



CARLTON



BOUTIQUE HÔTEL  
LAUSANNE

# CONFERENCES & EVENTS 2020

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



## Conferences & Events 2020

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## Conferences & Events 2020

### 1. Introduction

Carlton Lausanne Boutique Hôtel, preferred partner companies.

With its elegant decor, expertise in the field of events organization 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.

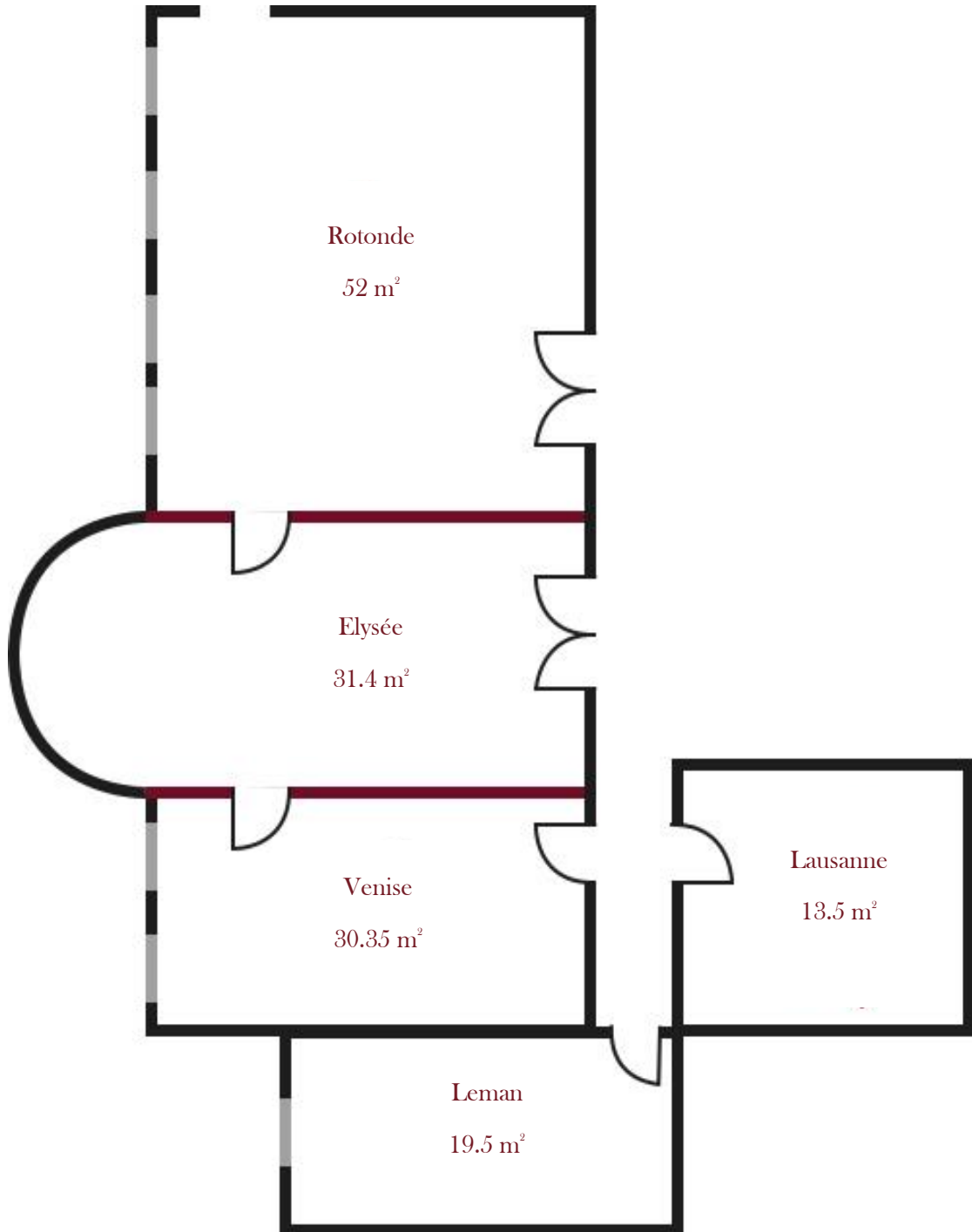
We place at your disposal spacious work areas bathed in natural daylight, in which you can enjoy all the benefits and advantages of superb high-end facilities. Our team is at your disposal to assist in the conceptualization, organization and eventual success of your seminars, conferences and other business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

-  Daylight in all of our conference halls
-  Conference halls that open up onto our terrace
-  Personalized signposting for the conference halls
-  Coffee breaks in our terrace (weather permitting) or directly in the conference hall
-  Air-conditioned conference halls
-  High-speed internet connection in all our conference halls (50 MB - 100MB)
-  Audio and video connections
-  Our Brasserie (Gault & Millau 2020) 
-  Lounge bar
-  47 sleeping rooms (Classic standard, Executive & Junior Suite)
-  Clients who are staying overnight at the hotel receive a free pass for all Lausanne public transportations for the duration of their visits.



