

CONFERENCES AND GROUPS 2019

CARLTON



B O U T I Q U E H Ô T E L

LAUSANNE



Conferences & Groups 2019

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1. Introduction

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 where to hold your professional gatherings.

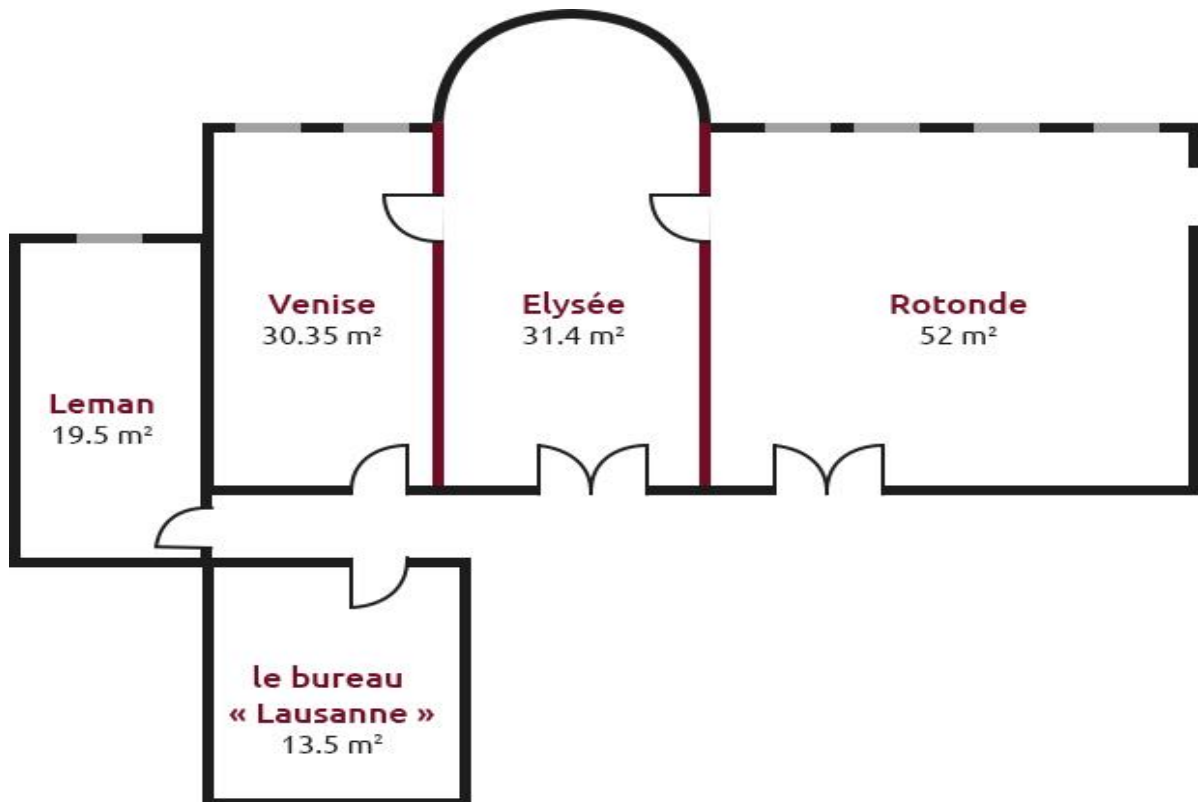
We place at your disposal spacious work areas bathed in natural daylight, in which you can enjoy all the benefits and advantages of superb high-end facilities. Our team is at your disposal to assist in the conceptualisation, organisation and eventual success of your seminars, conferences and other business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

- Daylight in all of our rooms
- Rooms that open onto our terrace
- Personalized signposting for the rooms
- Coffee breaks in our 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 sleeping rooms (Classic standard, Executive and Junior Suites)
- Clients who are staying overnight at the hotel receive a free pass for all Lausanne public transportations for the duration of their visits.



