



Conference brochure

Sheraton Essen Hotel

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Dear guest,

thank you for your interest at our hotel.

The Sheraton Essen Hotel is the only international 5 star hotel in this area, directly located at the quiet Essener Stadtgarten.

All 206 rooms & our suites are spacious and stylish.

For meetings, conferences as well as for receptions and family celebrations the Sheraton Essen Hotel provides a framework with its function rooms and media suites for 2-120 people.

We organize further function rooms for up to 1900 people in the Philharmonie Essen, which is directly connected with the Sheraton Essen Hotel.

For more information please visit our website: www.sheraton.com/essen

Ms. Romina Frattesi would like to advise you from Monday till Friday, from 9 a.m. till 6 p.m. under the telephone number +49 201 1007-170 or at a personal conversation.

It would give us a great pleasure to welcome you and your guests at our house!

Best regards,

Michel Vogel
Food & Beverage Manager

Romina Frattesi
Banquet Sales Executive
Romina.Frattesi@sheraton.com
Tel: +49 201 1007-170



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Checklist

Required meeting rooms _____

Room nights _____

Date of event _____

Cycle _____

Social program _____

Number of participants _____

Set up _____

Technical equipment _____

Catering _____

Decoration _____

Entertainment _____

Detailed billing instruction _____

We need an agreement of charging or a valid credit card for the assurance of your event.

Please arrange the details with us in time.

To guarantee the best possible experience for your guests, please choose a menu for a minimum of 15 participants. The invoice can be charged on a master account or per person. For more than 20 participants we offer you a wide range of cold-warm buffets.

At the latest 4 days prior to the beginning of your event we need the definite number of attendees.

The guaranteed number of attendees is the basis of billing.



Checklist: "YOU ought to know..."

1. Cancellation

In case of cancelling an event 28 or less working days prior to the planned start date, a charging of 50% of the estimated total revenue occurs at the expense of the organizer. By cancelling 7 or less days prior to the event we will charge 100% of the estimated total revenue.

2. Basis of billing

Regarding the beverages on blanket events there is always the actual consumption decisive. Opened bottles (Wine, sparkling wine etc.) will be charged completely. If the drinks are brought along from the consumer (Wine, sparkling wine), a "corkage fee" of 20,00 € per bottle will be assessed.

The declared number of participants (meals) will be charged also in case of non-achievement, because the material and personnel investment was already achieved. At the latest 4 days prior to the starting date of the event we need the exact number of participants. The guaranteed number of attendees is the base for the billing.

3. Residual materials

In case of leaving behind a huge amount of cardboards, paper, advertising material etc. we charge 75,00 € for each garbage can (200 l).

4. Service after midnight

Your evening event is basically scheduled at the latest until midnight. If your event is running after midnight we charge per service employee
€ 40,00 until 1 a.m. and
€ 80,00 for every other hour

Prices are subject to change before the conclusion of contract without advance notice. All prices are including 19% VAT and service charge.



Function rooms

Pavillion A, B or C (each 59 sqm)

Room rental	8 a.m. – 6 p.m.	€ 320,00
Extension	as of 1 hour	€ 160,00

Pavillion A&B

Room rental	8 a.m. – 6 p.m.	€ 640,00
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Extension	as of 1 hour	€ 320,00
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For exhibitions we charge

Room rental	8 a.m. – 6 p.m.	€ 380,00
Extension	as of 1 hour	€ 190,00

Executive Boardroom (41 sqm)

Room rental	8 a.m. – 6 p.m.	€ 285,00
Extension	as of 1 hour	€ 185,00

Media suite (50 sqm with bedroom)

Room rental	10 a.m. – 6 p.m.	€ 285,00
Extension	as of 1 hour	€ 185,00

Laube (60 sqm)