Conferences & Events 2020

2. Floor plan



## Conferences & Events 2020

### 3. Technical data, rental prices of the conference halls & equipment

#### 3.1 Technical data

Room	M2	W/L	U	Class	Block	Set up Theatre	Cocktail	Banquet
Lausanne	13.5	4.20X3.20			6			
Léman	19.5	3x6.5		12	12	16	20	
Venise	30.35	4.1x7.4	15	21	18	27	30	20
Elysée	31.4	4.1x7.4	15	24	24	30	35	20
Rotonde	52	8.8x5.9	21	42	30	50	60	40
Venise + Elysée	61.5	8.3x7.4	21	30	30	42	70	40
Elysée + Rotonde	96.2	13x7.4	33	60	42	80	100	70
Venise + Elysée + Rotonde	113.5		51	78	54	120	150	120

#### 3.2 Rental prices of the conference halls

Room	Half day 4 hours	Full day 8 hours
Lausanne	CHF 200	CHF 300
Léman	CHF 250	CHF 400
Venise	CHF 400	CHF 600
Elysée	CHF 400	CHF 600
Rotonde	CHF 500	CHF 700
Venise+ Elysée	CHF 600	CHF 900
Elysée + Rotonde	CHF 800	CHF 1200
Venise+ Elysée + Rotonde	CHF 1000	CHF 1500

## Conferences & Events 2020

### 3.3 Rental prices of equipment

The prices shown below are 'à la carte' and are only applied upon special request.

Audio / Video equipment	Half day 4 hours	Full day 8 hours
Projector & screen	CHF 150	CHF 225
Mobile TV screen (reminder screen)	CHF 150	CHF 225
DVD player	CHF 100	CHF 150
Spider conference telephone	CHF 200	CHF 300
Printer (copies not included)	CHF 150	CHF 225
Laptop	CHF 200	CHF 200
100 MB internet connections	CHF 100	CHF 150
Wireless microphone	CHF 550	CHF 550
Sound system: 2 speakers QSC K.2	CHF 500	CHF 750
Rental and set-up of a stage	CHF 400	CHF 600
Laser pointer	CHF 30	CHF 50

Various equipment	Half day 4 hours	Full day 8 hours
Speaker's lectern	Included	Included
Notepads and pens	Included	Included
Flip Chart with sheets and markers	CHF 30	CHF 50
Pin board	CHF 100	CHF 150
Photocopies	CHF 0.20 per copy	

Please note:

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

### 4. Coffee breaks






Coffee breaks in the event hall (CHF 19.-/pp): Nespresso coffee & Damman tea, orange & grapefruit juices, mineral water, viennoiseries, fruit basket & fruit salad in the morning, homemade pastry selection in the afternoon & fresh fruit basket.

## Conferences & Events 2020

### 5. Conference packages

Our packages are available for a minimum of 10 people. All requests for groups less than ten persons will be subject to additional billing in the amount of 70% of the event hall rental price.

All our 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
-  Welcome coffee and / or coffee breaks

#### 5.1 Package « Classic »







Package	Including	Half day 4 hours	Full day 8 hours
Classic 1	- fully equipped conference room - one coffee break per day	CHF 45.-/PP	CHF 60.-/PP
Classic 2	- fully equipped conference room - a welcome coffee - one coffee break per day		CHF 70.-/PP
Classic 3 « Complete »	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per half day)	CHF 60.-/PP	CHF 75.-/PP






## Conferences & Events 2020

### 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 and pens
-  Welcome coffee and / or coffee breaks
-  Lunch served directly in the room or on the terrace, weather permitting, including the following:
  - 1 artisanal quiche (meat, vegetarian...)
  - 1 cheese sandwich
  - 1 seasonal sandwich
  - 2 mini-pastries

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-  Single course lunch: suggestion of the day







Package	Including	Half day 4 hours	Full day 8 hours
Light Lunch	- fully equipped conference room - two coffee breaks per day (one coffee break per half day) - lunch	CHF 70.-/PP	CHF 85.-/PP
Light Lunch 'Complete'	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per half day) - lunch	CHF 80.-/PP	CHF 95.-/PP

