

CONFERENCES AND GROUPS 2018

CARLTON



B O U T I Q U E H Ô T E L

LAUSANNE



Conferences and Groups 2018

Table of contents

Summary

- 1. Introduction..... 4
- 2. Floor plan..... 5
- 3. Technical data and rental prices of the conference rooms..... 6
 - 3.1 Technical data..... 6
 - 3.2 Rental prices 6
 - 3.3 Prices of the à la carte equipment 7
- 4. Coffee breaks..... 8
- 5. Conference packages..... 8
 - 5.1 Classic package 8
 - 5.2 Light Lunch package 9
 - 5.3 Business package 11
- 6. Aperitifs, cocktail dinners or menus..... 12
 - 6.1 On the Go Aperitif 12
 - 6.2 Terroir Aperitif..... 12
 - 6.3 Gourmet Aperitif 14
 - 6.4 Refined cocktail dinner..... 16
 - 6.5 Business menu - three examples..... 18
 - 6.7 Business gourmet buffet package 19
 - 6.6 Recap of our prices..... 20
- 7. Miscellaneous..... 22
 - 7.1 Night service 22
 - 7.2 Corkage fee..... 22
 - 7.2 Cakeage fee 22
- 8. Events 22
 - 8.1 Aperitifs 22
- 9. Conditions..... 23



Conferences and Groups 2018

9.1 Confirmation of the event and payment of the deposit	23
9.2 Confirmation of the number of participants	23
9.3 Cancellation fees	23
10. How to get to the Carlton Lausanne Boutique Hôtel	24
10. How to contact us.....	24



Conferences and Groups 2018

1. Introduction

Le Carlton Lausanne Boutique Hôtel, preferred partner companies

With its elegant decor, expertise in the field of events organisation, and its 5 comfortable, thoughtfully designed and fully equipped function and meeting rooms, our hotel is the ideal place in which to hold your various professional gatherings.

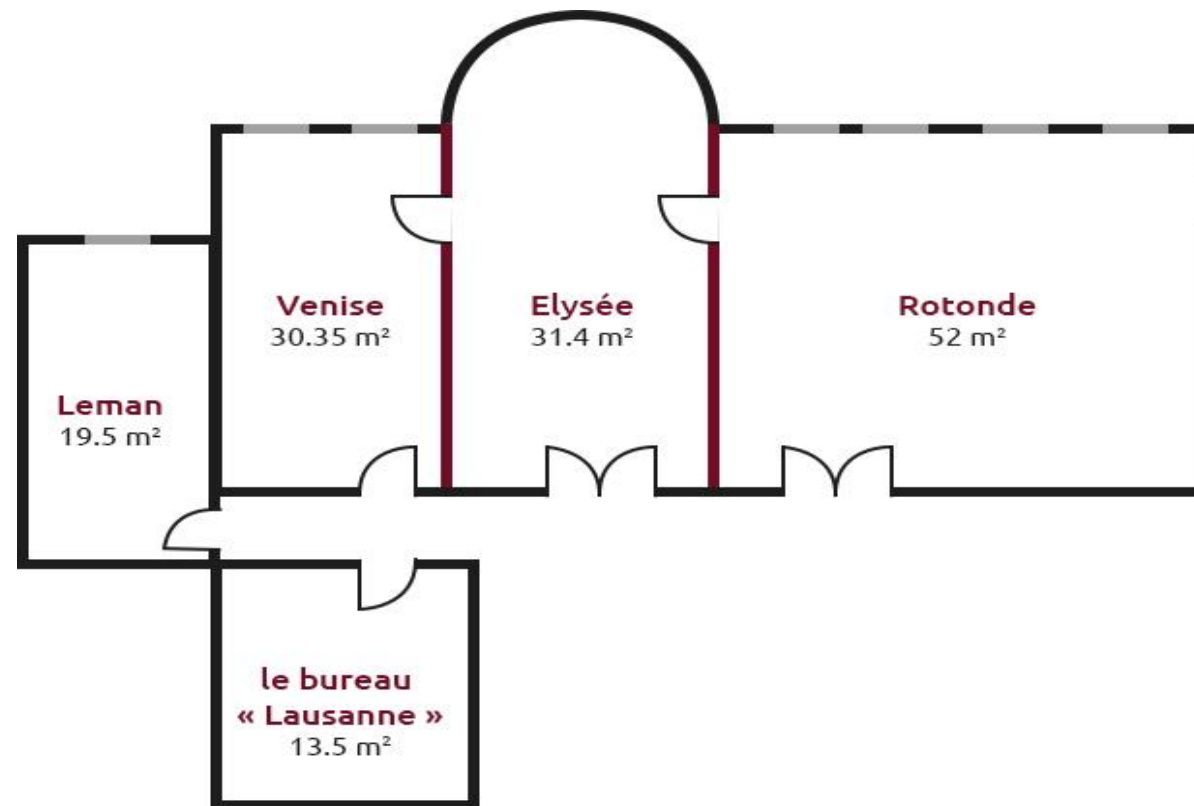
We place at your disposal spacious work areas bathed in natural daylight, in which you can enjoy all the benefits and advantages of superb high-end facilities. Our team is at your disposal to assist in the conceptualisation, organisation and eventual success of your seminars, conferences and other business meetings.

