

vitamⁱ



Foodbook

Erasmus University Rotterdam

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Food book



Thank you for considering one of our catering services!

Eating and drinking should be joyful events. We make sure to use seasonal products that are fresh and durable whenever we can. This portfolio should give an indication of our services since our true offer depends on the season.

Be inspired! Apart from our packages, we offer custom services that meet your special requirements. Please get in touch with us to discuss your options. Together we will work on a plan and quotation.

Breakfast service



Do you have an early meeting? Have your guests had a long trip? VITAM's breakfast service guarantees a great kick off of your meeting! Starting from 4 persons.

Breakfast Kick Off (to go) Start the day well. This includes organic yoghurt with fruits and muesli, a fresh juice and varying extras such as a croissant or a granola bar. *Easy to carry	EUR 4.65 per person
A Lovely Dutch Breakfast Croissant, fresh bread, luxury toppings, fruit salad, yoghurt, boiled egg and fresh orange juice.	EUR 7.80 per person
VITAM Breakfast Organic yoghurt, home-made granola, fruit salad and fresh mint tea.	EUR 6.70 per person

Meeting service

In need of coffee and tea during your meeting? Any soda, juice or mineral water in between? We organize catering services everyday. We make sure everything is in place at the indicated time in the indicated reserved room.

Meeting Arrangement "Deluxe" Coffee and hot water served in thermos jugs, two cups of coffee and/or teas, sugar, sweeteners and creamer, separate tea bags (4 flavours). Served with a number of different biscuits.	EUR 2.75 per person
Meeting Arrangement "Standard" Coffee and hot water served in thermos jugs, two cups of coffee and/or tea, sugar, sweeteners and creamer, separate tea bags (4 flavours).	EUR 1.75 per person
Additional fee: coffee for groups of more than 10 persons	EUR 7.50
Coffee or tea pot (8 cups)	EUR 7.75

Are you organizing an event for more than 50 guests? Instead of taking bottles of water, you might want to consider a sustainable water cooler for your event. You will be able to use its biodegradable cups.

Water cooler hire: EUR 25.00 per day. Water tank hire (18.9 litre): EUR 36.50 per tank.

Meeting service



Extras

Carafe of fresh and organic fruit juice	EUR 8.00
Still or sparkling mineral water (1 litre)	EUR 4.50
Still or sparkling mineral water (0.50 litre)	EUR 2.75
Smoothie of the day	EUR 1.80
Carafe of cooled home-made flavoured water (1 litre)	EUR 2.90
Bottle of soda (0.2 litre)	EUR 2.00
Biscuit (similar to shortbread)	EUR 0.40
VITAM Oat cookie	EUR 1.30
Nuts and vegetable crisps	EUR 1.70
Energy booster	EUR 2.70
Nutritious foods: seasonal vegetables, fruits, nuts and seeds	EUR 2.00
Assortment of sweet snacks	EUR 2.05
Salad Shaker	EUR 2.85
Yoghurt with fresh fruit	EUR 2.85
Cake (assortment)	EUR 3.40
Various cakes and pies (starting from)	EUR 25.00
VITAM Club Wrap	EUR 3.35

Add ons



Morning Break "Energy" Spiced tea (fresh ginger, mint and herbal blend). Oatmeal with apple, honey and walnuts	EUR 4.65
Morning Break "Detox" Home-made detox lemonade of orange, mint and lemon. Açaí smoothie bowl with banana, coconut, almond milk, dates and seasonal fruits.	EUR 6.70
Afternoon Break "Fresh up" Vegetable crisps and mixed nuts Organic soft drink	EUR 3.60
Afternoon Break "Sporty" Spiced tea (fresh ginger, mint and herbal blend). <i>Goud in je hand</i> (energy bar by Papendal).	EUR 5.70

