

SEIT  1896

HOTEL REGINA

KREMSLEHNER HOTELS

MEETINGS & CONFERENCES



HOTEL REGINA

KREMSLEHNER HOTELS GMBH

www.kremslehnerhotels.at



CHRONICLE

The **Hotel Regina** (1) is the main building of the Kremslehner Hotels. It was built as a town palace by the architect Emil Ritter von Förster in the year 1877 in style of the Viennese historism.

Formerly, the **Hotel Regina** was the „**Alt-Pilsenetzter beerhall**“, where **Georg Kremslehner**, the subsequent founder of the hotels, began his career as a waiter.

In 1896 he first took over the establishment as a tenant and later as its owner. Today, the hotel features 165 rooms, with the luxuries deluxe rooms on the bel étage offering a magnificent panoramic view of the city.

Kremslehner Hotels also include **Hotel Royal** (2), with **Ristorante Firenze** and **Ristorante Settimo Cielo**, **Graben Hotel** (3), with **Trattoria Santo Stefano**, and **Hotel Johann Strauss** (4).

Regina Catering was founded in 1996 and since then the Regina team has proudly demonstrated its expertise and professionalism in catering for numerous occasions. For 25 years, Kremslehner Hotels provided catering at the **Vienna Opera Ball**. Since September 2000, they have been handling catering at the **Volksoper Vienna**, since 2003 at the **Kammerspiele** and since summer 2016 also at the **Theater in der Josefstadt**.

We are very proud that numerous companies, embassies, families and friends are among our guests. From small, exclusive cocktail receptions to lavish buffets featuring all culinary delicacies for up to 120 people – we will make your event an **unforgettable experience!**

The Kremslehner family and the Regina team hope to count you among our customers in the near future!



IMPORTANT INFORMATION

ROOM RENTAL

For trade fairs, exhibitions and product presentations or meetings of any kind where no food or beverages are consumed, the **room rental fees** listed below apply. **Additional costs**, such as **technical equipment**, will be charged separately.

| Rooms | m ² | room rental | full day |
|--------------------------------|----------------|-------------|----------|
| Votiv Saal | 88,5 | 1.250,00 | 1.600,00 |
| Salon Franz Josef | 58 | 1.000,00 | 1.250,00 |
| Salon Alt Wien | 49 | 800,00 | 1.000,00 |
| Salon Makart | 31 | 550,00 | 650,00 |
| Ferstel Saal & Salon Elisabeth | 117+48 | 1.100,00 | 1.400,00 |
| Spiegelsaal | 44 | 490,00 | 590,00 |

ROOM RENTAL AND MINIMUM CONSUMPTION

The contractually agreed **conference flat rate** and the **beverage consumption** during the event are **deducted from the minimum consumption** (with the exception of additional technical equipment, which is added to the minimum consumption). **No room rental** will be charged once the **minimum consumption** has been reached. If the minimum consumption is not reached, the **difference** will be booked as room rental.

| Rooms | m ² | half day* | full day |
|--------------------------------|----------------|-----------|----------|
| Votiv Saal | 88,5 | 1.250,00 | 1.600,00 |
| Salon Franz Josef | 58 | 1.000,00 | 1.250,00 |
| Salon Alt Wien | 49 | 800,00 | 1.000,00 |
| Salon Makart | 31 | 550,00 | 650,00 |
| Ferstel Saal & Salon Elisabeth | 117+48 | 1.100,00 | 1.400,00 |
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**up to 4 hours*

Our room rental includes room preparation, heating and energy costs, furnishings, pre- and final cleaning of the room, a personalized sign in front of the room, Wi-Fi, table linen and the professional service of our team. During Christmas season, higher room rental rates or minimum consumption apply.

CONFERENCE PACKAGES AND INDIVIDUAL SERVICES

From page 10 onwards, you will find our **packages** and **individual service** offers for your meeting. You can either choose one of our **pre-arranged packages**, which include catering and equipment tailored for various meeting types, or customize your selection of drinks, coffee breaks, and meals individually (by choosing individual services).

PLANNING

The schedule, booking of packages or individual services, equipment and seating in the rooms as well as other necessary details of your event should be determined at least 7 working days before the start. Our banquet team will assist you with experience and advice.