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2. Floor plan





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3. Technical data and rental prices of the conference rooms

3.1 Technical data

Room	M2	W/L	Set up					
			U shape	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	70	90	60
Venise+ Elysée +Rotonde	113.5		60	70	70	120	200	120
Carlton's Wine & Lounge Bar	58.5	13.6x4.3					80	60

3.2 Rental prices

Room	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	CHF 450	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



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3.3 Prices of 'à la carte' equipment

The prices shown below are 'à la carte', they are applied for special requests.

Audio / Video equipment	Half day - 4 hours	Full day - 8 hours
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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
Laptop	CHF 120	CHF 190
100 MB internet 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

Various equipment	Half day - 4 hours	Full day - 8 hours
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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 each	CHF 0.20 each

Please note:

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



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4. Coffee breaks

Coffee breaks in the conference room (CHF 18.-/ pp): Nespresso coffee & Damman tea, orange & multivitamin juices, 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 half 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 or on the terrace, weather permitting, including 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 mini-pastries

Package	Includes	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 half day) - lunch	CHF 85.-/PP	CHF 95.-/PP
Light Lunch 2	- fully equipped conference room - two coffee breaks per day (one coffee break per half day) - lunch	CHF 70.-/PP	CHF 80.-/PP

- The sandwich selection will be confirmed one week prior to your event
- We kindly ask you to confirm any dietary intolerances, changes and participants number no later than 7 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) or on our terrace in fine weather
- OR**
- A gourmet buffet served in a private lounge (subject to availability) or on our terrace in fine weather

Package	Includes	Half day rates	Full day rates
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Business 1 ‘complete package’	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per half day) - 3 course lunch or cocktail dinner with mineral water and coffee	CHF 80.-/PP	CHF 115.-/PP
Business 2	- fully equipped conference room - two coffee breaks per day (one coffee break per half day) - 3 course lunch or cocktail dinner – beverages à la carte	CHF 70.-/PP	CHF 105.-/PP



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Please note:

- Menus are fixed in accordance with our offers of the week and can only be served during the midday lunch
- Menus will be confirmed in writing one week before your event
- We kindly ask you to confirm any dietary intolerances, changes and participants number no later than 7 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 (unless otherwise stated)

6. Aperitifs, cocktail dinners or menus

6.1 On the Go aperitif

Aperitif including 1dl of white wine, red wine, beer or minerals and 5 hors d'oeuvres

Price: CHF 25.- per person

6.2 Terroir aperitif

Cold delicacies

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

Beverages

- Mineral water
- Orange & multivitamin juices
- White and red wines



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Aperitif	Includes	Prices
Terroir 1	Food only	CHF 35.-/PP
Terroir 2	Food, mineral water and fruit juices	CHF 45.-/PP
Terroir 3	Food, wines, mineral water and fruit juices	CHF 60.-/PP

Please note:

- The duration of each ‘package’ is 1 hour 30 minutes. After this lapse each guest will be individually charged per unit, and a room and service fee of CHF 100 per 30 minutes 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, changes and participants number no later than 7 working days before the start of your event
- Changes can occur depending on seasonal availability of certain ingredients and product delivery schedules.



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6.3 Gourmet aperitif

Hot and cold delicacies

- Provençal herb flutes
- Scottish smoked salmon canapés
- Seasonal vegetable savoury cake
- Market's vegetable marbles
- Small provençal chausson
- Country terrine
- Country cured ham

Hot delicacies

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

Desserts

- Chocolate and hazelnuts fondant muffins
- Fresh seasonal fruit in a verrine

Beverages

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



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Aperitif	Includes	Prices
Gourmet 1	Food only	CHF 45.-/PP
Gourmet 2	Food, mineral water and juices	CHF 60.-/PP
Gourmet 3	Food, wines, mineral water and juices	CHF 75.-/PP

Please note:

- The duration of each 'package' is 1 hour 30 minutes. After this laps each guest will be individually charged per unit, and a room and service fee of CHF 100 per 30 minutes 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, changes and participants number no later than 7 working days before the start of your event
- Changes can occur depending on seasonal availability of certain ingredients and product delivery schedules.