Lunch



<p>Lunch Buns Soft multi-grain bun – Soft white bun with cheese, salad garnish - Granola bun - “flavoured” water or orange juice - Piece of fruit</p>	EUR 6.30
<p>Basic Lunch Buns 2 soft buns with vegetarian filling – 1 currant bun with butter – 1 piece of fruit – glass of orange juice</p>	EUR 6.80
<p>Luxury Lunch Buns 2 fresh hard rolls – Swedish Tunnbröd with luxury cheese or meat substitute - “flavoured” water or juice – Piece of fruit</p>	EUR 8.60
<p>Lunch for Vitality Salad of seasonal products - Slice of sourdough bread - Mango and beetroot juice</p>	EUR 7.80
<p>Typically Dutch Wholemeal hearth bread with a home-made salad spread from chickpeas – Mesclun and shoots by Mijn Boer – Spelt bun with Dutch cheese such as goat cheese and (not so long) aged cheese – salad with seasonal vegetables – “flavoured” water or orange juice</p>	EUR 8.80
<p>Sustainable Lunch Sourdough bread with humus, grilled vegetables, heavily aged cheese: <i>Rotterdamse Oude</i> with roasted peppers tapenade - Soup of the day - Green Power smoothie (with apple, spinach, honey, coconut milk, lemon and mint)</p>	EUR 10.15
<p>Club Lunch Home-made wraps with various vegetarian fillings - Multi-grain sandwich, vegetable spread, lettuce, tomato, cucumber, served with sweet chilli mayonnaise and vegetable crisps - Fresh bowl of soup of the day - Smoothie from seasonal fruit</p>	EUR 10.25

Lunch



Sandwich Lunch Three multi-cereal sandwiches with appropriate and unique filling - Home-made ice tea from citrus fruits and mint - Piece of seasonal fruit	EUR 10.55
La Bella Italia Lunch We offer a well-balanced tray of various foods including crostini with vine tomatoes, gnocchi with mascarpone & tomato sauce, frittata pieces, vegetarian meatballs, buffalo mozzarella, tomato soup shot, pesto, olives and delicious focaccia bread. The delightful fresh taste of the non-alcoholic Hugo Elderflower will be the perfect addition to your meal. This drink consists of Monin elderflower, tonic, crushed ice, mint and lemon.	EUR 16.40
Additional fee: delivery of lunches for more than 4 persons	EUR 7.50

Lunch



Extras (starting from 4 persons)

Soft white or multi-grain bun with young cheese	EUR 2.45
Soft white or multi-grain bun with slices of <i>abdijham</i> (pork)	EUR 2.45
Soft white or multi-grain bun with slices of fried chicken	EUR 2.45
Soft white or multi-grain bun with slices of <i>grillworst</i> (fried sausage)	EUR 2.45
Soft white or multi-grain bun with slices of roast beef	EUR 2.75
Soft white or multi-grain bun with old cheese	EUR 2.75
Soft white or multi-grain bun with slices of <i>Coburger rauwe ham</i> (raw ham)	EUR 2.75
Soft white or multi-grain bun with slices of ham	EUR 2.75
Soft white or multi-grain bun with slices of <i>runderrookvlees</i> (smoked beef)	EUR 2.75
Soft white or multi-grain bun with slices of smoked salmon	EUR 2.75
Soft white or multi-grain bun with Brie	EUR 2.75

Lunch



Extras (starting from 4 persons)

Freshly baked white or multi-grain VITAM bun with young matured cheese	EUR 3.45
Freshly baked white or multi-grain VITAM bun with slices of <i>abdijham</i> (pork)	EUR 3.45
Freshly baked white or multi-grain VITAM bun with slices of fried chicken	EUR 3.45
Freshly baked white or multi-grain VITAM bun with slices of <i>grillworst</i> (fried sausage)	EUR 3.45
Freshly baked white or multi-grain VITAM bun with slices of roast beef	EUR 3.65
Freshly baked white or multi-grain VITAM bun with old cheese	EUR 3.65
Freshly baked white or multi-grain VITAM bun with slices of <i>Coburger rauwe ham</i> (raw ham)	EUR 3.65
Freshly baked white or multi-grain VITAM bun with slices of ham	EUR 3.65
Freshly baked white or multi-grain VITAM bun with slices of <i>runderrookvlees</i> (smoked beef)	EUR 3.65
Freshly baked white or multi-grain VITAM bun with slices of smoked salmon	EUR 3.65
Freshly baked white or multi-grain VITAM bun with Brie	EUR 3.65

Are you organizing an event for more than 50 guests? Instead of taking bottles of water, you might want to consider a sustainable water cooler for your event. You will be able to use its biodegradable cups.

Water cooler hire: EUR 25.00 per day.

Water tank hire (18.9 litre): EUR 36.50 per tank.

Packed lunch



You will find a very versatile set of lunch package options listed below. We make sure that our packages differ all the time, so that even our frequent users will be surprised. Our packages are different each season.