Room rental	12 a.m. – 11 p.m.	€ 500,00
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Exhibition space in our foyer

per sqm	€ 50,00
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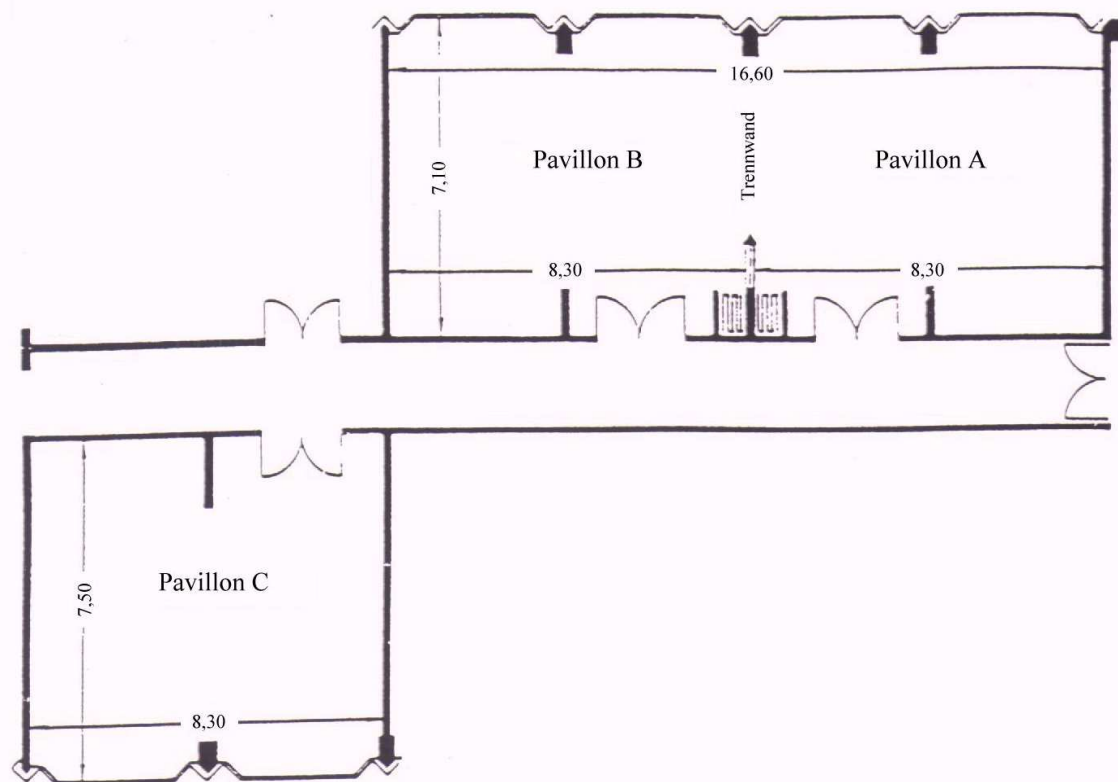
Our room rentals include the following benefits:

Heating/climatisation, cleaning, one-time arrangement with tables and chairs; wardrobe- and technical employees, as well as technical equipment will be charged seperately.

	Pavillon A/B/C	Pavillon A&B	Executive Room
sqm	59	118	41
Reception	60	120	/
Round tables	44	96	/
Block	25	50	16
U-shape	25	50	/
U-shape inside	45	90	/
Classroom	25	60	/
Theatre style	60	120	/