NUMBER OF PARTICIPANTS

For all events at which food is consumed, we require the **exact number of people** (=guaranteed number - will be charged) at least 3 working days before the event.

PRICES

Prices include VAT and all taxes.

VOTIV GARAGE

We offer our guests the opportunity to purchase a **discounted parking ticket** for the garage. The ticket is available at the reception, is valid for 24 hours and costs **Euro 28,00**. After your stay in the hotel, use the card as a replacement card. The reception staff will be happy to help you with any questions.

CONFERENCE ROOMS

SEATING OPTIONS

| ROOMS | Classroom | Cinema | U shape outside | U inside & outside | 6 seater tables | Board | Standing reception |
|-------------------|-----------|--------|-----------------|--------------------|-----------------|-------|--------------------|
| Votiv Saal | 50 | 110 | 42 | 70 | 72 | 44 | 100 |
| Salon Franz Josef | 30 | 50 | 20 | 30 | 54 | 30 | 50 |
| Salon Alt Wien | 30 | 50 | 20 | 34 | 48 | 40/20 | 50 |
| Salon Makart | 8 | 20 | 14 | 20 | 28 | 16 | 25 |
| Ferstel Saal | 70 | 120 | 30 | / | 84 | 50 | 100 |
| Salon Elisabeth | 36 | 40 | 20 | 20 | 36 | 24 | 60 |
| Spiegelsaal | 26 | 40 | 15 | 24 | 30 | 20 | 30 |

These numbers serve as guidelines and represent the maximum. Depending on the catering, technical requirements or event program, the number is reduced.

Our 7 barrier-free accessible rooms with a total of 435 m² of event space offer room for business and family celebrations for up to 120 guests. Most of the rooms feature natural daylight with blackout options and air conditioning.



Votiv Saal (with daylight)
Surface area: 88,5 m²
Length: 14,3 m
Width: 6,2 m
Room height: 5,30 m



Salon Franz Josef
(with daylight)
Surface area: 58 m²
Length: 11 m
Width: 5,3 m
Room height: 3,4 m

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Salon Alt Wien

(with daylight)

Surface area: 49 m²

Length: 9,3 m

Width: 5,2 m

Room height: 5,3 m



Salon Makart (with daylight)

Surface area: 31 m²

Length: 6 m

Width: 5,2 m

Room height: 5,3 m

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Ferstel Saal

(without daylight)

Surface area: 117 m²
Length: 24,5 m
Width: 4,8 m
Room height: 3,1 m



Salon Elisabeth

(without daylight)

Surface area: 48 m²
Length: 9,2 m
Width: 4,8 m
Room height: 3,1 m



Spiegelsaal

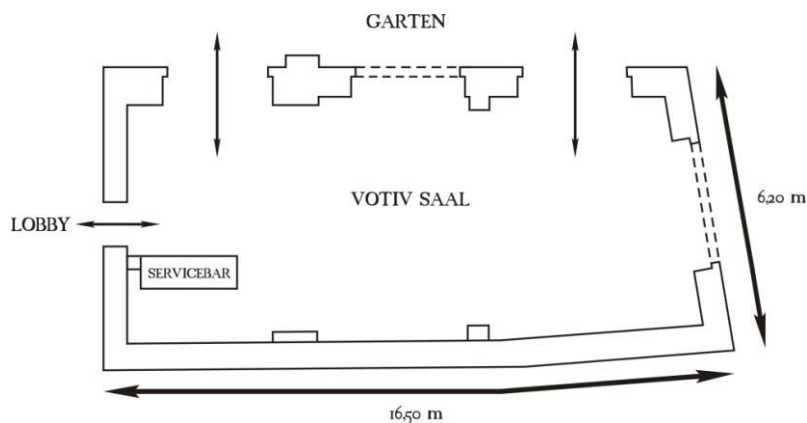
(without daylight)

