**Appendix 4 – CATERING SERVICES**

**(as described under section B.2c of the Tender File)**

**Please complete all cells framed in red**

|  |  |
| --- | --- |
| **CATERING** | **Price in Euros**  |
| **Coffee break***(per person / per break)***VAT exc. ▼** | **Lunch** *(per person / per meal)***VAT exc. ▼** | **Dinner** *(per person / per meal)***VAT exc. ▼** |
| **Small scale meetings****(up to 10 participants)** ► |  |  |  |
| **Medium scale meetings****(10-50 participants)** ► |  |  |  |
| **Large scale meetings****(50 -160)** ► |  |  |  |
| **Handling fee for catering services**  ► |  |  |  |

|  |  |
| --- | --- |
| **CATERING****For events taking place within a partner insitution** **(no hotel/conference center)** | **Price in Euros**  |
| **Coffee break***(per person / per break)***VAT exc. ▼** | **Lunch** *(per person / per meal)***VAT exc. ▼** | **Waiter services** *(Per person / per hour)***VAT exc. ▼** |
| **Small scale meetings****(up to 10 participants)** ► |  |  |  |
| **Medium scale meetings****(10-50 participants)** ► |  |  |  |
| **Large scale meetings****(50 -160)** ► |  |  |  |
| **Handling fee for catering services**  ► |  |  |  |