Banqueting folder
Academic year 2018-2019
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Foreword

Food and drinks; should be a treat. VITAM recognizes this and offers catering that is as varied as life itself. Innovative ideas for lunch as well as restaurants with a contemporary feel. Healthy and tasty food in a comfortable setting, as well as an entrepreneurial and service oriented restaurant team.

In this banqueting folder, you will find the menu for the academic year 2018-2019. This folder, provides information about the catering possibilities we offer at various locations of the Erasmus University, Rotterdam. We would like to invite you to use the examples in this document as a source of inspiration. Needless to say we would also like to suit your special requests and make a tailor-made quotation.

If you would like to exchange ideas about the details of an event or have special dietary requirements, please do not hesitate to contact us. Our Global Campus Hospitality Desk will be at your service to respond to any information and quote requests, without any obligation.

The Hospitality Desk office is located in the G-Building on Campus Woudestein. Internal purchasers can place orders on the EUR website. External purchasers can place orders by e-mail; vitam-office@eur.nl

For questions regarding standard orders, the Hospitality Desk can be reached by phone on 010-4082415. For custom quotes please contact our Banqueting Manager on 010-4082416 or by e-mail banqueting@eur.nl. You can contact us from Monday to Friday from 9:00 till 17.00

We would like to assure you in advance that we are committed to providing nothing but the best service!

Kind Regards,

Global Campus Hospitality Desk
Fiona Nijsen

Banqueting Manager
Sustainability

The past 4 years, Vitam has worked together with the Erasmus University Rotterdam (EUR) to increase sustainability on the campus. Using many sustainable products in our restaurants and UTZ certified coffee and tea in our meeting service and coffee corners furthermore we are increasingly working with local suppliers to reduce the food mileage.
The artisan cakes and cookies with a *behind their name, are baked by people with mental disabilities. The bread we use at the EUC comes from a bakery in Capelle aan den IJssel and is baked by young people with a disadvantage on the labour market.
Last year we started to expand our plant range and we are expanding our knowledge about veganism. This is why we hope to get sustainability on everyone’s mind.

This year the EUR has asked us to go a step further during the next academic year. Requesting all lunches in this banqueting book standard vegetarian, unless the orderer orders otherwise. So please bear in mind that if you order a lunch, this lunch will be delivered fully vegetarian! If you wish meat products, state this in the comments section.

**Working together for a sustainable campus!**
Meeting room service

Would you like a coffee or tea service during your meeting? Soft drinks, fruit juices or mineral water during breaks? Daily we will take care of the reservation where and when you desire. Meeting room service deliveries are available from a minimum of 4 to a maximum of 50 people. Furthermore, for a delivery for more that 50 people we will make a tailor made quotation for your event.

The meeting room service is served with Alex Meijer Fairtrade coffee and Bazar UTZ Certified tea.

Meeting packages (minimum of 4 people)

- Coffee and tea package standard (per person) 1,61
  - (2 cups of coffee or tea per person included sugar, milk and a carafe of water)
- Coffee and tea package deluxe (per person) 2,25
  - (2 cups of coffee or tea per person, included, sugar, milk, carafe of water, biscuits and homemade sustainable lemonade)
- Vegan Vitam-ine booster (per person) 3,20
  - (Fresh juices made of fruit and seasonal vegetables)

Drinks

- Pot of coffee (8 cups) 6,44
- Pot of tea (8 cups) 5,65
- Warm soy milk (1 litre) 2,88
- Carafe of homemade sustainable lemonade (1 litre) 2,06
- Carafe of orange juice (1 litre) 2,29
- Carafe of BIO fruit juices (1 litre) 7,98

Waters

Earth Water invests 100% of their net profit in sustainable water systems in areas where clean drinking water is most needed. Vitam supports this goal and hopes that you do this too.

- Earth Water PET blue/red (0,5 litre) 1,36
- Earth Water fles blue/red (1 litre) 3,12
- Carafe of still water (1 litre) 0,97

Furthermore it is also possible to order less sustainable water:

- Still water (0,5 litre) 0,94
- Sparkling water (0,5 litre) 0,94
- Still/sparkling water (1 litre) 1,25

Do you expect more than 50 people at your event? We then also offer a sustainable watercooler and can with degradable cups. This way we try to reduce on plastic waste.