- Daylight in all of our rooms
- Rooms that open onto our garden/terrace
- Personalized sign-posting for the rooms
- Coffee breaks in our bar/terrace (weather permitting) or directly in the room
- Air conditioned rooms
- Fast internet speed in all our rooms
- Audio and video connections
- Brasserie
- Lounge bar
- 47 rooms (standard, executive and junior suites)
- Clients who are staying at the hotel receive a pass for free public transport for the duration of their visits.



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2. Floor plan



Carlton Lausanne Boutique Hôtel, Avenue de Cour 4, CH-1007 Lausanne, Switzerland



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3. Technical data and rental prices of the conference rooms

3.1 Technical data

Rooms	M2	L/L	Configuration					
			U	Classroom	Block	Theatre	Cocktail	Banquet
Lausanne	13.5	4.20X3.20		4	8			
Léman	19.5	3x6.5		9	12		15	
Venise	30.35	4.1x7.4	12	18	14	25	30	20
Elysée	31.4	4.1x7.4	12	24	16	35	30	20
Rotonde	52	8.8x5.9	20	35	28	46	60	40
Venise+ Elysée	61.5	8.3x7.4	15	20	34	30	50	40
Elysée + Rotonde	96.2	13x7.4	32	36	40	40	90	60
Venise+ Elysée +Rotonde	113.5		60	70	70	130	200	130
Carlton's Wine & Lounge Bar	58.5	13.6x4.3					80	60

3.2 Rental prices

Rooms	half day / 4 hours	full day / 8 hours
Lausanne	CHF 200	CHF 350
Léman	CHF 250	CHF 400
Venise	CHF 300	CHF 500
Elysée	CHF 300	CHF 500
Rotonde	CHF450	CHF 600
Venise + Elysée	CHF 650	CHF 1000
Elysée + Rotonde	CHF 700	CHF 1100
Venise+ Elysée + Rotonde	CHF 800	CHF 1500
Carlton's Wine & Lounge Bar	CHF 275	CHF 500



Conferences and groups 2018

3.3 Prices of the à la carte equipment

The prices shown below are à la carte and are not covered by packages and special requests.

Audio / video equipment	half day / 4 hours	full day / 8 hours
Projector & screen	CHF 150	CHF 200
Mobile TV screen (reminder screen)	CHF 150	CHF 300
DVD player	CHF 50	CHF 100
Spider conference telephone	CHF 200	CHF 200
Printer (copies not included)	CHF 250	CHF 250
Computer	CHF 120	CHF 190
100 MB connections	CHF 200	CHF 200
Wireless microphone	CHF 100	CHF 200
Wireless microphone / control / 2 speakers	CHF 550	CHF 550
Rental and set-up of a stage	CHF 400	CHF 400
Laser pointer	CHF 20	CHF 20

Miscellaneous equipment	half day / 4 hours	full day / 8 hours
Speaker's lectern	included	included
Notepads and pens	included	included
Flip Chart with sheets and marker pens	included	included
Pin board	CHF 100	CHF 100
Photocopies	CHF 0.20	

Please note:

Any other requests for technical equipment will be charged based on the estimate provided.



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4. Coffee breaks

Coffee breaks à la carte (CHF 15.-/ pp): Nespresso coffee & Damman tea, orange & multivitamin juice, mineral water, viennoiseries in the morning, homemade pastries in the afternoon & fresh fruit.

Coffee breaks in the conference room (CHF 18.-/ pp): Nespresso coffee & Damman tea, orange & multivitamin juice, mineral water, viennoiseries in the morning, homemade pastries in the afternoon & fresh fruit.

5. Conference packages

Our packages are available for a minimum of 10 people.

