|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Appendix 3 – Meeting ROOM Package**  **(as described under section B.3 of the Tender File)**  **Please complete all cells framed in red** | | | | |
| **MEETING ROOM PACKAGES – (PRICES IN EUROS)** | | | | |
|  | | | | |
| **Meeting room packages** | **Price exluding VAT ▼**  *(Per Half Day)* | **Price**  **Including VAT▼**  *(Per Half Day)* | **Price**  **excluding VAT▼**  *(Per Whole Day)* | **Price**  **Including**  **VAT▼**  *(Per Whole Day)* |
| **Meeting room up to 10 persons** |  |  |  |  |
| **Meeting room 10-50 persons** |  |  |  |  |
| **Meeting room 50 -100 persons** |  |  |  |  |
| **Event supervisor (per person)** |  |  |  |  |
| **Photographer with high quality professional camera (per person)** |  |  |  |  |
| **Conference technician (per person)** |  |  |  |  |
| **Desktop Computer Rental (per item)** |  |  |  |  |
| **Printer Rental (per item)** |  |  |  |  |
| **Projector / Beamer (per item)** |  |  |  |  |
| **Lap-top (per item)** |  |  |  |  |
| **Microphone / Amplifier (per item)** |  |  |  |  |
| **Event Host / Hostess (per person / per hour)** |  |  |  |  |
| **Other technical / logistical services**  **(provide examples – not compulsory):** |  |  |  |  |

The selected Provider shall ensure that quality health, safety, hygiene of the Council of Europe and national standards are in place at the event site, including the health standards and requirements.