Surface area: 44 m²
Length: 9,2 m
Width: 4,8 m
Room height: 3,1 m

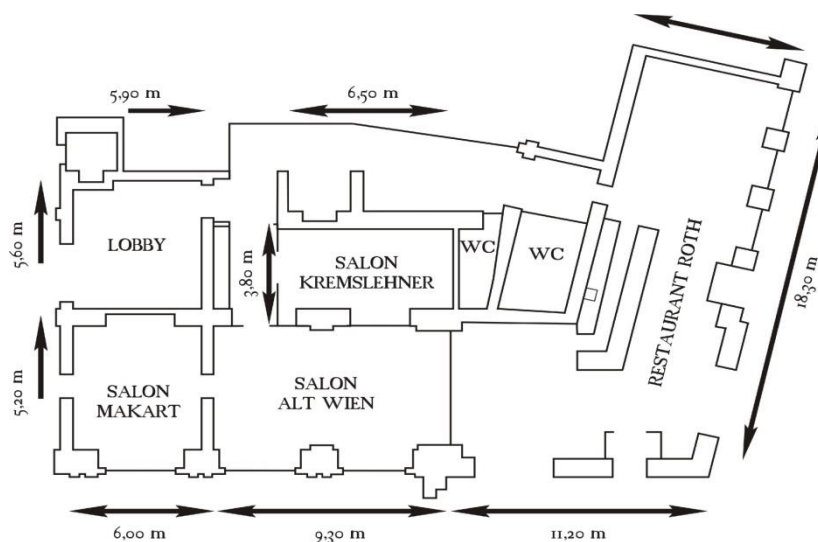
ROOM PLANS

GROUND FLOOR

Votiv Saal

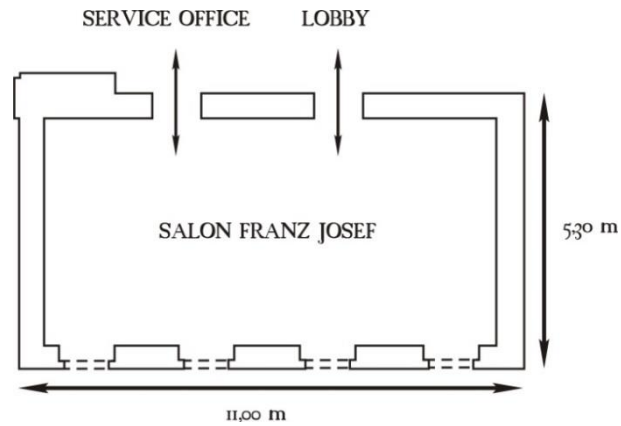


Salon Alt Wien & Salon Makart



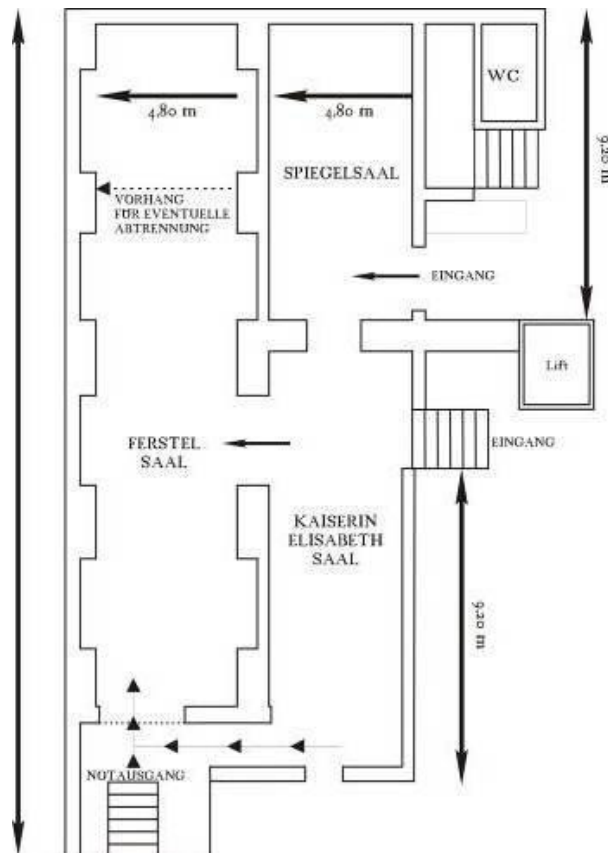
FIRST FLOOR

Salon Franz Josef



SOUTERRAIN

Ferstel Saal, Salon Elisabeth & Spiegelsaal



CONFERENCE PACKAGES

The conference package **does not include drinks at lunch or dinner**. We will be happy to provide you with an additional room for lunch or dinner **free of charge**.