- Rent a watercooler per day 20,00
- Watercan (18.9 litre) per can 30,33
Other drinks
By default, Vitam uses major brands;
Coca Cola, Coca Cola light, Coca Cola Zero, Sprite, Cassis en Fanta Orange.
Soft drink bottle (0,2 litre) 1,90
Furthermore it is possible to order budget soft drinks:
Can of Cola or orange soda (Highway) 0,85

Sweet and sour pastries as a supplement to the meeting room service.
Vegan biscuitmix (Mariabiscuits, digestives, cinnamon- and coconutbiscuits etc) 0,21
Vegan biscuitmix deluxe (punselie stroop, oreo’s and cafe noirs etc) 0,40
Piece of cake 0,64
Goodmorning oatmail cookie* 1,29
Candybars 1,57
Energybooster (energy bar, piece of fruit, dextro etc) 1,57
Harry Covert (small shakers with fresh crudités and vegetables ) 2,09
Artisanal products:
- Petit four* 2,38
- Muffin* 2,38
- Sausage roll 2,61
- Petit four with logo* 3,66
Vegan pot of skittles (per 10 people) 5,14
Pot of sweets (per 10 people) 5,14
Freshly made bouillon (thermos flask 1 litre) 9,12
Crate of biological, seasonal fruit (25 pieces) 24,28

Beyond our artisan assortment we also offer a budget assortment.
These products are not sustainable or artisan products.
Donut 1,02
Coffee bun 1,30
Muffin naturel 1,45
Brownies 1,57
Petit four standard 1,78

Cake service
We can also order cakes from our local bakery. When your order is placed at a minimum of 48 hours in advance then we are able to deliver the cake at one of our outlets.

Various cream cake from 3,36
Various cakes and flans from 25,05
Lunchservice

To complete your meeting, we can offer you a variation of lunch packages. We offer various possibilities. VITAM will ensure you that lunches will be varied and will have the finest ingredients and seasonal products. Lunch can be delivered from a minimum of 4 to a maximum of 50 people. If you are expecting less than 4 people, then we will charge a delivery fee of € 5,00. For more than 50 people we will charge event prices and make a tailor-made quotation.

Meeting lunches (min of 4 people), lunch buffet (min of 10 people)
For the preparation of the meeting service we use a large assortment of vegetarian products. We offer different types of cheeses, cream cheese, grilled vegetables, various salad spreads such as egg salad, waldorf salad or a celery salad. Daily a number of products from the range are chosen to spread the wraps and sandwiches.

Basic lunch (per person) 5,91
(2 vegetarian soft rolls, 1 raisin roll with butter, hand fruit and a glass of organic (butter)milk)

DeLuxe lunch (per person) 7,79
(Mix of wraps and sandwiches (2pp) vegetarian and garnish, 1 sweet item (for example; eierkoek, raisin roll or sugar loaf), hand fruit and a glass of organic (butter)milk)

Vegan lunch gathering (per person) 8,32
(Various types of vegetable sandwiches and bake off sandwiches, such as grilled vegetables, humus, Baba ganoush etc., hand fruit and soy milk)

Vitam variety lunch (per person) 10,27
(Variety of home baked rustic bread and sandwiches (2 items per person) a variety of vegetarian spreads with garnish, bowl of fruit and raw vegetable salad, a glass of organic fruit juice and a glass of organic (butter)milk.)

Vegan lunch (per person) 10,27
(Freshly made vegan main-meal salad, 1 slice of rustic bread with olive oil and a glass of organic fruit juice).

