731
meeting.kurfuerstendamm@scandichotels.com
scandichotels.com/kurfuerstendamm

Become a Facebook fan
of Scandic Berlin Kurfürstendamm:
[fb.com/scandic.berlin.kurfuerstendamm](https://www.facebook.com/scandic.berlin.kurfuerstendamm)

Further information about conferences in Berlin:
[scandichotels.de/meetings-berlin](https://www.scandichotels.de/meetings-berlin)