Dutch Lunch Packages Wheat buns with old cheese - Soft brown bun with smoked meat - Small currant bun, a piece of seasonal fruit and a small carton of milk.	EUR 5.60
Lunch Package "Wrap It" Wrap with meat substitute, pesto, lamb's lettuce and pepper - Small salad bowl with spinach cream-cheese and sunflower seeds - Small carton of milk	EUR 6.78
Lunch Package "Delight" Multi-grain sandwich with chickpeas and tomato – Tunnbröd with vegetable spread and old cheese - Orange juice	EUR 6.78

Lunch buffet



Italian Buffet <ul style="list-style-type: none">• spaghetti and penne• bolognaise (vegetarian meat in tomato sauce)• vegetarian carbonara• spinach risotto• vegetarian or meat lasagne• bruschetta• rocket salad• grilled Mediterranean vegetables• ciabatta with tapenade and pesto	EUR 19.50
Oriental Buffet <ul style="list-style-type: none">• white rice• mihoun goreng (mihoun with celery)• noodles or rice• vegetarian pad Thai• vegetarian Thai green curry• Thai cucumber salad with red onion and tomatoes• foe yong hai (vegetarian dish on the basis of eggs)• Gado Gado with saté sauce• prawn crackers• fried onions• atjar (sour Indonesian side dish with vegetables)• sambal	EUR 19.50

Drinks & receptions

Reception arrangement

The costs for a reception arrangement are fixed on the basis of 3 drinks per person. You can mention beforehand if you want us to stop serving drinks once the limit of 3 drinks per person is reached or to continue serving and have a subsequent calculation afterwards.

<p>Bar Cart (for groups of at least 10 persons, up to a maximum of 50 persons, price per person) Soft drinks, mineral water, house wine and beer. <i>Based on 3 drinks per person*, without staff services.</i></p> <p>*In order to have a wider variety of drinks, we will add slightly more drinks than for exactly 3 drinks per person. In the case that more than 3 drinks per person are consumed, we will charge an extra fee.</p>	<p>EUR 6.50</p>
<p>Drinks Arrangement “Basic” (for groups of at least 20 persons, price per person) Soft drinks, mineral water, juice, house wine and beer. <i>Based on 3 drinks per person. This arrangement includes basic waiting services. If you would like to add snacks to your package, we will charge a fee in proportion to the extra staff costs.</i></p>	<p>EUR 5.90</p>
<p>Drinks Arrangement “Deluxe” (for groups of at least 20 persons, price per person) Soft drinks, mineral water, juice, house wine and luxury seasonal beer.</p>	<p>EUR 8.10</p>
<p>Drinks Arrangement “Complete” (for groups of at least 20 persons, price per person)** Soft drinks, mineral water, juice, house wine and beer. This package includes salty snacks, crisps, nuts and cold snacks which will be put on tables throughout the room. Furthermore, we will serve warm fried snacks by Van Dobben. <i>Based on 2 snacks per person.</i></p>	<p>EUR 13.19</p>

Drinks & receptions

Reception arrangements

Subsequent calculation for a reception arrangement is only applicable inclusive of staff services. We will charge the costs of the total drink consumption and the actual staff working hours afterwards. The prices listed below are exclusive of staff costs. We are happy to make a quotation beforehand if you choose to organize a reception based on subsequent calculation.

VITAM serves A-brand soft drinks such as Pepsi, Sinas, 7Up and Cassis. In addition, we serve beer and house wines.

Soft drink (in a glass)	EUR 1.60
Soft drink (0.2 litre)	EUR 2.00
Mineral water (0.5 litre)	EUR 2.75
Mineral water (1 litre)	EUR 4.50
Draught beer (in a glass, only for groups of a minimum of 100 guests)	EUR 2.05
Beer (0.33 litre)	EUR 2.45
Organic house wine (red, white, rosé wine, per glass)	EUR 2.85
Sparkling appetizer (in a glass)	EUR 3.99

Drinks & receptions

Snack Arrangements

Snacks on bar tables (for groups of at least 10 persons) Peanuts, crisps and nuts mix; 1 vegan snack	EUR 2.75 per person
Snack Arrangement "Basic" (for groups of at least 10) Luxury mix of various nuts, cheese sticks, cheese cubes and pieces of sausages. <i>Based on 2 snacks per person</i>	EUR 2.90 per person
Fried Snack Arrangement "Deluxe" (for groups of at least 10) Mix of crisps, cheese cubes, pieces of sausages and a warm fried snack. <i>Based on 2 snacks per person</i>	EUR 5.10 per person

