



## **Congress 2021**

**Proposal for:**

**Congress 2021**

**From:**

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Convention Sales Department  
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Salzburg, October 14, 2019

**Dear Ladies and Gentlemen,**

thank you very much for your interest in the **Sheraton Grand Salzburg**.

Here you will enjoy the finest Austrian Hospitality paired with the highest personal service, which are the hallmarks of our Sheraton Grand Salzburg. Discover the hidden gems the city has to offer and let us create everlasting memories for you.

**SALZBURG CONGRESS**



Rent and planning directly via the Salzburg Congress Center

**YOUR EVENT**

DATE	TIME	EVENT	FUNCTION SPACE	SETUP STYLE	ATT.	RENTAL REV.	PACKAGE REV.
						Gross	Gross
DDR Full Day Congress At €59.00					20		€1,180.00
24.10.21	08:00-18:00	Meeting			20		
DDR Full Day Congress At €59.00					100		€5,900.00
	08:00-18:00	Conference			100		
<b>Exclusive Events</b>							
	08:00-18:00	Ideally pre-IDW			100		
	08:00-18:00	Pre-IDW			20		
DDR Full Day Congress					20		
	10:15-10:45	Morning Coffee Break			20		
DDR Full Day Congress					100		
	10:15-10:45	Morning Coffee Break			100		
DDR Full Day Congress					20		
	12:30-13:30	Lunch			20		
DDR Full Day Congress					100		
	12:30-13:30	Lunch			100		
DDR Full Day Congress					20		
	15:15-15:45	Afternoon Coffee Break			20		
DDR Full Day					100		

**SHERATON GRAND SALZBURG**

Auerspergstraße 4, 5020 Salzburg, Austria  
 Park-Hotel GesmbH & Co KG, Sheraton Grand Salzburg  
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<b>Congress</b>							
	15:15-15:45	Afternoon Coffee Break			100		
<b>Exclusive Events</b>							
25.10.21	07:45-18:00	Coffee Stations			700		
	07:45-18:00	Waterstations			700		
<b>DDR Full Day Congress At €59.00</b>					700		€41,300.00
	08:00-18:00	Conference			700		
	10:15-10:45	Morning Coffee Break			700		
	12:30-13:30	Lunch			700		
	15:15-15:45	Afternoon Coffee Break			700		
<b>Exclusive Events</b>							
26.10.21	07:45-18:00	Coffee Stations			700		
	07:45-18:00	Waterstations			700		
<b>DDR Full Day Congress At €59.00</b>					700		€41,300.00
	08:00-18:00	Conference			700		
	10:15-10:45	Morning Coffee Break			700		
	12:30-13:30	Lunch			700		
	15:15-15:45	Afternoon Coffee Break			700		
<b>Exclusive Events</b>							
27.10.21	07:45-18:00	Coffee Stations			700		
	07:45-18:00	Waterstations			700		
<b>DDR Full Day Congress At €59.00</b>					700		€41,300.00
	08:00-18:00	Conference			700		
	10:15-10:45	Morning Coffee Break			700		
	12:30-13:30	Lunch			700		
	15:15-15:45	Afternoon Coffee Break			700		
<b>Exclusive Events</b>							
28.10.21	07:45-18:00	Waterstations			700		
	07:45-18:00	Coffee Stations			700		
<b>DDR Full Day Congress At €59.00</b>					700		€41,300.00
	08:00-	Meeting			700		