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6.4 Refined dinner cocktail

Hot and cold delicacies

- Seasonal quiche
- 'Grand cru' Pentha ham
- Crispy shrimp tails with Asian spices
- Smoked salmon délice
- Market's vegetable verrine

Hot dishes

- Sautéed veal with woodland mushrooms
- Monkfish medallions with shellfish coulis
- Lemon and market vegetables chicken fricassée
- Browned gnocchi and seasonal vegetable

Desserts

- Macarons - seasonal flavours
- Dark chocolate fondant muffins
- Seasonal fruits mousse in verrine

Beverages

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



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Aperitif	Includes	Prices
Refined 1	Food only	CHF 65.-/PP
Refined 2	Food, mineral water and juices	CHF 80.-/pp
Refined 3	Food, wines, mineral water and juices	CHF 95.-/PP

Please note:

- The duration of each 'package' is 1 hour 30 minutes. After this laps each guest will be individually charged per unit, and a room and service fee of CHF 100 per 30 minutes 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, changes and participants number no later than 7 working days before the start of your event.
- Changes can occur depending on seasonal availability of certain ingredients and product delivery schedules.



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6.5 Business three course menu - examples

Starters

Stuffed chicken with tarragon and Vaudois vegetables in vinaigrette

Or

Fillet of organic smoked trout (de l'Isle) with sprout salad and crispy vegetables

Or

Market's vegetable cream with pine nut and basil ravioli

Main Dishes

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

Or

Osso-buco preserved 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 traditional sorbet



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6.7 Gourmet buffet for Business package

Cold delicacies

- Scottish smoked salmon canapés
- Feta cheese chausson, tomatoes and fine herbs
- Market's vegetable marbles
- Crispy shrimp with Asian flavours
- Mixture of green or lettuce
- Seasonal quiche

Hot buffet

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

Desserts

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



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6.6 Summary of our prices

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	CHF 60.-/PP	CHF 75.-/PP
Light Lunch 1 'complete package'	- fully equipped conference room - a welcome coffee - two coffee breaks per day - lunch	CHF 85.-/PP	CHF 95.-/PP
Light Lunch 2	- fully equipped conference room - two coffee breaks per day - lunch	CHF 70.-/PP	CHF 80.-/PP
Business 1 'complete package'	- fully equipped conference room - a welcome coffee - two coffee breaks per day - 3 course lunch or cocktail dinner with mineral water and coffee	CHF 80.-/PP	CHF 115.-/PP
Business 2	- fully equipped conference room - two coffee breaks per day - 3 course lunch or cocktail dinner	CHF 70.-/PP	CHF 105.-/PP



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Aperitif	Includes	Prices
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On the Go	1dl of white wine, red wine, beer or minerals and 5 hors d'oeuvres	CHF 25.-/PP
Terroir 1	Food only	CHF 35.-/PP
Terroir 2	Food, mineral water and fruit juices	CHF 45.-/PP
Terroir 3	Food, wines, mineral water and fruit juices	CHF 60.-/PP
Gourmet 1	Food only	CHF 45.-/PP
Gourmet 2	Food, mineral water and juices	CHF 60.-/PP
Gourmet 3	Food, wines, mineral water and juices	CHF 75.-/PP
Refined 1	Food only	CHF 65.-/PP
Refined 2	Food, mineral water and juices	CHF 80.-/pp
Refined 3	Food, wines, mineral water and juices	CHF 95.-/PP



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7. Various

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 am - charged at 125% of the hourly rate

From 3:00 am to 6:00 am - charged at 150% of the hourly rate

Staff – rates per hour:

- 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

- Wine bottle : CHF 25.-
- Champagne bottle : CHF 60.-
- Spirits : CHF 150.-

7.2 Cake cutting fee

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



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8. Flat rates

8.1 Wine set price

For all available seasonal menus, we propose 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

9. Conditions

9.1 Confirmation of the event and payemnt of deposit

Submission of an event offer does not constitute a reservation. The event only becomes legally binding after we receive our offer signed back 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 Banquet cancellation fees

Please confirm the final number of guests 7 working days before your event.

For a cancellation received 10 days prior the event date 100% of the estimated turnover.

9.3 Comference cancellation fees

30 days prior the event date 100% of the room rental price

10 days prior to the event date 100% of the total estimated turnover



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9.4 Invoicing

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

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 motorway 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.

11. 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.

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