Trays with Cold Snacks

Vegetarian Assortment (tray with approximately 35 snacks) Different sorts of raw vegetables with dip, various types of cheese, mixed olives and cheese sticks.	EUR 33.90 per person
Vegan Assortment (tray with approximately 35 snacks) Small wraps and canapés with baba ghanoush, humus, walnut-pepper pesto, vegetables and more.	EUR 36.25 per person
Regional Plate (tray with approximately 35 snacks) Various typical regionally fried snacks. <i>(Crisps by Hoeksche Waard, regional dried sausage and Rotterdamse Oude old cheese with Rotterdam chutney and home-made meatballs with Rotterdam mustard)</i>	EUR 47.05 per person
Erasmus Assortment (tray with approximately 35 snacks) Trout dip, small chicken burger, sandwich roll-up, tomato tapenade with old cheese, marinated shrimps on cocktail sticks, grilled garlic bread with tomatoes and mozzarella.	EUR 56.60 per person

Drinks & receptions

Tray of Warm Snacks

Snacks from the Oven Assortment (tray with approximately 35 snacks) Various delicious tiny quiches.	EUR 26.15 per person
Basic Fried Snacks (tray with approximately 35 snacks) Luxury mix of various nuts, cheese sticks, cheese cubes and sausages. <i>Based on 2 snacks per person</i>	EUR 28.75 per person
Luxury Fried Snacks by Van Dobben (tray with approximately 35 snacks) Delicious <i>bitterballen</i> (a croquette-type snack), traditional meatballs, small filled fried cheese snacks and crispy fried chicken.	EUR 36.60 per person
Vegan <i>Bitterballen</i> (tray with approximately 35 snacks) Lupin seed-based <i>bitterballen</i> with a creamy ragout.	EUR 36.60 per person
Rotterzwam <i>Bitterballen</i> (tray with approximately 35 snacks) <i>Bitterballen</i> made of oyster mushrooms grown in coffee grounds from Rotterdam restaurants	EUR 36.60 per person

Gathering Arrangements

VITAM Assortment (starting from 10 persons) Tomatoes cut into brunoise, mozzarella and pesto dressing - Brie cheese spread, serrano ham and fig jam-salmon roll with avocado spread and cress - small glass of gazpacho - spike with small pieces of sandwiches or small buns with smoked chicken and curry mayonnaise	EUR 7.70 per person
Vegetarian Fried Snacks (starting from 10 persons) Mix of <i>Rotterzwamballen</i> (fried snack made of oyster mushrooms), cheese, <i>bieterballen</i> (beetroot-made fried snack), vegetarian egg rolls and falafel.	EUR 4.75 per person
Luxury Fried Snacks (starting from 10 persons)	EUR 4.50 per person

Drinks & receptions

PhD defence ceremonies, valedictory lectures and inaugural speeches

There are many occasions for which you would organize a gathering at Erasmus University Rotterdam. In this case, we offer our services for whenever you require them. You will find some suggestions listed below. Please contact us if you have a custom request by sending an e-mail to banqueting@eur.nl and we will come back to you with a quotation.

Should someone have his or her PhD defence in the morning, you could consider serving coffee and tea with a sweet snack, which are included in the following assortment:

Reception Assortment “Sweet Party Bites”(tray with approximately 35 snacks)	EUR 38.60
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Macarons, éclairs, bonbons, petits fours and small muffins

Should someone have his or her PhD defence in the afternoon, you could consider serving coffee, tea and juice with sandwiches, which are included in the following assortment:

Reception Assortment “Savoury”(tray with approximately 35 snacks)	EUR 53.70
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A range of celebratory options: small sandwiches – ¼ wraps – small bowls of fruit salad.

You will find a lot of other reception service options for PhD ceremonies, valedictory lectures and inaugural speeches that take place at another time listed above. Do you have special requests? Please feel free to contact us about this. Our chef will take this into account and we will come back to you with a custom option.

Dining

We offer a wide range of options when it comes to dinners and buffets. We are happy to discuss the options of our services personally with you. We will provide you with a quotation based on your custom requirements. It is up to you what kind of dinner or buffet you want for your event. You will find some of our suggestions listed below.

3–Course Buffet Options (starting from 20 persons)

- Greek salad with beans and feta
- Caprese salad with tomatoes, mozzarella and basil
- Pasta salad with Parmesan, spinach and truffle mayonnaise

- Vegetarian lasagne
- Risotto with mushrooms, pecorino cheese and rocket
- Couscous with vegetables and Moroccan spices
- Salmon fillets with tomatoes, mustard and tarragon

- Fresh fruit salad
- Coffee and cinnamon-cookie bavarois
- Dark chocolate mousse with marinated pineapple
- Tarte Tatin with fresh vanilla ice cream and caramel sauce

EUR 25.25



Guidelines

Clients who order a catering service will be informed about their request on www.eur.nl/catering. Anyone who wants to make an internal order should make a reservation on this website. Once the Hospitality Desk changes your internal order into a reservation, you will be charged a small administrative fee of EUR 4.50 per order.