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	18:00					
	10:15-10:45	Morning Coffee Break			700	
	12:30-13:30	Lunch			700	
	15:15-15:45	Afternoon Coffee Break			700	
<b>Exclusive Events</b>						
29.10.21	07:45-17:45	Pre- or post-IDW			100	
DDR Half Day Congress At €49.00					30	€1,470.00
	08:00-12:30	Meeting			30	
DDR Half Day Congress At €49.00					15	€735.00
	08:00-12:30	Meeting			15	
DDR Full Day Congress At €59.00					100	€5,900.00
	08:00-18:00	Meeting			100	
DDR Full Day Congress At €59.00					50	€2,950.00
	08:00-18:00	Meeting			50	
DDR Half Day Congress At €49.00					10	€490.00
	08:00-12:30	Meeting			10	
DDR Full Day Congress At €59.00					20	€1,180.00
	08:00-18:00	Conference			100	
<b>Exclusive Events</b>						
	08:00-18:00	Ideally post-IDW			20	
	08:00-15:00	Pre- or post-IDW			30	
	08:00-15:00	Preferably post-IDW			15	
	08:00-18:00	Pre- or post-IDW			100	
	08:00-18:00	Pre- or post-IDW			50	
DDR Half Day Congress					30	
	10:15-10:45	Morning Coffee Break			30	
DDR Half Day Congress					15	
	10:15-10:45	Morning Coffee Break			15	
DDR Full Day Congress					100	
	10:15-	Morning Coffee			100	

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	10:45	Break					
DDR Full Day Congress					50		
	10:15-10:45	Morning Coffee Break			50		
DDR Half Day Congress					10		
	10:15-10:45	Morning Coffee Break			10		
DDR Full Day Congress					20		
	10:15-10:45	Morning Coffee Break			20		
DDR Half Day Congress					30		
	12:30-13:30	Lunch			30		
DDR Half Day Congress					15		
	12:30-13:30	Lunch			15		
DDR Full Day Congress					100		
	12:30-13:30	Lunch			100		
DDR Full Day Congress					50		
	12:30-13:30	Lunch			50		
DDR Half Day Congress					10		
	12:30-13:30	Lunch			10		
DDR Full Day Congress					20		
	12:30-13:30	Lunch			20		
DDR Full Day Congress					100		
	15:15-15:45	Afternoon Coffee Break			100		
DDR Full Day Congress					50		
	15:15-15:45	Afternoon Coffee Break			50		
DDR Full Day Congress					20		
	15:15-15:45	Afternoon Coffee Break			20		
DDR Full Day Congress At €59.00					20		€1,180.00
30.10.21	08:00-18:00	Conference			20		
Exclusive Events							
	08:00-18:00	Ideally post-IDW			20		

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<b>DDR Full Day Congress</b>					<b>20</b>		
	<b>10:15-10:45</b>	<b>Morning Coffee Break</b>			<b>20</b>		
	<b>12:30-13:30</b>	<b>Lunch</b>			<b>20</b>		
	<b>15:15-15:45</b>	<b>Afternoon Coffee Break</b>			<b>20</b>		

**All prices are approximate and can change individually.**

## CONFERENCE

To provide a transparent calculation, we offer our conference package „Standard“ with the following:

### CONFERENCE PACKAGE „Standard“

- ☞ Unlimited drinks (main conference room or beverage station)
- ☞ (Coffee specialities & tea selection, mineral water, apple juice & orange juice)
- ☞ Coffee break before noon  
(Coffee specialities & tea selection, mineral water, apple juice & orange juice, Variation of salted or sweet snacks chef's choice)
- ☞ Lunch „Chef's Choice“ (3 course buffet)
- ☞ Unlimited drinks during lunch  
(Coffee specialities & tea selection, mineral water, apple juice & orange juice)
- ☞ Coffee break afternoon  
(Coffee specialities & tea selection, mineral water, apple juice & orange juice, variety of salted or sweet snacks chef's choice)