Our meeting rooms at a glance

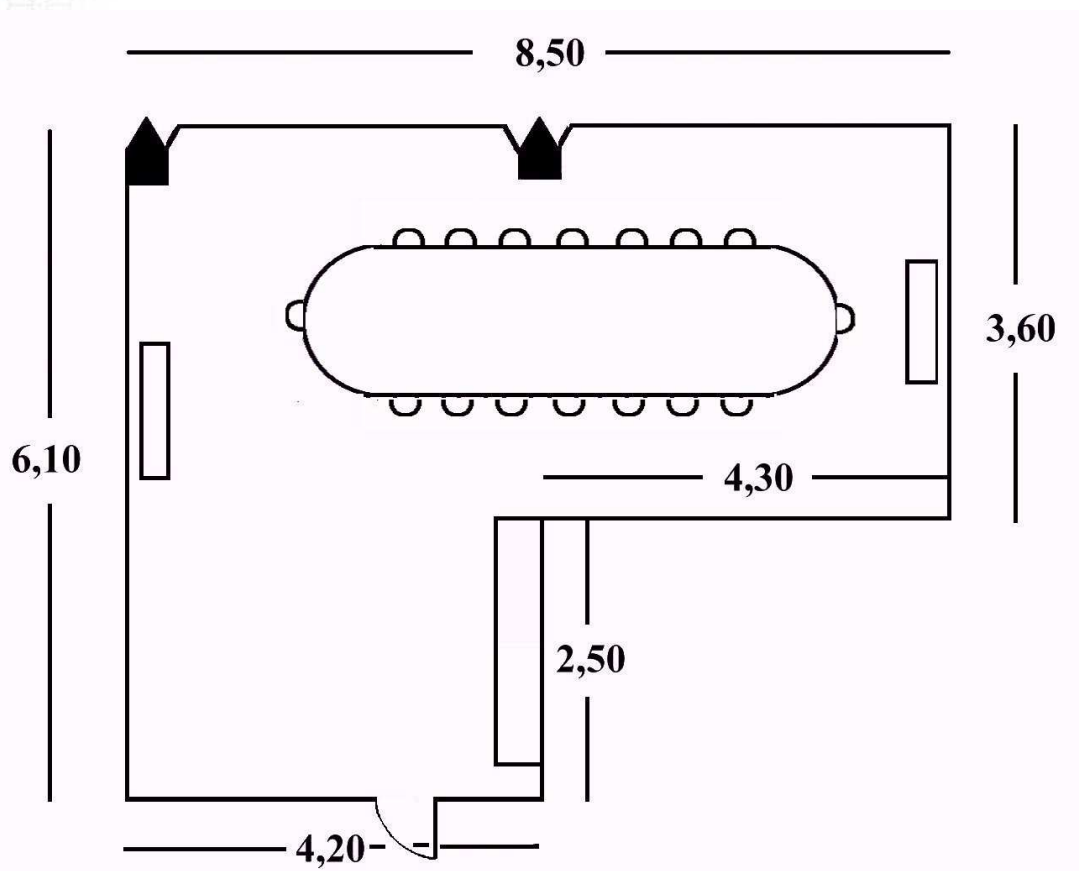


Interior equipment of the pavilions:

- Daylight and soundproof
- Air conditioning, light- and music system
- Telephone, antenna (satellite programs)
- 220 V and rotating current access
- Analog and ISDN access on request
- Internet access on request
- WLAN available
- Pavillon C with Arena / Premiere TV on request



Our meeting rooms at a glance



Our Executive meeting room, exclusive arranged with:

Oval high gloss wooden conference table, which can be enlarged for up to 16 people

Very comfortable conference chairs with armrests

Big bank of windows

Separate air conditioning

Telephone

Fruit basket where you can help yourself to your heart's content

Very special conference layout, from leather blotting pads to ice cubes for your drinks
there will be nothing left to be desired!

WLAN available

This room is a non smoking room and therefore always comfortable fresh,
which certainly will influence your meeting in a positive way!



Conference packages

Business Arrangement A (as of 15 people)

2 softdrinks during the meeting

Coffeebreak in the morning:
Orange juice, ham – cheese croissants
fresh wholemeal rolls

3-courses-menu at the chef's option
1 softdrink during lunch

Coffeebreak in the afternoon:
Fingersandwiches and fruit tartlets

3-courses-menu at the chef's option
1 softdrink during dinner

Flipchart incl. paper and markers
overhead-projector, data projector 2000 Ansi Lumen
and screen

Pads, pens and candies
Per person € 93,00 plus room rental

Business Arrangement B „Executive“ (as of 15 people)

"Early morning" coffee before the meeting

2 softdrinks during the meeting

Coffeebreak in the morning:
Bircher Muesli and blueberry muffins

3-courses-menu at the chef's option
1 softdrink during lunch and 1 glass of beer or wine

Coffeebreak in the afternoon:
Crispy king prawns
Apple strudel with vanilla sauce

Fruit basket in the meeting room

Flipchart incl. paper and markers
overhead-projector, data projector 2000 Ansi Lumen
and screen

1 flower arrangement on the conference table

Pads, pens and candies
Per person € 80,00 plus room rental



Business Arrangement C (as of 15 people)

2 softdrinks during the meeting

Coffeebreak in the morning:
Orange juice, ham – cheese croissants
fresh wholemeal rolls

3-courses-menu at the chef's option
1 softdrink during lunch

Coffeebreak in the afternoon:
Fingersandwiches and fruit tartlets

Flipchart incl. paper and markers
overhead-projector, data projector 2000 Ansi Lumen
and screen

Pads, pens and candies

Per person € 65,00 plus room rental

Business Arrangement „Halfday“ (as of 15 people)