Anyone who wants to make an external order can contact us by sending an e-mail to vitam-office@eur.nl. This can be done at no cost.

To ensure your gathering goes smoothly, we have created several guidelines. Please take notice of the following aspects of our procedure. This includes the following: All clients who make a reservation based on this portfolio will be informed personally or by phone.

The following guidelines with regard to the order and our services apply:

1. Orders and additional options:

- a) For internal orders you can order standard food and drink options mentioned in this portfolio directly via website www.eur.nl/catering.
- b) Please contact us on 0031 (0) 10-4082416 (Campus Woudestein and EUC) or 0031 (0) 70- 4260432 (ISS) if you want to discuss custom services.
- c) If you prefer to discuss your custom options by e-mail, please send your request to banqueting@eur.nl.

Authorized orders within EUR containing regular and additional services must be carried out 24 hours in advance. Please mention the date and time of the gathering, the location, the requested services, the number of guests, your name and section, the budget number, your e- mail address and phone number.

2. Confirmation of the request:

- a) For standard internal orders: via the website. For external orders or orders made by unauthorized parties: via the Hospitality Desk e-mail address.
- b) Custom services: via personal contact, followed by a quotation.
 - a) ISS: Monday to Friday from 8:00am to 4:00pm
 - b) You will need an extra confirmation for a request of services carried out on a different time. Also, we will charge additional staff costs in this case.
- c) Should the end time of the catering service be later than the time indicated above, the end time for picking up all the items will be the next working day from 8:00am.
- d) Please ask your guests to put the tableware back at the same spot so it forms a collection again. This way, we can easily pick up the tableware and other equipment. If the items are placed anywhere in the room, or if they has been moved to another location, other catering orders become compromised. Therefore, we will charge a EUR 7.50 fee with regard to additional staff costs.

Guidelines

3. Carrying out of the catering service

- a) Please let us know when you want your catering service to be carried out. We will make sure the catering will be done within 15 minutes before the indicated time. Any eventual preparatory work that has to be carried out will be done within 15 minutes before the start of the gathering. If you start your gathering at 9:00am but you want the catering to be ready at 8:45am, please mention 8:45am as the preferred time of delivery. We will make sure the catering will be done between 8:30am and 8:40 am. It happens very frequently that our staff members are asked to return later when they have to prepare the catering. This is not line with the EUR's arrangements. If this situation occurs, other catering orders become compromised. Therefore, the client shall be held responsible for any other delayed catering orders and will be charged an extra EUR 7.50 fee with regard to extra staff costs.
- b) If the indicated room is already occupied, we will knock on the door first to agree on whether we can deliver the catering inside or outside the room. Make sure that the room where the catering should take place is freely accessible access by VITAM. For example, it would be very inconvenient if our staff members have to spend valuable time to get keys for locked doors when they are only supposed to deliver the catering. This could compromise other catering orders, in which case not VITAM, but the client shall be held responsible. We will charge a EUR 7.50 fee with regard to additional staff costs. If a client asks VITAM to leave the catering outside a room, the client shall be responsible for it the moment everything is in place.
- c) If a client decides to change the location of the room for the catering after everything is set up, other catering orders become compromised. Therefore, the client shall be held responsible for any delayed catering order. We will charge a EUR 7.50 fee with regard to additional staff costs.
- d) The food and drinks will be put on a buffet table or, should there not be any, on a meeting table.
- e) Catering orders for meetings will be carried out on the following days and times:
 - a) Campus Woudestein: Monday to Friday from 8:00am to 6:00pm
 - b) EUC: Monday to Friday from 8:00am to 4:00pm
 - c) ISS: Monday to Friday from 8:00am to 4:00pm
 - d) You will need an extra confirmation for a request of services carried out on a different time. Also, we will charge additional staff costs in this case.
 - e) Banqueting events at Campus Woudestein: from 8:00am to 8:00pm. Banqueting events at EUC and ISS: from 8:00am to 6:00pm.