**EUR 59,00 per person & day (8 hours)**

**EUR 49,00 per person & half-day (1 coffee break less)**

Please take further catering suggestions and services from our banquet folder



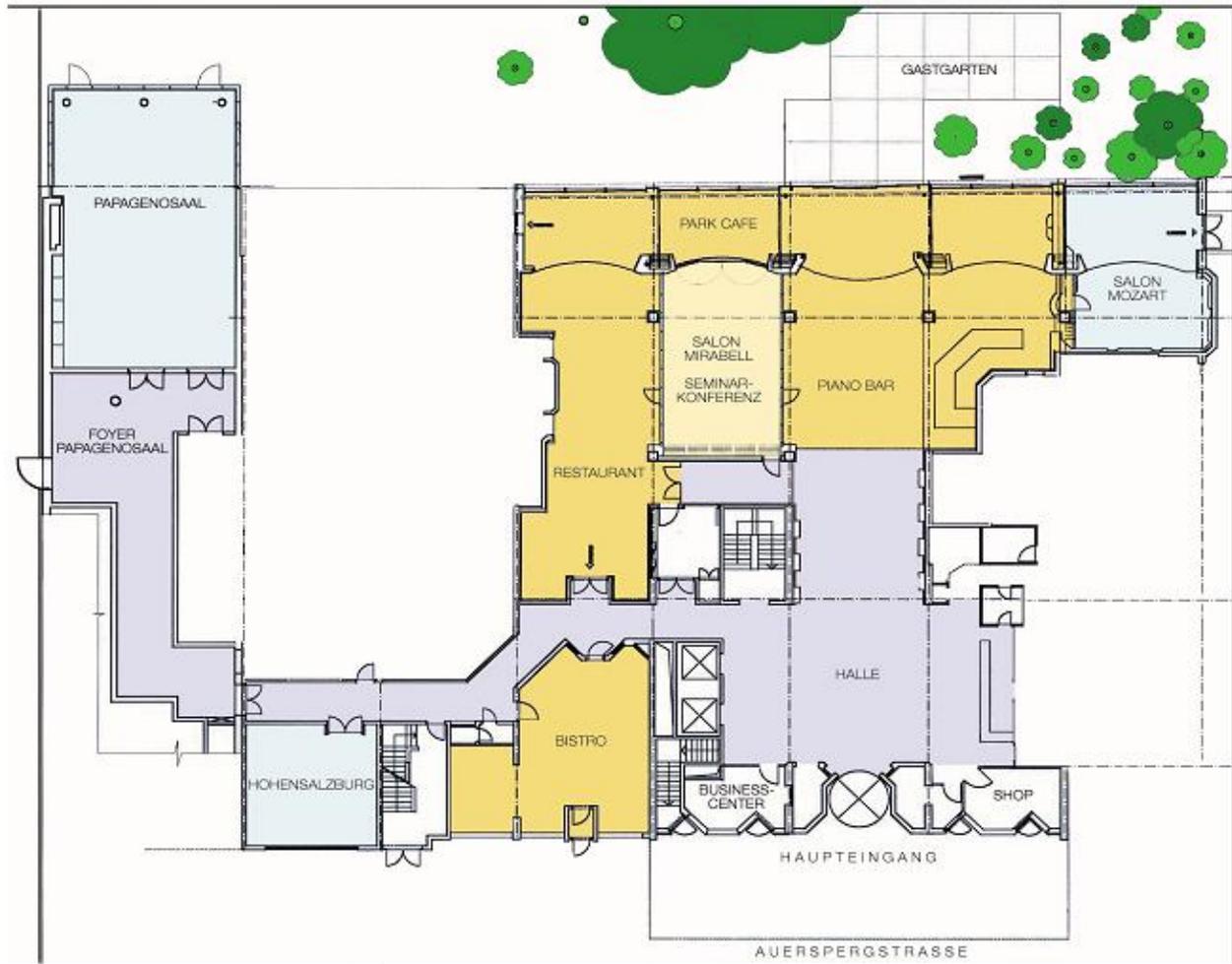
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## SHERATON GRAND MEETING FACILITIES