All conference packages include:

- A conference room equipped with a flip-chart, projector with pc connection & screen
- 50 MB Wi-Fi access
- Mineral water on the tables, refreshed at midday
- Notepads and pens

5.1 Classic package

Package	Includes	Half day rates	Full day rates
Classic 1	- fully equipped conference room - one coffee break per day	CHF 40.-/PP	CHF 55.-/PP
Classic 2	- fully equipped conference room - a welcome coffee - one coffee break per day	CHF 50.-/PP	CHF 65.-/PP
Classic 3	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per ½ day)	CHF 60.-/PP	CHF 75.-/PP

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5.2 Light Lunch package

- A conference room equipped with a flip-chart, projector with pc connection & screen
- 50 MB Wi-Fi access
- Mineral water on the tables, refreshed at midday
- Notepads & pens
- Welcome coffee and coffee break
- Lunch served directly in the room, in our bar or on the terrace, weather permitting, includes the following:
 - 1 artisanal quiche (meat, vegetarian, chicken curry)
 - 1 cheese sandwich
 - 1 seasonal sandwich
 - 1 seasonal soup
 - 1 market salad
 - 1 fruit basket
 - 2 snacks

Package	Including	Half day rates	Full day rates
Light Lunch 1 'complete package'	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per ½ day) - lunch	CHF 85.-/PP	CHF 95.-/PP
Light Lunch 2	- fully equipped conference room - two coffee breaks per day (one coffee break per ½ day) - lunch	CHF 70.-/PP	CHF 80.-/PP

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Please note:

- The sandwich selection will be confirmed one week prior to your event
- We kindly ask you to confirm any dietary intolerances and changes no later than 4 working days before the start of your event
- Wines, mineral water, soft drinks, and coffee served with the meal are not included in the package



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5.3 Business package

- A conference room equipped with a flip-chart, projector with pc connection & screen
- 50 MB Wi-Fi access
- Mineral water on the tables, refreshed at midday
- Notepads and pens
- Welcome coffee and coffee break
- A three course Business meal served in a private lounge (subject to availability), in our “L’Ardoise” restaurant, or on the terrace in fine weather

OR

- A Refined Cocktail dinner served in a private lounge (subject to availability), in our bar, or on our terrace in fine weather

OR

- A gourmet buffet served in a private lounge (subject to availability), in our bar, or on our terrace in fine weather

Package	Includes	Half day rates	Full day rates
Business 1 ‘complete package’	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per ½ day) - 3 course lunch or cocktail dinner	CHF 85.-/PP	CHF 120.-/PP
Business 2	- fully equipped conference room - two coffee breaks per day (one coffee break per ½ day) - 3 course lunch or cocktail dinner	CHF 75.-/PP	CHF 110.-/PP

Please note:

- Menus are fixed in accordance with our offers of the week and can only be served during the midday lunch period
- Menus will be confirmed in writing one week before your event
- We kindly ask you to confirm any dietary intolerances and changes no later than 4 working days before the start of your event
- Wines, mineral water, soft drinks, and coffee served during the meal are not included in the package

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6. Aperitifs, cocktail dinners or menus

6.1 On the Go Aperitif

Aperitif – includes 1dl of white wine, red wine, beer, or minerals and 3 hors d'oeuvres

Price: CHF 20.- per person

6.2 Terroir Aperitif

Cold delights

- Seasonal bruschetta
- Beef sausage
- Pork sausage
- Homemade terrine
- Cured meats
- Cured bacon
- Alpine Gruyère cheese
- Tomme Vaudoise soft cheese
- Fresh cheese (goat cheese and ricotta with herbs or pepper)

Beverages

- Mineral water
- Orange juice and multivitamin juice
- White and red wines

Aperitif	Including	Price
Terroir 1	Food only	CHF 30.-/PP
Terroir 2	Food, minerals and fruit juices	CHF 40.-/PP
Terroir 3	Food, wine, minerals and fruit juices	CHF 55.-/PP



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Please note:

- The duration of each 'package' is 1 hour 30 minutes. After this, each guest will be individually charged per unit, and a room and service fee of CHF 100 per ½ hour will be added.
- The choice of wines will be confirmed in writing one week prior to your event
- We kindly ask you to confirm any dietary intolerances and changes no later than 4 working days before the start of your event
- Changes can occur depending on seasonal availability of certain ingredients and produce delivery schedules.
- We must receive confirmation of the number of participants at least four working days prior to the event