4. Picking up catering equipment:

- a) When you place a catering order, you will have to let us know the end time of your meeting. We will pick up all equipment within 60 minutes after the end time of your gathering. Should the door be closed, we will first knock on it to make sure that we can pick up all the tableware, equipment etc.
- b) The following times also apply for picking up our catering equipment
 - a) Campus Woudestein: Monday to Friday from 8:00am to 6:00pm
 - b) EUC: Monday to Friday from 8:00am to 4:00pm
 - c) ISS: Monday to Friday from 8:00am to 4:00pm
 - d) If you would like to rely on one of our services at a different time, please contact us. We will have to confirm the options and you will be charged an extra fee for additional staff costs.
- c) Should the end time of the catering service be later than the time indicated above, the end time for picking up all the items will be the next working day from 8:00am.
- d) Please ask your guests to put the tableware back at the same spot so it forms a collection again. This way, we can easily pick up the tableware and other equipment. If the tableware or other equipment are placed anywhere in the room, or if it has been removed to another location, other catering orders become compromised. Therefore, the client shall be held responsible for any other delayed catering order and will be charged a EUR 7.50 fee with regard to additional staff costs.

Guidelines

Other:

- a) For meeting lunches, VITAM will leave a paper sheet in the room on which you can write down any remarks or suggestions concerning the service.
- b) VITAM is pleased to work on a custom request and provide you a quotation. Together we will move towards a more definite plan.
- c) All prices mentioned in this banqueting portfolio are selling prices including VAT. They apply for orders carried out according to the information on service hours specified in 3e. Unless specified otherwise, there is no staff service included in an order. Changes in prices and assortment reserved.
- d) For orders less than EUR 15.00 we will charge a EUR 7.50 delivery fee. This does not apply for the standard and coffee/tea arrangement.
- e) You can also order fried snacks separately without drinks. We can deliver this option during service hours at a EUR 7.50 charge or you can pick up the snacks directly for free at the indicated location. If you want to pick up an order after service hours, we will charge an additional fee for staff costs.
- f) Once a catering order has been set up, VITAM guarantees a 100% food safety for the following 2 hours. This is why it is not allowed to take products with you after they have been unrefrigerated for more than 2 hours.
- g) VITAM does not hire out catering equipment or catering rooms without related food catering services.

A client should make sure that the room where a catering service takes place is furnished. The VITAM staff will make sure that for drinks and lunch arrangements there will be buffet tables. We also offer high table covers for hire (EUR 19.95 per cover).

Hourly fees

We handle hourly fees for our staff costs in the case of custom options and if we need more time during the preparatory work for banqueting services. The costs will be based on the number of guests and the amount of time as specified in this portfolio. You will find an overview of these fees (inclusive of VAT) in the table below. The minimal amount of working hours per staff member per shift is three hours. Changes in the collective labour agreement are reserved.

Description	8:00am to 6:00pm	6:00pm to 10pm	Saturday	Sunday
Banqueting staff member	EUR 28.65	EUR 31.34	EUR 38.33	EUR 47.15
Chef	EUR 29.49	EUR 32.08	EUR 39.25	EUR 49.28
Party manager	EUR 35.76	EUR 38.09	EUR 44.29	EUR 55.78

Guidelines

6. Order and cancellation period

All prices mentioned in this catering portfolio are inclusive of VAT. All prices in this catering portfolio apply for services during our service hours, except for custom services.

Service	Reservations	Cancellation period	Cancellation fee*
Meeting and lunch services	On the day of the service		50%
Meeting and lunch services	Not later than on the working day prior to the service	Before 1:00pm	Free of charge
Receptions, extensive lunches, dinners and anniversaries	5 working days prior to the service	At least 48 hours prior to the service	100% of the actual costs incurred
Other activities such as extensive dinners and parties	5 working days prior to the service, the quotation will be sent within 2 working days	At least 72 hours prior to the service	100% of the actual costs incurred
Special events	Upon request	At least 72 hours prior to the service	100% of the actual costs incurred

*We will have to charge a cancellation fee if your reservation was not cancelled within time.

Although we apply a reservation procedure, we understand that reservations on an ad hoc basis are likely to occur. Accepting requests on an ad hoc basis requires a very flexible mindset from our banqueting staff members. If a spontaneous request on an ad hoc basis does not impede our regular business of catering services, we will be happy to accept your reservation request. You can only request a reservation on an ad hoc basis by phone. Please contact our Hospitality Desk: 0031 (0) 10-4082415. If the reservation on an ad hoc basis is about a service we are providing, we will make sure your order will be registered in Planon. We will charge a EUR 7.75 fee for reservations on an ad hoc basis.