Vegan lunch buffet (min. 10 people, price per person) 15,22
(Open sandwich with grilled zucchini and a spicy tapenade, roasted pepper and a green pesto on crusty bread, vegan wraps (3 items per person), green salad, cucumber/radish salad and a tomato salad, 2 different dressings, bread rolls (15 rolls) water and fruit juice)

Take away lunch (pick up, price per bag) 6,40
(Lunch bag consisting of 2 soft rolls, hand fruit and a cup of (butter)milk)
**Additions to the lunches (can also be ordered separately)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carafe of Organic milk or buttermilk (1 litre)</td>
<td>2.34</td>
</tr>
<tr>
<td>Carafe of Soy milk (1 litre)</td>
<td>2.88</td>
</tr>
<tr>
<td>Organic orange juice (1 litre)</td>
<td>1.13</td>
</tr>
<tr>
<td>Plain butter croissant (55 gr)</td>
<td>0.77</td>
</tr>
<tr>
<td>Deluxe plain butter croissant (70 gr)</td>
<td>1.57</td>
</tr>
<tr>
<td>Raisin- or muesli roll</td>
<td>0.70</td>
</tr>
<tr>
<td>Organic hand fruit &quot;Mijn boer&quot;</td>
<td>0.87</td>
</tr>
<tr>
<td>Fruit salad (bowl 150 gr)</td>
<td>1.15</td>
</tr>
<tr>
<td>Daily fresh fruit salad with yoghurt and seasonal fruit (bowl 150 gr)</td>
<td>3.12</td>
</tr>
<tr>
<td>Soft roll with but meats or cheese</td>
<td>1.72</td>
</tr>
<tr>
<td>Crusty roll with cut meats or cheese</td>
<td>2.14</td>
</tr>
<tr>
<td>Deluxe mini roll or sandwiches with cut meats or cheese</td>
<td>2.63</td>
</tr>
<tr>
<td>Vegan bake off roll (spreads are chosen by the chef and can be sweet or sour)</td>
<td>3.13</td>
</tr>
<tr>
<td>Baguette of the day with garnish</td>
<td>4.10</td>
</tr>
<tr>
<td>Vegan wrap, spread with (raw) vegetables</td>
<td>3.60</td>
</tr>
<tr>
<td>Clear basic soup (per person)</td>
<td>1.13</td>
</tr>
<tr>
<td>Croquette (10% pork)</td>
<td>0.65</td>
</tr>
<tr>
<td>Pastries</td>
<td>1.45</td>
</tr>
<tr>
<td>Daily changing warm snack (fried)</td>
<td>1.49</td>
</tr>
<tr>
<td>De luxe warm oven snack</td>
<td>2.63</td>
</tr>
<tr>
<td>Bread roll biological VITAM croquette (beef) with mustard</td>
<td>2.38</td>
</tr>
</tbody>
</table>

**Vitam coins**

You can buy several coins at VITAM such as coffee coins, lunch coins and meal coins. These Vitam coins from €1.50, €2.50, €5.00 and €7.50 will be charged in advance and can be ordered at least one week in advance and serve as a method of payment at our cash registers in restaurants and coffee corners.

For conditions and application form please contact the Hospitality Desk on 010-4082415 or vitam-office@eur.nl
Drinks and snacks

A get-together, a farewell, anniversary, presentation or a special occasion can be reason for a celebration with drinks and bites. We offer several options. To give you an impression, we can provide you with some suggestions. The packages below are included 3 drinks per person and waiter service (excluding the drinks trolley). We also offer a package on recalculation after the event, if you would like a quotation please contact banqueting@eur.nl

Drinks package
A drinks package is a set price package for 3 drinks per person. After the 3 drinks per person you can let us know if you want us to continue serving. The extra drinks will be on recalculation, the price will then be then per drink.

| Drinks package basic (minimum of 20 people, price per person) | 5,91 |
| Soft drinks, mineral water, fruit juices, house wine, beer |
| (3 drinks per person) including basic staff service drinks buffet |

| Drinks package deluxe (minimum of 20 people, price per person) | 8,06 |
| Soft drinks, mineral water, fruit juices, house wine, deluxe seasonal beer |
| (3 drinks per person) including basic staff service drinks buffet |

| Drinks package complete (minimum of 20 people, price per person) ** | 13,19 |
| Soft drinks, mineral water, fruit juices, house wine, beer |
| We will place crisps/nuts, salted biscuits and cold bites around the room, we will serve warm Van Dobben snacks (besides the crisps, nuts and salted biscuits, 2 bites per person) |
| (3 drinks per person) including waiter service drinks buffet and serving snacks |

** At the EUC fried snacks are replaced by small oven snacks
Drinks on recalculation
An event on recalculation is only possible with waiting staff. We will charge the actual consumption. The prices below are exclusief of waiting staff. If you have interest in a event with drinks on recalculation we would be happy to make a quotation for you.