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6.3 Gourmet Aperitif

Hot and cold delicacies

- Provençal herb flutes
- Scottish smoked salmon canapés
- Petit cheese and basil cakes
- Marbled market vegetables
- Small provençal chausson
- Country terrine
- Country cured ham

Hot delights

- Mini- lightly spiced chicken skewers
- Crispy shrimp tails with Asian spices

Desserts

- Dark chocolate fondant muffins
- Fresh seasonal fruit in a verrine

Beverages

- Mineral waters
- Orange juice and multivitamin juice
- White and red wines

Aperitif	Including	Price
Gourmet 1	Food only	CHF 40.-/PP
Gourmet 2	Food, minerals and fruit juices	CHF 55.-/PP
Gourmet 3	Food, wine, minerals and fruit juices	CHF 70.-/PP



Conferences and groups 2018

Please note:

- The duration of each 'package' is 1 hour 30 minutes. After this, each guest will be individually charged per unit, and a room and service fee of CHF 100 per ½ hour will be added.
- The choice of wines will be confirmed in writing one week prior to your event
- We kindly ask you to confirm any dietary intolerances and changes no later than 4 working days before the start of your event
- Changes can occur depending on seasonal availability of certain ingredients and produce delivery schedules.
- We must receive confirmation of the number of participants at least four working days prior to the event



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6.4 Refined cocktail dinner

Hot and cold delicacies

- Seasonal quiche
- Provençale chips with scallops and herbettes
- Smoked salmon délice
- 'Grand cru' Penthaz ham
- Crème of market vegetables

Hot dishes

- Sautéed veal with woodland mushrooms
- Monkfish medallions with shellfish coulis
- Lemon and market vegetables country chicken noble fricassée
- Golden gnocchi and spring vegetables

Desserts

- Macarons - seasonal flavours
- Dark chocolate fondant muffins
- Mousse of fresh seasonal fruits

Beverages

- Mineral water
- Orange juice and multivitamin juice
- White and red wines



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Aperitif	Including	Prices
Refined 1	Food only	CHF 60.-/PP
Refined 2	Food, minerals and fruit juices	CHF 75.-/pp
Refined 3	Food, wine, minerals and fruit juices	CHF 90.-/PP

Please note:

- The duration of each 'package' is 1 hour 30 minutes. After this, each guest will be individually charged per unit, and a room and service fee of CHF 100 per ½ hour will be added.
- The choice of wines will be confirmed in writing one week prior to your event
- We kindly ask you to confirm any dietary intolerances and changes no later than 4 working days before the start of your event



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6.5 Business menu - three examples

Starters

Chicken ballotine with tarragon and Vaudois vegetables in vinaigrette

Or

Filet of organic island-cured smoked trout with baby leaf salad and crispy vegetables

Or

Crème of market vegetables with pine nut and basil ravioli

Main Dishes

Sautéed Swiss beef with woodland mushrooms, sautéed potatoes, and spring onions

Or

Osso-bucco confit with rosemary, creamy organic polenta, and vegetables

Or

Shrimp tails sautéed with spices and served with crushed sweet potato with chives

Desserts

Pot of old-fashioned dark chocolate cream with Lavaux honey and orange blossom cake

Warm cake with candied apples and Madagascan vanilla custard

Or

Seasonal fruit salad with artisanal sorbet



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6.7 Business gourmet buffet package

Cold delights

- Scottish smoked salmon canapés
- Feta cheese chausson, tomatoes and fine herbs
- Marbled market vegetables
- Crispy shrimp with Asian flavours
- Panaché of green or mixed salad
- Seasonal quiche

Hot buffet

- Lemon and market vegetables country chicken noble fricassée
- Monkfish medallions with shellfish coulis
- Roast potatoes gratin
- Rice with sautéed seasonal vegetables

Desserts

- Macarons - seasonal flavours
- Black chocolate fondant muffins
- Mousse of fresh seasonal fruits in a verrine