SMALL Package

without lunch or dinner

per person **Euro 37,00**

charged upon guaranteed number of people

- ✦ Welcome coffee: coffee/tea
- ✦ Technical equipment: 1 flipchart, 1 pinboard, notepads and pens
- ✦ 2 conference beverages: water with/without gas and fruit juice
- ✦ 1 coffee break: coffee, tea, fruit juice, water with/without gas, 1.5 pieces of pastry, 1 tramezzini

SNACK Package

with snack lunch or dinner

per person **Euro 45,00**

charged upon guaranteed number of people

- ✦ Welcome coffee: coffee/tea
- ✦ Technical equipment: 1 flipchart, 1 pinboard, notepads and pens
- ✦ 2 conference beverages: water with/without gas and fruit juice
- ✦ 1 coffee break: coffee, tea, fruit juice, water with/without gas, 1.5 pieces of pastry
- ✦ Snack lunch or snack dinner: 1 warm and 1 cold canapé, 1 tramezzini, 1 filled wrap, 1 sandwich, fresh fruits

HALF DAY Package

with 3 course lunch or dinner

per person **Euro 58,00**

charged upon guaranteed number of people

- ✦ Welcome coffee: coffee/tea
- ✦ Technical equipment: 1 flipchart, 1 pinboard, notepads and pens
- ✦ 2 conference beverages: water with/without gas and fruit juice
- ✦ 1 coffee break: coffee, tea, fruit juice, water with/without gas, 1.5 pieces of pastry
- ✦ Lunch or dinner of the chefs choice
3 course conference menu (soup, 3 main courses of choice, 1 dessert)
more than 20 people conference buffet (soup, 3 main courses of choice, 2 desserts of choice)

FULL DAY Package

with 3 course lunch or dinner

per person **Euro 72,00**

charged upon guaranteed number of people

- ✦ Welcome coffee: coffee/tea
- ✦ Technical equipment: 1 flipchart, 1 pinboard, notepads and pens
- ✦ 3 conference beverages: water with/without gas and fruit juice
- ✦ 1 coffee break in the morning: coffee, tea, water with/without gas, fruit juice, 1 tramezzini, fresh fruits
- ✦ Lunch or dinner as per chef's choice
3 course conference menu (soup, 3 main courses of choice, 1 dessert)
more than 20 people conference buffet (soup, 3 main courses of choice, 2 desserts of choice)
- ✦ 1 coffee break in the afternoon: coffee, tea, fruit juice, 1.5 pieces of cake, fresh fruits



INDIVIDUAL SERVICES

Conference beverages

charged upon consumption

| | | |
|----------------------------------|-------|-----------|
| Mineral water still or sparkling | 0,33l | Euro 3,50 |
| | 0,75l | Euro 7,00 |
| Apple juice, orange juice Rauch | 0,2l | Euro 4,20 |
| Apple juice, orange juice | 1l | Euro 7,00 |
| Espresso small | | Euro 3,10 |
| Espresso large | | Euro 4,80 |
| Viennese Melange | | Euro 4,50 |
| Americano | | Euro 3,80 |

Welcome coffee

charged upon guaranteed number of people

| | | |
|-----------------------------------|------------|-----------|
| Coffee, tea | per person | Euro 4,30 |
| Coffee, tea, mineral water | per person | Euro 5,40 |
| Coffee, tea, mineral water, juice | per person | Euro 6,90 |

Sweet & salty snacks

charged upon ordered quantity

| | | |
|--------------------------------|-------------|-----------|
| Danish pastry | per piece | Euro 2,50 |
| "Guglhupf" – marble yeast cake | per portion | Euro 2,30 |
| Viennese pastry | per piece | Euro 2,90 |
| Variation of sandwiches | per piece | Euro 4,20 |
| Variation of small bread rolls | per piece | Euro 4,20 |
| Variation of tramezzini | per piece | Euro 4,20 |
| Fresh fruit platter | per person | Euro 3,90 |

EQUIPMENT

The technical equipment is the property of the hotel and will be charged if damaged or removed.