- Our business menu is a set menu which depends upon our weekly suggestions and is solely available during lunch time.
- The lunch menu will be communicated one week prior to your event.
- We kindly ask you to confirm any dietary intolerances, changes and participants number no later than five 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



## Conferences & Events 2020

### 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 / or coffee breaks
-  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

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

Package	Including	Half day 4 hours	Full day 8 hours
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Business	- fully equipped conference room - two coffee breaks per day (one coffee break per half day) - 3 course lunch or gourmet buffet with mineral water and coffee	CHF 90.-/PP	CHF 105.-/PP
Business « Complete »	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per half day) - 3 course lunch or gourmet buffet with mineral water and coffee	CHF 100.-/PP	CHF 115.-/PP





- Our business menu is a set menu which depends upon our weekly suggestions and is solely available during lunch time.
- The lunch menu will be communicated one week prior to your event.
- We kindly ask you to confirm any dietary intolerances, changes and participants number no later than five 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



## Conferences & Events 2020

### Gourmet buffet for « Business » package




#### Cold delicacies

-  Raw Black Forest Ham
-  Seasonal bruschettas
-  Smoked salmon and lime cream canapés
-  Crispy vegetable tartare

#### Hot buffet

-  Seasonal vegetable soup
-  Potato gnocchi with seasonal vegetables
-  Green pepper beef stew
-  Parmesan risotto
-  Sautéed prawns in a light curry sauce

#### Desserts

-  Macarons - seasonal flavors
-  Dark chocolate fondant muffins
-  Fresh seasonal fruits panna cotta



## Conferences & Events 2020

### 6. Aperitifs & Cocktail dinners

#### 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
-  Sausage selection
-  Homemade terrine
-  Dried meats
-  Alpine Gruyere cheese
-  Tomme vaudoise soft cheese
-  Cheese quiche

##### Drinks

-  Mineral water
-  Orange & grapefruit juice
-  White and red wine

Aperitif	Including	Price
« 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








## Conferences & Events 2020





- The duration of each 'package' is 1 hour 30 minutes. After this lapse each drink 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
- Changes can occur depending on seasonal availability of certain ingredients and product delivery schedules.
- We kindly ask you to confirm any dietary intolerances, changes and participants number no later than five working days before the start of your event

### 6.3 « Gourmet » aperitif



#### Cold delicacies

- |   |  |
|---|--|
|  Provençal herb flutes                         |  Seasonal bruschettas |
|  Local raw ham                                 |  Salted muffins       |
|  Scottish smoked salmon & lime cream canapés |  |




#### Hot delicacies

-  Provençal mini chausson
-  Fresh vegetable soup
-  Meatballs flavored with lemon zest
-  Sautéed prawns in a light curry sauce

#### Desserts

-  Red fruit fondant muffins
-  Fresh seasonal fruit salad

#### Drinks

-  Mineral water
-  Orange & grapefruit juice
-  White and red wine



## Conferences & Events 2020

Aperitif	Including	Price
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« Gourmet 1 »	Food only	CHF 45.-/PP
« Gourmet 2 »	Food, mineral water and fruit juices	CHF 60.-/PP
« Gourmet 3 »	Food, wines, mineral water and fruit juices	CHF 75.-/PP

- The duration of each 'package' is 1 hour 30 minutes. After this lapse each drink 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
- Changes can occur depending on seasonal availability of certain ingredients and product delivery schedules.
- We kindly ask you to confirm any dietary intolerances, changes and participants number no later than five working days before the start of your event

## Conferences & Events 2020

### 6.4 « Refined » cocktail dinner




#### Cold delicacies

-  Foie gras & fig toasts
  -  Raw Valais region « grand cru » ham
  -  Seasonal bruschettas
-  Smoked salmon & dill cream canapés
  -  Crispy vegetable tartare




#### Hot delicacies

-  Green pepper beef stew
  -  Sautéed prawns in a light curry sauce
-  Parmesan risotto
  -  Potato gnocchi with seasonal vegetables

#### Desserts

-  Macarons - seasonal flavors
-  Dark chocolate fondant muffins
-  Cannelés from Bordeaux

#### Drinks

-  Mineral water
-  Orange & grapefruit juice
-  White and red wine

Aperitif	Including	Price
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« Refined 1 »	Food only	CHF 65.-/PP
« Refined 2 »	Food, mineral water and fruit juices	CHF 80.-/pp
« Refined 3 »	Food, wines, mineral water and fruit juices	CHF 95.-/PP