2 softdrinks during the meeting

Coffeebreak in the morning:
Orange juice, ham – cheese croissants
fresh wholemeal rolls

3-courses-menu at the chef's option
1 softdrink during lunch

Flipchart incl. paper and markers
overhead-projector, data projector 2000 Ansi Lumen
and screen

Pads, pens and candies

Per person € 56,50 plus room rental



**Business Arrangement „Weekend“
Saturday or Sunday – Special dates excluded
(as of 15 people)**

2 softdrinks during the meeting

Coffeebreak in the morning:
Orange juice, ham – cheese croissants
fresh wholemeal rolls

3-courses-menu at the chef's option
1 softdrink during lunch

Coffeebreak in the afternoon:
Fingersandwiches and fruit tartlets

Flipchart incl. paper and markers
overhead-projector, data projector 2000 Ansi Lumen
and screen

Pads, pens and candies
Per person € 55,00 plus room rental

**Business Arrangement „Day Delegate“
(as of 15 people)**

One accomodation in a superior room

2 softdrinks during the meeting

Coffeebreak in the morning:
Orange juice, ham – cheese croissants
fresh wholemeal rolls

3-courses-menu at the chef's option
1 softdrink during lunch

Coffeebreak in the afternoon:
Fingersandwiches and fruit tartlets

Flipchart incl. paper and markers
overhead-projector, data projector 2000 Ansi Lumen
and screen

Pads, pens and candies
Per person € 199,00 plus room rental



Coffee breaks

We only serve finest highland-coffee and selected sorts of tea. Endless tea and coffee is included in all coffee breaks - no extra charge. The food is freshly prepared on the day of your function. All pastries and cookies are homemade. The buffets are decorated attractively.

The standard break per pers. € 8,75

Coffee and different kinds of tea with cookies

The afternoon break per pers. € 9,75

Coffee and different kinds of tea with cake and cream

The fresh summer break per pers.. € 11,50

Vital milk shakes, refreshing ice coffee
ice tea and different kinds of „Mövenpick“ ice-cream

The fitness break per pers. € 12,50

Coffee and different kinds of tea
orange and grapefruit juice, fruit yoghurt, fruit spits
muesli bars, Actimel

Traditional English Teatime per pers. € 14,50

Coffee and 4 different kinds of English tea
fingersandwiches, fruit tartlets and scones

The Italian break per pers. € 15,50

Coffee, espresso and different kinds of tea
Tramezzini, Amarettini
fresh cut fruit and mini Tiramisù

The vital break per pers. € 16,50

Coffee and different kinds of tea
fresh orange- and grapefruit juice
fruit basket with fresh fruit
ham-cheese croissants
fresh wholemeal rolls with "Obazter"
onion ground pork and cream cheese

The Essen break per pers. € 17,50

„Pot“ coffee, tea and orange juice
blood sausage wholemeal rolls, mini curry sausage
ground pork and cheese rolls
eggy bread

The Executive break per pers. € 19,50

1 glass of champagne
coffee, tea, orange- and multifruit juice
variation of different canapees
crispy king prawns
Quiche Lorraine
big fruit basket with fresh exotic fruit



Snackbuffets

American snackbuffet (as of 15 people)

Wraps filled with cream cheese
rocket salad and turkey breast or salmon

Potato wedges with sour cream

Chili poppers

Meatballs in pepper sauce

Onion Rings
with remolade sauce

Spicy chicken wings with barbecue sauce

Chili con carne with garlic bread

Blueberry muffins

Per person € 21,00

Bavarian snack (as of 15 people)

„Obazter“ on farmhouse rolls

Original Bavarian veal sausages with sweet bavarian mustard

Soft pretzel with butter

Sauerkraut strudel with chives sauce

Onion ground pork with farmhouse bread

Apple strudel with vanilla sauce

Filled mini crescents

Bavarian cream

Per person € 17,50



Snackbuffets

Rustic snackbuffet

(as of 20 people)

Onion ground pork rolls

Mozzarella balls on basil-tomato

Parma ham with honeydew melon

Smoked fish specialties

Potato soup with bread crumbs

Meatballs in pepper sauce

Sausages with Düsseldorfer mustard

Quiche Lorraine

Prunes in a mantle of bacon

Potato in the skin on curd cheese with herbs and salmon slices

Red berries with vanilla sauce

Filled mini cream puffs

Fruit spits, apple almond tart

Per person € 26,00

Sheraton snackbuffet

(as of 20 people)