By default Vitam uses mayor brand soft drinks like Coca Cola, Coca Cola light, Coca Cola Zero, Sprite, Cassis and Fanta Orange and sustainable Gulpener beer and organic house wines.

| Soft drinks (glass)          | 1,37 |
| Soft drinks (bottle 0,2 litre)| 1,90 |
| Mineral water (0,5 litre)    | 0,94 |
| Mineral water (1 litre)      | 1,25 |
| Draft beer Gulpener (per glass, optional from a minimum of 100 guest) | 1,85 |
| Gulpener Beer (bottle 0,33 litre) | 2,31 |
| Organic house wine (red, white, rose, per glass) | 2,67 |
| Sparkling aperitif           | 3,99 |

Furthermore it is also possible to order less sustainable products, the budget products:

| Highway orange or cola (glass) | 0,71 |
| Orange juice (glass)           | 0,67 |
| Keizers Kroon beer (glass)     | 1,16 |
| Red of White wine (only per bottle, per 6 glasses) (glass) | 1,74 |
Bites packages

Table top snacks (min. 10 people, per person)
Coated nuts, nacho’s with guacamole and mixed nuts; vegan) 2,04

Basic Nibble package (min. 10 people, per person)
Deluxe mix of several nuts and salted biscuits with cheese or sausage (nuts/salted biscuits and 2 bites per person) 2,90

Deluxe bites package (min. 10 people, per person)
Crisps, cheese, sausage and warm fried snacks (crisps and 2 bites per person) 5,10

Cold snacks

Assortment vegetarian (tray of 35 pieces)
Selection of crudité with a fresh dip, several cheeses, mixed olives and cheese sticks 33,88

Vegan assortment (tray of 35 pieces)
Mini wraps and canapés with baba ganoush, humus, walnut/pepper pesto, vegetables etc. 36,25

“Streekplateau” (tray of 35 pieces)
“Selection of snacks from our region”
“Hoeksche Waard crisps”, regional dry sausages and Rotterdamsche Oude cheese with Rotterdamsche chutney, homemade small meatballs (beef) with Rotterdam mustard 47,04

Assortment Vitam (tray of 35 pieces)
Small glass of trout mousse, mini chickenburger, mini sandwich with tomato tapenade and old cheese, marinated prawn, grilled garlic bread with tomato and mozzarella 56,56

Warm snacks

Assortment oven snacks (tray of 35 pieces)
Selection of mini quiches 26,14

Basic deep fried snacks (tray of 35 pieces)**
“Bitterballen” bitesize croquettes, cheese snacks, chicken nuggets, “vlammetjes” spicy meat 28,74

Van Dobben deluxe deep fried snacks (tray of 35 pieces)**
Van Dobben bitterballen, traditional meatballs, mini cheese soufflé’s and chicken bites in a crispy crust 36,60

Vegan “Bitterbal” (tray of 35 pieces)**
Lupine bitesize croquettes 36,60

“Rotterzwam ballen” (tray of 35 pieces)**
Bitesize croquettes from oyster mushrooms, grown on coffee grounds from the Rotterdam catering industry 36,60

** At the EUC fried snacks are replaced by small oven snacks
Promotions, valedictory lectures and orations

After a promotion, valedictory lecture or oration we can provide your reception on the Erasmus University. For each moment of the day there are various possibilities. Below are a few suggestions, feel free to request a custom quote banqueting@eur.nl.

During a PhD in the morning you could choose for coffee and tea and a tray of sweet treats for example:

Assortment deluxe sweet treats (selection of macarons, bonbons, petit glacees, eclairs and mini muffins) tray of 35 pieces € 36,30 per tray

During a PhD around noon the following sandwiches are delicious with a cup of coffee/tea or a glass of juice and are easy to eat at the reception:

Savory Reception package (assortment small reception sandwiches, ¼ wraps and glasses of fruit salad) tray of 35 pieces € 53,68 per tray

For promotions in the afternoon, a valedictory lecture or oration you will find various options for receptions below with a nice assortment of hot and cold snacks. If you have other wishes, we would like to hear so we can make a custom quotation with our chefs.