Please let us know which technical equipment is required. If required, we will be happy to rent additional technical equipment for you.

| | | |
|---|-----------|-------------|
| Flipchart including notepads and pens | per day | Euro 22,00 |
| Pinboard | per day | Euro 22,00 |
| Data projector incl. screen and presenter | per day | Euro 100,00 |
| TV screen (86 inch) | per day | Euro 100,00 |
| Sound system incl. 1 microphone | per day | Euro 100,00 |
| Additional microphones | per piece | Euro 20,00 |
| Hybrid technology (camera, speaker, microphone) | per day | Euro 75,00 |
| Notepad and pen | per set | Euro 2,00 |
| Speakers desk | per day | Euro 60,00 |
| Moderator suitcase | per day | Euro 10,00 |
| Laptop | per day | Euro 50,00 |

GENERAL TERMS AND CONDITIONS

The following general conditions for events at the Hotel Regina (in the following called „Hotel“) are part of the contract consigned to the hotel by you (in the following called „organizer“). Other conditions of the organizer are not valid. The organizer has to submit to these conditions, as well as all relevant regulations concerning trade law and others and assumes liability for their adherence upon signature.

PAYMENT

The invoice has to be paid directly after the event either in cash or by credit card. There is also the possibility to send you a total account. In both cases, it is customary to pay a deposit before the event, which can be made either in cash, by bank transfer or by debit from a credit card.

In case of a total account we need the exact billing address, name of the enterprise and/or responsible person. The total amount of the invoice has to be transferred to our account at the latest 14 days after receipt without any deduction to the account indicated underneath.

Upon delayed payment default interest of 1% per month will have to be paid.

Payment goes to:

Bank Austria

Bankleitzahl 11000

Account No.: 00247 674 500

Kremslehner Hotels GesmbH

Competent court of law: Vienna

IBAN: AT 161100000247674500

BIC: BKAUATWW

Please provide the name of the enterprise as well as the date of the event.

CANCELLATION

No penalty will apply on cancellations made up to 4 weeks prior to the scheduled event date.

Should a cancellation be made up to 2 weeks prior to the stipulated date, 50% of the total sale amount will be billed, up to 3 days this will be 75% of the total booked amount, while within 3 days a charge of 100% of the total booked amount will apply.

If a confirmed event should be cancelled by the organizer any costs resulting from the preparation of the event, especially the rental of technical equipment, the booking of bands etc. will be charged to the organizer.

CANCELLATION BY THE HOTEL

The hotel is entitled to cancel the contract without giving reasons if the event endangers unobstructed business,

the event endangers the reputation or safety of the house, in case of force majeure or if agreed deposits are not paid in time.

The organizer is by no means entitled to the assertion of claims for damages.

GUARANTEE OF PARTICIPATING PERSONS

Concerning events where service of dishes is needed, the hotel needs the exact number of participating persons until three workdays before the event at the latest. This number is the guaranteed minimum number and will be charged by the hotel at any rate. Additional orders of meals, drinks, cigarettes etc, will be charged additionally.

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REDUCTION OF GUARANTEED NUMBER PARTICIPATING PERSONS

A reduction of guest number of more than 20 % ordered originally can be taken into account only up to 14 days before the event. The organizer has to inform the Hotel Regina about the definite number (=guaranteed number) of guests at latest 72 hours. This number serves as a charging base.

HIGHER BANQUETING ROOM RENTALS

Higher prices may be used for meeting room bookings during major events like congresses or during the pre-Christmas season.

CHARGE OF DRINKS

Should no other agreements have been made, drinks will be charged according to the actual consumption. The organizer is liable for the payment of the individual bills of the participants.

VALUABLES

Valuables (cash money, etc.) which are brought into the event by participants can be stored in the hotel's safe free of charge (depending on capacity). Otherwise the hotel will assume no liability.

DRINKS AND MEALS BROUGHT ALONG BY THE ORGANIZER

Without the explicit approval of the hotel, no drinks and meals may be brought along for consumption into the hotel. The hotel reserves the right to charge an adequate fee for drinks and meals brought along.

ROOM RENTALS

Agreed room rentals are only valid for the provision of the rooms, as well as the furniture ordered by the organizer, as far as available at the hotel. Technical equipment and the assignment of technicians and craftsmen are not included and will be charged extra.

LIABILITY

The organizer is liable for any damages caused by guests, staff or agents of the organizer. Where appropriate, the hotel may demand for the contract of an adequate insurance. The hotel is liable for damages on or loss of objects brought along only on own default and by no means on default of other parties.

COURT OF JURISDICTION

The court of jurisdiction is Vienna.