Crepes roulade with roast beef

An assortment of little sandwiches

Crispy king prawns with sweet-and-sour sauce

Parma ham-ricotta praline on mango salsa

Small ship of chicory with shrimps-vegetable salad

Soup at chef's option

Sushi role with soya sauce and Wasabi

Mini tartlets with smoked filet of trout

Tiramisù with vanilla sauce, fruit spits

Per person € 29,00



Fine canapees in the upsurge!

Please pay attention to the minimum purchase of 15 pieces per sort.

Half open rolls:	per piece
Boiled ham	€ 3,25
Italian salami	€ 3,25
Cheese	€ 3,25
Parma ham	€ 3,75
Onion ground pork	€ 3,75
French camembert	€ 3,75
Bresot	€ 3,75
Smoked salmon	€ 3,75
Blood sausage with onion rings	€ 3,75

All rolls with lettuce leaf, cucumber and tomato.

French bread canapees:	per piece
Smoked salmon	€ 2,75
Graved salmon	€ 2,75
Onion ground pork	€ 2,75
Brie	€ 2,75
Roast beef	€ 3,75
Tartar, savory	€ 3,75
Roulade of poulard with mango	€ 4,00

Canapees - classic:	per piece
Roast beef medium with cream horseradish	€ 3,95
Parma ham with melon ball	€ 3,95
Roquefort cream with Williams pear	€ 3,95
Smoked eel with filled olive	€ 3,95
Tartar, savory	€ 3,95
Salmon tartar on cream cheese	€ 4,25
King prawn with grapefruit filet on ginger cream	€ 4,25
Goose liver terrine	€ 4,25
Medallion of lobster	€ 5,50



Cold and warm snacks

Please pay attention to the minimum purchase of 15 pieces per sort.

Gourmet bites, cold:

	per piece
Matjes herring tartar on pumpernickel	€ 3,25
Salmon rose on mustard dill sauce	€ 3,25
Vegetable sticks with guacamole or yoghurt dip	€ 3,25
Duck liver parfait on an apple slice	€ 4,00
Smoked duck breast on an orange slice	€ 4,00
Zucchini tartlet on shrimps cocktail	€ 4,00
Marinated chili shrimps	€ 4,00
Crostini in a parma ham coat	€ 4,00
Goose liver praline in a wholemeal coat	€ 5,00
Medallion of lobster	€ 6,00

Gourmet bites, warm:

	per piece
Mini meatball	€ 2,25
Mini pizza	€ 2,25
Dim Sum	€ 2,25
Savory mini croissants filled with cheese and tomato	€ 2,25
Chicken pineapple stick with sweet- and-sour chili sauce	€ 3,25
Nürnberger in a puff pastry coat	€ 3,25
Baked Camembert ball with cranberries	€ 3,25
Mozzarella sticks with tomato salsa	€ 3,25
Quiche Lorraine	€ 3,25
Mini vegetable pastries in puff pastry	€ 3,25
Vegetarian egg rolls	€ 3,25
Crispy king prawns crumbed with coco	€ 3,75
Chicken wings (2 pieces) with B-B-Q sauce	€ 3,75
Jalapeno poppers filled with cheddar cheese	€ 3,75
Mini meat pastries in puff pastry	€ 3,75
Portion nachos with tomato salsa and guacamole	€ 3,75
Asian duck strudel with sweet-and- sour sauce	€ 4,00
Gratinated oyster	€ 4,00
Sate stick with peanut sauce	€ 4,50
Stick with a medallion of monkfish with parma ham	€ 5,00
Burritos with black beans, cheese and vegetables	€ 5,00



Cold and warm snacks

Please pay attention to the minimum purchase of 15 pieces per sort.

