Rent A Room – Inquiry

*Please send back this form as soon as possible to* *achenbach@jazzahead.de**,
the earlier we hear back from you the more likely we can arrange everything according to your wishes*

**Contact person**

**Your name, organisation, e-mail address, telephone no.**

**I would like to rent**:
[ ]  Conference Room; [ ]  Business Lounge; [ ]  Magazinboden; [ ]  Somewhere else: please specify

**Type of event**
[ ]  Meeting
[ ]  Presentation
[ ]  Workshop
[ ]  Discussion/Panel
[ ]  Reception
[ ]  other: please specify

**Duration:** Klicken oder tippen Sie hier, um Text einzugeben.

**Possible timings**
Thursday [ ]  early (10:00 - 13:00) [ ]  midday (13:00 – 16:00) [ ]  late (16:00 – 19:00)
Friday [ ]  early (10:00 - 13:00) [ ]  midday (13:00 – 16:00) [ ]  late (16:00 – 19:00)
Saturday [ ]  early (10:00 - 13:00) [ ]  midday (13:00 – 16:00) [ ]  late (16:00 – 19:00)
*Times subject to availability; we will get back to you with precise timing after timing schedules are reviewed by jazzahead!*

*Please familiarise yourself with the equipment, seating arrangements etc. possible in the rooms
(🡪 cost and information sheet)*

**Equipment needed (provided by jazzahead!; costs may apply)**

[ ]  Laptop [ ]  Beamer & Screen [ ]  nr microphones [ ]  nr Mic stands

[ ]  playing sounds from Laptop [ ]  Whiteboard [ ]  Adapter 🡪 Beamer for Macbook

[ ]  lectern [ ]  chair [ ]  (bar) stool

[ ]  other: please specify

**Business Lounge only:** [ ]  plasma wall [ ]  recording the session
 [ ]  alternative seating / room settings: which?

**Catering (for our planning timewise)**

[ ]  drinks only [ ]  small (snacks/ something sweet, coffee, tea) [ ]  big (full menu) [ ]  no catering

**Please get in touch with the on-site catering contractor Geschmackslabor (****messecatering@geschmackslabor.com****) to discuss your exact needs and seek an offer for catering**