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6.6 Recap of our prices

Package	Includes	Half day rates	Full day rates
Classique 1	- fully equipped conference room - one coffee break per day	CHF 40.-/PP	CHF 55.-/PP
Classique 2	- fully equipped conference room - a welcome coffee - one coffee break per day	CHF 50.-/PP	CHF 65.-/PP
Classique 3	-fully equipped conference room - a welcome coffee - two coffee breaks per day	CHF 60.-/PP	CHF 75.-/PP
Light Lunch 1 'complete package'	- fully equipped conference room - a welcome coffee - two coffee breaks - lunch	CHF 80.-/PP	CHF 95.-/PP
Light Lunch 2	- fully equipped conference room - two coffee breaks - lunch	CHF 70.-/PP	CHF 80.-/PP
Business 1 'complete package'	- fully equipped conference room - a welcome coffee - two coffee breaks - 3 course lunch or cocktail dinner	CHF 85.-/PP	CHF 120.-/PP
Business 2	- fully equipped conference room - two coffee breaks - 3 course lunch or cocktail dinner	CHF 75.-/PP	CHF 110.-/PP



Conferences and groups 2018

Aperitif	Including	Price
Terroir 1	Food only	CHF 30.-/PP
Terroir 2	Food, minerals and fruit juices	CHF 40.-/PP
Terroir 3	Food, wine, minerals and fruit juices	CHF 55.-/PP
Gourmet 1	Food only	CHF 40.-/PP
Gourmet 2	Food, minerals and fruit juices	CHF 55.-/PP
Gourmet 3	Food, wine, minerals and fruit juices	CHF 70.-/PP
Refined 1	Food only	CHF 60.-/PP
Refined 2	Food, minerals and fruit juices	CHF 75.-/PP
Refined 3	Food, wine, minerals and fruit juices	CHF 90.-/PP



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7. Miscellaneous

7.1 Night service

After midnight, a supplement will be charged by the hour and for each staff member still in attendance.

From midnight to 3:00 a.m. - charged at 125% of the hourly rate

From 3:00 a.m. to 6:00 a.m. - charged at 150% of the hourly rate

Staff – hourly rates:

- Event manager CHF 60.- per hour
- Head chef CHF 60.- per hour
- Server CHF 42.- per hour
- Cook CHF 42.- per hour

7.2 Corkage fee

The corkage fee, if you wish to supply your own beverages, is CHF 25.- (for bottles of wine and champagne)

7.2 Cakeage fee

If you wish to supply your own birthday or wedding cake, we will serve it for CHF 10.- per person.

8. Events

8.1 Aperitifs

For all available seasonal menus, we offer you a glass of wine for each dish. Price : CHF10 per wine per dish.

8.2 Open bar set price

We offer you a set price for an open bar for 2 hours, for CHF35/pp, which includes :

- Mineral drinks
- Selected wines
- Alcohol according to need / long drinks
- Local beer on tap or in bottles



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9. Conditions

9.1 Confirmation of the event and payment of the deposit

Submission of an event order does not constitute a reservation. The event only becomes legally binding after we receive notification of the order as signed by the client. A deposit may be requested, depending on the services required.

The number of guests, menus and beverages, equipment, schedules, venue, planned activities, etc., must be stipulated in the contract.

9.2 Confirmation of the number of participants

Please confirm the final number of guests 4 working days before your event.

9.3 Cancellation fees

30 days prior to the event: 25% of the estimated turnover

15 days prior to the event: 50% of the estimated turnover

10 days prior to the event: 75% of the estimated turnover

5 days prior to the event: 100% of the estimated turnover

9.4 Invoicing

Invoices should be paid within 30 days of issue. After this deadline, an additional fee of CHF 20.00 will be added to the final total.



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10. How to get to the Carlton Lausanne Boutique Hôtel

Although our hotel has 23 private parking spaces¹, we recommend that guests make their way to the hotel via public transportation.

- When arriving by car:

Follow the autoroute and take the Lausanne-Sud, Ouchy exit. At the roundabout, take the 2nd exit - marked Lausanne Centre – and proceed to Avenue des Figuiers. Continue along the avenue until you reach the roundabout. Take the 2nd exit to connect with Avenue de Cour and proceed to No. 4.

- When arriving by train or by plane:

The hotel is just 40 minutes from Geneva Airport. The train service from the airport departs every 20 minutes. After leaving the train at Lausanne Station, take the Metro towards Ouchy. Exit at Délices station, which is just two stops from the railway station and a 2-minute walk from the hotel.

10. How to contact us

- By email: contact@carltonlausanne.ch
- By phone: +41 21 613 07 07
- By fax: +41 21 613 07 10

¹ Other pay parking solutions are available to guests who are unable to secure a parking space at the hotel. These include the car park of our partner, the Hôtel Royal Savoy which is 2-minute walk from our hotel, the main Ouchy car park in the Place de la Navigation; a 7-minute walk or one Metro stop away; or the railway station which is 8 minutes on foot or 2 minutes by Metro.