From our own patisserie per piece

Danish pastry	€ 2,25
Yoghurt mousse with fruit sauce	€ 2,75
Fruit tartlets	€ 3,25
Blueberry muffins	€ 3,25
Sweet filled mini croissants	€ 3,25
Cake	€ 3,25
Chocolate rings filled with	
- dark chocolate mousse	€ 3,75
- white chocolate mousse	€ 3,75
Fruit spits	€ 3,75
Creme brulee	€ 3,75
Tart	€ 4,25
Tiramisù	€ 4,25

Soups (per sort, as of 15 people) € 8,50 per person

Tomato soup with bread crumbs
Potato leek soup
Cheese soup
Minestrone
Beef bouillon
with herb pancake and vegetable slices
Bouillabaise
Gazpacho
Cold cucumber soup
Coco soup

Hotpots (per sort, as of 15 people) € 12,50 per person

Westphalian pepper pothast
Pea hot pot with ground pork sausages
Lentils hot pot with Frankfurter sausages
Sauerkraut hot pot with blood sausage dumplings
Savoy cabbage hot pot with meatballs
Chicken soup hot pot with fresh vegetables
Chili con Carne with garlic bread



Please choose your own menu!

Appetizers

per person € 14,00

- Assorted Asian salad with king prawns
pineapple, bean sprouts and green horseradish
- Tartar of mozzarella cheese and tomatoes with basil pesto
- Beef carpaccio with rocket salad on balsamico vinaigrette
- Variation of marinated and smoked salmon
with caviar creme fraiche and potato „Rösti“

Soups

per person € 8,50

- Cream soup or essence of cherry tomatoes
- Potato cream soup with bread crumbs
- Light cream soup of meadow mushrooms
- Beef bouillon with herb pancake and vegetable slices

Fish courses

entree

per person € 18,00

main course

per person € 21,00

- Grilled „Sashimi“ of tuna fish on Pak Choi vegetables and Mie noodles
- Salmon trout filet with tomato horseradish crust
snow peas, saffron risotto
- Filled filets of Dover sole with spinach risotto on white wine sauce and vegetables
- Dialogue of pike-perch filet on champagne lentils with vegetables



Please choose your own menu!

Meat courses

per person € 23,00

- Ossobuco with root vegetables and tomato risotto
- Roasted poulard breast with pesto sauce and vegetable noodles
- Medallions of pork filet with fresh herb mushrooms „à la crème“ vegetables and Linguini noodles
- Sliced veal „Züricher style“ with potato „Rösti“ and salad

Dessert

per person € 7,50

- Yoghurt terrine on mango carpaccio
- Topsy rum berries with vanilla ice-cream
- Variation of chocolate mousse

Cheese

per person € 11,50

- Goat's cream cheese in a strudel pastry with acacia honey and raspberry vinegar reduction
- Exclusive variation of French raw milk cheese Reblochon, Livarot, Pont L' eveque Roquefort and Munster Erimitage served with bread and butter



Sheraton buffets

Lunch buffet

(as of 20 people)

“Caprese” tomato-mozzarella with basil
Seafood salad in cocktail sauce
Salad vital – mushroom salad with fresh herbs
Choice of smoked trout, salmon and mackerel
4 different kinds of salad

Potato soup with bread crumbs

Salmon steak with lemongrass sauce
rice and leaf spinach
Ragout of turkey
with mushroom cream sauce and “Spätzle”

Red fruit jelly with vanilla sauce
Warm apple tart with vanilla ice cream
Chocolate mousse

Per person € 34,00

Tidbit buffet

(as of 20 people)

Onion ground pork rolls
Filet of Matjes herring on wholemeal bread
Tartar of mozzarella on basil-tomato
Parma ham with honeydew melon
Home stained salmon rose
Smoked filet of trout with cream horseradish

Potato soup with bread crumbs

Meatballs in pepper sauce
Grilled sausage with “Düsseldorfer Löwensenf”
Quiche Lorraine
Prune in a mantle of bacon
Potatoes in their jacket with herbs curd and stripes of salmon

Red fruitjelly with vanilla sauce
Filled mini-cream puffs
Fruit spits
Apple almond tart

Per person € 29,00



Sheraton buffets

„Ruhrpott“ buffet

(as of 30 people)

Onion ground pork hedgehog
Hamburger with mustard
Home made herring dip, pig aspic with remolade sauce
Lard with greaves on farmhouse bread
Smoked trout filets with cream horseradish
Potato bacon salad, coleslaw, sausage salad, lentils salad
Endive-potato salad with fish filet
Tomato-cucumber salad, egg salad

Potato pancake with apple puree

„Heaven and earth“ roasted blood sausage on potato puree
with glazed apple slices and roasted onion rings