Buffets and dinners

We offer various options for buffets and dinners, ranging from buffets to themed dinners and rich appetizer packages with a barbeque up to a 10 course buffets. Our banqueting manager will be happy to discuss all options with you. Depending on your wishes, we will provide you with a custom quote. Prices are on request.

Custom events quotations and cost of service personnel

Personnel expenses are not included. Unless specifically stated. These costs will be charged as follows.

<table>
<thead>
<tr>
<th>Position</th>
<th>mon-fri 07.00 - 18.00 hour</th>
<th>mon-fri after 18.00 hour</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting staff</td>
<td>€ 19,55</td>
<td>€ 21,44</td>
<td>€ 25,14</td>
<td>€ 32,74</td>
</tr>
<tr>
<td>Party manager</td>
<td>€ 25,75</td>
<td>€ 27,86</td>
<td>€ 33,02</td>
<td>€ 42,67</td>
</tr>
<tr>
<td>Chef</td>
<td>€ 22,56</td>
<td>€ 24,76</td>
<td>€ 30,23</td>
<td>€ 37,89</td>
</tr>
</tbody>
</table>

*VAT included in all rates. Minimum three hours per staff member per event. Subject to CAO changes.
Ordering and delivery guidelines

All users will be informed by means of the ordering system on the website www.eur.nl/catering. Only internal purchasers can place orders through the website. When Vitam have to book an order for internal purchasers, we will charge a small administration fee of € 2,50 per order.

External purchasers can not place an order by means of the ordering system therefore they can place orders by e-mail; vitam-office@eur.nl at no extra cost.

In order to facilitate delivery, we have set up a number of guidelines. We would like to ask you to bear in mind a number of things.

All users will be informed by means of the banqueting folder/ personally or by telephone.

Due to ordering we would like you to use the following guidelines:

1. Possibilities of placing orders and requesting information:
   a) Internal purchasers can order standard products from our banqueting folder via www.eur.nl/catering
   b) Information regarding custom orders can be requested by telephone at 010-4082416 (Campus Woudenstein and EUC) or at 070 4260639 (ISS).
   c) Information regarding custom orders can be requested by sending an email to banqueting@eur.nl

   Authorized purchasers of the EUR, are able to order standard and additional services, 24 hours in advance, stating: the date and time, location, desired service, number of people, name, department, budget number, email address and telephone number.

2. Confirming the order:
   a) For standard orders placed by internal purchasers: via the website. For external of non-authorized purchasers: per email via the Hospitality desk.
   b) For custom orders: personal consultation, followed by quotation process.

3. Delivering the order:
   a) We would like to know at what time you want your order to be delivered. The order will be delivered 5 - 15 minutes before the specified time. Preparatory work, if any, will be finished at least 15 minutes before the start of the meeting. When a meeting starts at 9:00 pm and you want your order to be ready at 08.45, please specify 8:45 pm as the desired delivery time for the service you ordered. The order will be delivered between 8:30 and 8:40 pm. If our employee is not allowed to deliver the order on the specified time we will charge a supplement of € 5,00 extra delivery costs as this is not conform the agreement with the EUR.
   b) If the room is occupied, service staff will knock. It is then discussed whether it is possible to deliver in or outside of the room in question. The booked room will need to be accessible for VITAM. When the room is not accessible for VITAM at the time of the booked delivery and our employee has to fetch other keys, then we will have to charge a supplement of € 5,00 extra for an extra delivery moment. If VITAM is requested to leave the order outside the room, then we would like to stress that the responsibility will be for the orderer.
   c) If the orderer requests that the order has to be picked up and brought to an other room then we will charge a supplement of € 5,00 extra for an extra delivery.
   d) The order will be placed on the buffet table or, if absent, the meeting table.
Meeting service delivery is possible during the following days and times:
• Campus Woudestein: Monday – Friday, 8.00 – 18.00 o’clock
• EUC: Monday – Friday, 08.00 – 16.00 o’clock
• ISS: Monday – Friday, 08.00 – 16.00 o’clock

Outside these hours, approval and/or further alignment is needed. Note that there will be additional personnel costs.