## Conferences & Events 2020

- The duration of each 'package' is 1 hour 30 minutes. After this lapse each drink 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
- Changes can occur depending on seasonal availability of certain ingredients and product delivery schedules.
- We kindly ask you to confirm any dietary intolerances, changes and participants number no later than five working days before the start of your event



Conferences & Events 2020

7. Seasonal Menus

Winter

starting 21<sup>st</sup> December till 21<sup>st</sup> March 2020

Menu at CHF 55.00

*Amuse-bouche*



*Parsnip cream & multi-coloured beetroots*



*Pork fillet with a Marsala sauce, parmesan risotto & winter vegetables*



*Orange cheesecake with mango coulis*

*Supplement for cheese platter CHF 9.00*

Menu at CHF 70.00

*Amuse-bouche*



*Goat cheese ravioli, hazelnut cream & salad greens*



*Veal fillet, truffle jus, creamy mashed potatoes & seasonal vegetables*



*Tonka bean crème brûlée*

*Supplement for cheese platter CHF 9.00*



## Conferences & Events 2020

Menu at CHF 90.00

### *Amuse-bouche*



*Spiced foie gras medallions & anised plum coulis*



*Pike-perch filet & roasted celery mash*



*Beef tenderloin, mashed potatoes and winter vegetables*



*Crispy chocolate tart*

*Supplement for cheese platter CHF 9.00*

Please note:

- In case of a beverage package for wines, we will confirm the choice of wines one week before your event.
- Changes might occur depending on seasons and on the delivery of the products.
- We ask you to confirm any food intolerances and changes as well as the number of participants no later than five working days before your event.



Conferences & Events 2020

Spring

Starting 22<sup>nd</sup> March till 20<sup>th</sup> June 2020

Menu at CHF 55.00

*Amuse-bouche*



*Asparagus cream with hazelnuts*



*Slow-cooked Bierschwein pork & crushed herbal potatoes*



*Lemon & white chocolate cream*

*Supplement for cheese platter CHF 9.00*

Menu at CHF 70.00

*Amuse-bouche*



*Trout graved lax, seasonal pickles & cherry coulis*



*Welsh lamb filet, black garlic sauce, butter confit potatoes & seasonal vegetables*



*Strawberry tart & almond crumble*

*Supplement for cheese platter CHF 9.00*



## Conferences & Events 2020

Menu at CHF 90.00

### *Amuse-bouche*



*Tuna carpaccio with yuzu & crispy vegetables*



*Roasted quail & mashed peas*



*Veal filet, wild garlic sauce, creamy mashed potatoes & wild asparagus*



*Cherry cheesecake with tonka bean coulis*

*Supplement for cheese platter CHF 9.00*

### Please note:

- In case of a beverage package for wines, we will confirm the choice of wines one week before your event.
- Changes might occur depending on seasons and on the delivery of the products.
- We ask you to confirm any food intolerances and changes as well as the number of participants no later than five working days before your event.



Conferences & Events 2020

Summer

Starting 21<sup>st</sup> June till 20<sup>th</sup> September 2020

Menu at CHF 55.00

*Amuse-bouche*



*Cuendet market tomato salmorejo*



*Seabream cooked on its skin, vegetable brunoise & mashed herbal potatoes*



*Strawberry soup with jamaican pepper*

*Supplement for cheese platter CHF 9.00*

Menu at CHF 70.00

*Amuse-bouche*



*Seasonal vegetable ravioli & tomatoe coulis*



*Veal neck confit « 12 hours », marjoram oil jus, creamy mashed potatoes*



*Apricot mousse & almond crumble*

*Supplement for cheese platter CHF 9.00*



## Conferences & Events 2020

Menu at CHF 90.00

### *Amuse-bouche*



*Variation based upon Apulian burrata & tomatoes*



*Pike-perch filet with caponata*



*Beef tenderloin, caramelized apples & summer vegetables*



*Blueberry tart served with its sorbet*

*Supplement for cheese platter CHF 9.00*

### Please note:

- In case of a beverage package for wines, we will confirm the choice of wines one week before your event.
- Changes might occur depending on seasons and on the delivery of the products.
- We ask you to confirm any food intolerances and changes as well as the number of participants no later than five working days before your event.