Pepper pothast

Pike-perch filet in a mantle of bacon on sauerkraut

“Armer Ritter”, Pumpernickel cream
Waffles with sour cherries, junket with fruits
Home made fruit in rum with semolina flummery

Per person € 34,00

Buffet "Baldeney"

(as of 30 people)

Smoked fish specialties of trout, halibut
and mackerel, lard with greaves on farmhouse bread
Westphalian ham, different kinds of farmer sausages
Roast beef, ham rolls
Seasonal salad with two kinds of dressing
Coleslaw, sausage salad, vegetable salad, beef salad

Tomato cream soup with bread crumbs

Sheatfish filet on risotto
Sliced veal with mushrooms and homemade noodles
Curly kale with ground pork sausage

Fruit tartlets, red fruit jelly with vanilla sauce
Junket with fruits, different kinds of creams

Variation of raw milk cheese

Per person € 39,00



Sheraton buffets

Buffet „Sheraton“

(as of 30 people)

Marinated and poached salmon
Salad of king prawns in dill cream sauce
King prawns with cocktail sauce
Home made pâtés and pies
Smoked duck breast on orange slices with Cumberland sauce
Roast beef English roasted
Ham with melon ship
Saddle of venison with fruits
Duck liver on apple slices
Salad with three dressings
Waldorf salad
Salad of artichokes
Tuna fish salad “Nizza”
Chicken salad, Caesar salad

Sliced veal with mushrooms and homemade noodles
Medallions of angler – fish with lobster cream rice and spinach
Roast beef with potato gratin, young beans

Sheraton ice buffet
Variation of creams
Chocolate mousse
Tiramisù
Fruit salad with “Kirschwasser”
Choice of French cheeses with grapes and choice of bread

Per person € 59,00



Sheraton buffets

Italian buffet

(as of 30 people)

Scampi with Aioli, carpaccio with balsamico dressing
Vitello tonnato, parma ham with melon
"Caprese" Tomato-mozzarella with basil
Insalata di mare, peppers in garlic
Tuna salad, grissini and coppa
Green and black olives

Saltimbocca à la Romana
with zucchini tomato vegetables, Linguini noodles
Lasagne "Bolognese"
Tortellini in ham cheese sauce
King prawns in Noilly Prat
with saffron rice

Sabayon, tiramisù
Marsalla cream, fruit salad
Variation of ice-creams, marinated figs

Per person € 45,00

French buffet

(as of 30 people)

Medallions of Atlantic lobster with cognac sauce
Fin de Claire oysters with Chester bread, pastries and terrines from Brittany
Salad of baked sweetbread and field garlic
Salad of champagne lenses with smoked duck breast
Truffled potato salad with red barb filets

St. Peters fish in a potato vegetables crust
on chardonnay sauce

Scampi mussel ragout fin
Braised Barbarie duck on mushroom ragout

Veal escalopes in Calvados cream sauce with vegetables and potato gratin

Chocolate mousse, filled éclairs
Tarte tatin, champagne cream, filled profiteroles, Crème brulée
Marinated fruit salad, ice-cream bomb, raspberry chocolate charlotte
Crepes Suzette, petit fours

Per person € 51,00



Beverages

Conference drinks

Coffee, tea (8 cups) incl. pastry	per thermal pot	€ 18,00
Mineral water	0,25l	€ 3,75
Coke, Coke light	0,25l	€ 3,75
Orange juice, apple juice	0,20l	€ 3,75

Other nonalcoholic drinks

Bitter Lemon, Tonic Water, Ginger Ale	0,20l	€ 3,75
Orange juice	1,00l	€ 13,50
Orange juice, freshly pressed	0,20l	€ 6,50
Orange juice, freshly pressed	1,00l	€ 30,00

For reception

Sheraton Selection, brut	0,75 l	€ 37,50
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Champagne

Lanson, Black Label	0,75 l	€ 77,00
Devaux Grand Réserve	0,75 l	€ 72,00
Veuve Clicquot Ponsardin, brut	0,75 l	€ 89,00
Laurent Perrier	0,75 l	€ 77,00

Bottled beers

Königs Pilsener and Diebels Alt	0,33l	€ 4,50
Erdinger wheat beer	0,50l	€ 6,00

Fresh draught beer

Königs Pilsener, Bitburger Pils, Diebels Alt	30,00l	€ 295,00
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Sheraton Open Bar