Maße / Dimensions					Kapazitäten / Capacities				
Tagungsräume <i>Conference rooms</i>	Area m <sup>2</sup> / sft	Länge <i>Length</i> m / ft	Breite <i>Width</i> m / ft	Höhe <i>Height</i> m / ft	Theater <i>Theatre</i>	Parlament <i>Classroom</i>	Bankett <i>Banquet</i>	U-Tafel <i>U-Shape</i>	Blocktafel <i>Boardroom</i>
<b>Papagenosaal</b>	156 / 1680	15,90 / 52,20	9,80 / 32,20	2,80 / 9,20	130	90	90	40	60
<b>Salon Mozart</b>	64 / 680	9,30 / 30,50	6,90 / 22,60	2,65 / 8,70	35	30	40	20	24
<b>Hohensalzburg</b>	44 / 473	6,90 / 22,60	6,30 / 20,67	3,40 / 11,15	35	20	40	15	15
<b>Salon Auersperg</b>	28 / 301				-	-	-	-	10

### RAUMMIETEN | ROOM RENTAL

Konferenzraum / <i>Conference room</i>	Whole day	Half day
<b>Papagenosaal</b>	<b>Euro 1.200,00</b>	<b>Euro 700,00</b>
<b>Salon Mozart</b>	<b>Euro 500,00</b>	<b>Euro 300,00</b>
<b>Hohen Salzburg</b>	<b>EUR 400,00</b>	<b>EUR 200,00</b>
<b>Salon Auersperg</b>	<b>EUR 300,00</b>	<b>EUR 150,00</b>

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## **UPGRADE YOUR EVENT**

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### **Welcome Coffee**

- ☞ Coffee specialities and tea variation
  - € 9,90 per Person for 30 minutes

### **Get Together | Reception**

- ☞ Sparkling Wine, draft Beer, mineral water, assortment of juices and softdrinks / sodas
- ☞ including 3 Canapées per person
  - EUR 22,00 per person for ½ hour

### **Dinner**

- ☞ Delicious 3-course dinner “chef’s choice” (served as buffet or menu)
- ☞ corresponding beverage-package for 3 hours (coffee and tea, mineral water, juices, soft drinks, house wine, beer)
  - € 49,00 per person

### **Networking**

- ☞ Inspiring networking after your conference
- ☞ including Lillet cocktails, beer and non-alcoholic drinks
- ☞ Fingerfood „Chef’s Choice“ (light cold and warm snacks)
  - for 60 minutes € 25,50 per person



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## TERMS OF CANCELLATION – EVENT

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### Agreed catering times

If the agreed starting or ending times of the event are shifting and the hotel agrees to such changes, the hotel can charge the extra working hours appropriately, unless it is the hotels fault. Incidental costs will be invoiced to € 32.00 per hour and per employee. .

The first half hour is considered here as a tolerance limit.

### Total-cancellation of your catering

From 30 weekdays before the event – we will charge 30% of the total amount  
From 10 working days before the event – we will charge 50% of the total amount  
From 5 working days before the event – we will charge 70 % of the total amount  
The cancellation fee is based on room rentals and agreed food turnover, beverages are excluded from the cancellation fee.

### Reduction

From 2 days before the event – the guaranteed number will be accounted  
From 5 working days before the event – 5% free of charge  
From 10 working days before the event – 10% free of charge  
From 30 weekdays before the event – 20% free of charge  
If you are exceeding this amount, the above mentioned cancellation conditions apply.

### Increased number of persons

Please note that from 5 working days before the event and from an increasing number of people by more than 10% of the originally planned number of participants, we cannot guarantee the same dishes or in the specific case the beverages.

### Price guarantee

The prices quoted are calculated on the basis of the number of persons offered. If the number of persons changes, we reserve the right to adjust the prices.

### Chef's choice

The menu selection for the menu or buffet, which is included in the conference package, will be completed by our chef approx. 8 days before the event.

### Allergens

We welcome enquiries from customers who wish to know whether any dishes contain particular ingredients. Please inform your order-taker of any allergy or special dietary requirements that we should be made aware of, when preparing your menu request.