For banqueting events on the campus Woudestein between 08:00 and 20:00 and for EUC and ISS between 08:00 and 18:00.

4. Picking up the order:
   a) When placing an order, the ending time of the meeting is communicated. We will collect the order within 60 minutes after the ending time. If the door is closed, we will knock and ask whether we can take away the order.
   b) The following times also apply to picking up orders:
      • Campus Woudestein: Monday – Friday, 8.00 – 18.00 o’clock
      • EUC: Monday – Friday, 08.00 – 16.00 o’clock
      • ISS: Monday – Friday, 08.00 – 16.00 o’clock

Outside these hours, approval and/or further alignment is needed. Note that there will be additional personnel costs.
If the ending time is outside of the aforementioned times, pick-up time will be on the next business day, starting at 8.00 o’clock.

We would like to ask our guests to put all dishes together in one spot in the room, so we may collect all dishes at once.

The guest are requested to cluster the crockery and cutlery in the book room, so this can be picked up by VITAM. When this is not done or the crockery and cutlery is not in the booked room we will charge a fee of € 5,00 for the extra labour.

5. Miscellaneous:
   a) During a business lunch, VITAM will leave a card on which you can write feedback or suggestions.
   b) For events, VITAM would like to provide a custom-made quote and take care of the final interpretation of the script at a later time.
   c) All prices listed in this banqueting folder are sales prices including VAT. These prices apply to the delivery times referred to under 3d and, unless specifically stated, do not include table service. Changes in prices and assortment subject to change.
   d) For orders under € 15,00 we charge € 5,00 delivery charge, except for the Standard and Deluxe coffee/tea packages.
   e) Appetizers can also be ordered without drinks. We charge a delivery fee for delivery. Take away is also possible at a specified location. If the latter option is chosen, there will be no personnel costs. If the delivery is outside the service times then we will have to charge the specific personnel costs.
   f) VITAM ensures food safety when food is consumed within 2 hours after delivery. Therefore, we do not allow taking away delivered products that have been out of the refrigerator for more than 2 hours.
   g) VITAM does not loan or rent out catering materials and/or catering space without rendering accompanying catering services.
   h) The customer must arrange furniture for the catering. For a drink or lunch including staff, VITAM will provide the buffet tables. There is also the possibility to rent party tables with linen at VITAM for € 19,95 each.
6. Ordering and cancellation period

All prices in this culinary folder are sales prices including VAT. All prices in this culinary folder are valid during our service hours, with the exception of custom quotes.

<table>
<thead>
<tr>
<th>Services to be rendered</th>
<th>Reservation period</th>
<th>Cancellation period</th>
<th>Percentage charged*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Service</td>
<td>No less than one work day before delivery of the requested services, before 13.00 o’clock</td>
<td>No less than 2 hours in advance</td>
<td>50%</td>
</tr>
<tr>
<td>Lunches</td>
<td>No less than one work day before delivery of the requested services, before 13.00 o’clock</td>
<td>Before 8.00 o’clock.</td>
<td>50%</td>
</tr>
<tr>
<td>Custom receptions, lunches, dinners and anniversaries (&gt; 50 persons)</td>
<td>No less than 5 work days in advance</td>
<td>No less than 48 hours in advance</td>
<td>100% of all actual costs</td>
</tr>
<tr>
<td>Other custom activities, such as large dinners and parties</td>
<td>No less than 5 work days in advance, quote will follow within 2 work days</td>
<td>No less than 72 hours in advance</td>
<td>100% of all actual costs</td>
</tr>
<tr>
<td>Special events</td>
<td>On request</td>
<td>No less than 72 hours in advance</td>
<td>100% of all actual costs</td>
</tr>
</tbody>
</table>

*If the cancellation period is exceeded, we will be obliged to charge you the percentage mentioned in the table above.

Despite the use of a reservation guidelines, we are aware of that ad-hoc bookings occur regularly. Executing them requires great flexibility of our banqueting team. Unless an ad-hoc request interferes with the regular catering operations, we will carry out the services according to the wishes of the purchaser, please first contact the hospitality desk (010-4082415). If the ad-hoc request is honored then we will place the order in Planon. We will, however, charge an ad hoc fee of € 7,75 per order.