Conferences & Events 2020

Fall

Starting 21<sup>st</sup> September till 20<sup>th</sup> December 2020

Menu at CHF 55.00

*Amuse-bouche*



*Deer carpaccio, beetroot & anised plum coulis*



*Chicken supreme with plums & mushroom risotto*



*Dark chocolate lava cake & artisanal vanilla ice cream*

*Supplement for cheese platter CHF 9.00*

Menu at CHF 70.00

*Amuse-bouche*



*Artisanal ravioli & mushroom cream with parsley*



*Slow-cooked veal vilet, meat sauce with Arzier honey, autumn vegetables & creamy mashed potatoes*



*Blood orange cheesecake*

*Supplement for cheese platter CHF 9.00*



## Conferences & Events 2020

Menu at CHF 90.00

### *Amuse-bouche*



*Scallop carpaccio with bergamot & vanilla vinegar dressing*



*Pumpkin ravioli, autumn vegetables & cream of walnuts from the sévéry mill*



*Beef filet aged on the bone, tonnelier wine sauce, creamy mashed potatoes  
& vegetables of the day*



*Crispy tart & dark chocolate cream*

*Supplement for cheese platter CHF 9.00*

Please note:

- In case of a beverage package for wines, we will confirm the choice of wines one week before your event.
- Changes might occur depending on seasons and on the delivery of the products.
- We ask you to confirm any food intolerances and changes as well as the number of participants no later than five working days before your event.





## Conferences & Events 2020

### 8. Summary of our prices

Package	Including	Half day prices	Full day prices
Classic 1	- fully equipped conference hall - one coffee break per day	CHF 45.-/PP	CHF 60.-/PP
Classic 2	- fully equipped conference hall - a welcome coffee - one coffee break per day		CHF 70.-/PP
Classic 3 « Complete »	- fully equipped conference hall - a welcome coffee - two coffee breaks per day (one coffee break per half day)	CHF 60.-/PP	CHF 75.-/PP
Light lunch	- fully equipped conference hall - two coffee breaks per day (one coffee break per half day) - lunch	CHF 70.-/PP	CHF 85.-/PP
Light lunch « Complete »	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per half day) - lunch	CHF 80.-/PP	CHF 95.-/PP
Business	- fully equipped conference room - two coffee breaks per day (one coffee break per half day) - 3 course lunch or gourmet buffet with mineral water and coffee	CHF 90.-/PP	CHF 105.-/PP
Business « Complete »	- fully equipped conference room - a welcome coffee - two coffee breaks per day (one coffee break per half day) - 3 course lunch or gourmet buffet with mineral water and coffee	CHF 100.-/PP	CHF 115.-/PP

## Conferences & Events 2020

Aperitif	Including	Price
« On the go »	1dl of white wine, red wine, beer or mineral water & 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 fruit juices	CHF 60.-/PP
« Gourmet 3 »	Food, wines, mineral water and fruit juices	CHF 75.-/PP
« Refined 1 »	Food only	CHF 65.-/PP
« Refined 2 »	Food, mineral water and fruit juices	CHF 80.-/PP
« Refined 3 »	Food, wines, mineral water and fruit juices	CHF 95.-/PP

## Conferences & Events 2020

### 9. Various





#### 9.1 Night service

Starting 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

#### 9.2 Corkage fees

-  Wine bottle: CHF 25.-
-  Champagne bottle: CHF 75.-
-  Spirits: CHF 150.-

#### 9.3 Cake cutting fee

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





### 10. Flat rates

#### 10.1 Wine propositions

For all available seasonal menus, we propose you a glass of wine for each dish.  
Price: CHF 10.- per glass of wine per dish.

#### 10.2 Open-Bar set price

We offer you a set price for an open bar for 2 hours, for CHF 45.-/pp, which includes:

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



## Conferences & Events 2020

### 11. Conditions

#### 11.1 Confirmation of the event and payment of the 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.

For our foreign customers (billing address is located outside of Switzerland), 100% of the agreed amount is due in advance.

#### 11.2 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.

#### 11.3 Conference 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

#### 11.4 Invoicing


Invoices should be paid within 30 days of issue. After this deadline an additional fee of CHF 20.- for each reminder will be added to the final total.



## Conferences & Events 2020

### 12. How to get to the Carlton Lausanne Boutique Hotel

Although our hotel has 23 private parking spaces<sup>1</sup>, 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 2<sup>nd</sup> exit - marked Lausanne Centre - and proceed to Avenue des Figuiers. Continue along the avenue until you reach the roundabout. Take the 2<sup>nd</sup> 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.

### 13. How to contact us

 By email : [events@carltonlausanne.ch](mailto:events@carltonlausanne.ch)  
[contact@carltonlausanne.ch](mailto:contact@carltonlausanne.ch)

 By phone : +41 21 613 07 07

 By fax : +41 21 613 07 10

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<sup>1</sup> 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 Hotel, Avenue de Cour 4, CH-1007 Lausanne, Switzerland