## SPECIFICATION OF COSTS & PREPAYMENT

### PRELIMINARY PRICE CALCULATION

	DAY(s)	AMOUNT	PRICE	TOTAL
Catering revenue	6	700		EUR €186,985.00
Other				
<b>Total amount</b>				<b>EUR €186,985.00</b>

*For technical reasons, the hotel rates are presented as gross prices, i.e. prices including statutory value-added tax applicable at the time of signing the contract.*

### Prepayment

- ☞ In order to guarantee the booked catering services, we ask you to make a deposit of 100% to 30 days before the start of the event.
- ☞ In order to be able to guarantee the rooms, we ask for a deposit of 20% when signing the contract and another deposit of 80% up to 30 days before the event.

## TERMS AND CONDITIONS

Please note that this offer as well as the mentioned prices are only valid after signing the contract and are based on the mentioned number of persons. If the period between conclusion of the contract and the event exceeds 4 months, and if the prices charged by the hotel for such services generally increase, the hotel may raise the contractually agreed price appropriately, but by no more than 10%. All prices quoted include service charges and value added tax.

### Option

The hotel reserves the right to contact you before this date and to request a decision within 48 hours if another customer is willing to confirm this date contractually.

### Commission

The hotel grants only a commission of 10% on the room rates (NETTO), excluding breakfast. (rate excluding breakfast) and rooms actually used.

After conclusion of the contract, the hotel will pay commission according to the number of nights actually used. (excl. technical equipment, personnel costs, decoration and additional consumption on site).

The customer must submit a commission invoice accordingly. The payment of commissions is possible at the earliest with payment of the final invoice. No commission will be charged for cancellations or non-appearances.

## Parking\*

Integrated into the hotel there is a public "Apcoa parking garage", which can be easily reached via an elevator from the hotel. You can pay directly at one of the machines in the garage or alternatively at the hotel reception.

2,50 Euro per hour/car  
19,00 Euro for 24 hours/car (\*2019)

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## DATA PROTECTION

Marriott International Inc. ("Marriott") undertakes to comply with the data protection regulations applicable to Marriott, including the applicable EU data protection regulations.

The Hotel will abide by the current Marriott Group Global Privacy Statement (the "Privacy Statement", currently available at <http://www.marriott.com/about/privacy.mi> with respect to all personal information received under this Agreement.

Without limiting the foregoing obligation, the Hotel has taken measures aimed at achieving this:

- (1) persons on the collection and use of their personal data personal data, also through the data protection declaration;
- (2) to use such personal data only for lawful business purposes;
- (3) to provide means by which individuals may, in accordance with applicable law, review, rectify, update, suppress, limit or delete their personal data. personal data;
- (4) all service providers with whom personal data is exchanged, for the protection of confidentiality and security of these data; and
- (5) take technical and organisational measures to protect personal data within its organisation against unauthorised or unlawful access, acquisition, use, disclosure, loss or alteration.

Sheraton Grand Salzburg will obtain all necessary rights and permissions before providing personal information to the Hotel, including all rights and permissions necessary for the Hotel, its affiliates and service providers to use and transfer personal information to locations inside and outside the collection location (including the United States) in accordance with the Hotel's Privacy Policy and applicable laws. Notwithstanding others

The Hotel may use a person's personal data as ordered, authorized or requested by that person in accordance with the provisions of this Privacy Policy.

### Dear Ladies and Gentlemen,

we hope that our offer meets your expectations. Should you have any questions or require additional information, please do not hesitate to contact us at any time by telephone at +43 0(662) 88999-9951 or by email at [anna.abroell@sheraton.com](mailto:anna.abroell@sheraton.com)

For additional information about the **Sheraton Grand Salzburg** please visit our website <https://www.marriott.com/hotels/travel/szgsi-sheraton-grand-salzburg/>

We look forward to a possible cooperation and remain with kind regards

Anna Abröll

*Catering & Convention Sales Coordinator  
Sheraton Grand Salzburg*



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