Port Sandemann, J&B Whisky, Tio Pepe Sherry, Canadian Club Whisky
 Martini dry, Jim Beam Whisky
 Martini bianco, Smirnoff Red Label Wodka
 Martini rosso, Gordon`s Gin
 Campari, Bacardi Rum

For at least 15 people as an all-inclusive price for each person

1/2 hour Open Bar: € 25,00

1 hour Open Bar: € 35,00

All spirits are served with softdrinks of your choice.
 Furthermore we offer chips, peanuts and olives.



„WINES OF THE WORLD“

Champagne

Mumm, brut	0,10l	€ ?	0,75l	€ ?
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White wine

Lindemans Bin 65 Chardonnay	0,2l	€ 7,50	0,75l	€ 27,50
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Caliterra, Sauvignon Blanc	0,2l	€ 8,00	0,75l	€ 27,50
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Chablis La Paulière, Chardonnay	0,2l	€ 10,00	0,75l	€ 35,50
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Sancerre Henri Bourgeois, Grande Réserve	0,2l	€ 12,50	0,75l	€ 44,00
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Winkler Jesuitengarten, Riesling late vintage	0,2l	€ 8,50	0,75l	€ 29,50
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Santa Margherita Valdadige, Pinot Grigio	0,2l	€ 8,50	0,75l	€ 29,50
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Bel Echo, Sauvignon Blanc	0,2l	€ 8,50	0,75l	€ 29,50
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Marqués de Riscal Rueda, Verdejo Viura	0,2l	€ 8,50	0,75l	€ 29,00
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Red wine

Norton Malbec	0,2l	€ 7,50	0,75l	€ 24,50
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Koonunga Hill, Shiraz Cabernet Sauvignon	0,2l	€ 8,50	0,75l	€ 31,00
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Caliterra, Cabernet Sauvignon	0,2l	€ 8,00	0,75l	€ 28,00
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Bourgogne Couvent des Jacobins, Pinot Noir	0,2l	€ 11,50	0,75l	€ 42,00
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Coteaux de Languedoc Les Hauts de la Brune	0,2l	€ 8,00	0,75l	€ 29,00
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Castillo Banfi Rosso di Montalcino, Sangiovese	0,2l	€ 12,00	0,75l	€ 44,00
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Quinta de Cabriz Reserva Dao	0,2l	€ 8,50	0,75l	€ 31,00
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Blaauwklippen Coastal Region	0,2l	€ 8,50	0,75l	€ 30,50
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Marqués de Riscal Rioja Reserva	0,2l	€ 13,00	0,75l	€ 48,00
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Hess Select, Cabernet Sauvignon	0,2l	€ 8,50	0,75l	€ 31,00
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Technical equipment

Data projector	per day	€ 230,00
Overhead projector	per day	€ 45,00
Screen (2,5 x 2,5 m)	per day	€ 16,00
Flipchart with paper	per day	€ 30,00
Pinboard (1,15 x 1,45 m)	per day	€ 25,00
Soundsystem with 1 microphone	per day	€ 250,00
each other microphone	per day	€ 16,00
Clip microphone	per day	€ 60,00
Micro port system with 1 microphone	per day	€ 105,00
TV set (display 70cm)	per day	€ 52,00
CD player	per day	€ 15,00
Laserpointer	per day	€ 25,00
Moderation case	per day	€ 25,00
DVD player	per day	€ 50,00

Podium per piece (2 x 1 m) max.10 pieces	per day	€ 20,00
Dancefloor per sqm, max. 15 sqm	per day	€ 15,00
Piano	per day	€ 150,00

Photocopies	per piece	€ 0,50
Copies on overhead foils	per foil	€ 1,00
Technician on request	per hour	€ 39,00
ISDN access	per access	€ 23,00
Internet access WLAN/T-Mobile	3 hours	€ 14,00
	24 hours	€ 18,00

Special Equipment (Prices on request)

- Data projector with integrated scanner, whiteboard and digital camera
Versatile possible applications as an instant presenter.
- StarBoard monitor for an interactive presentation with pc and digital projector
presentations can be projected in any size on a screen
- Desktop camera with remote control
fivefold optical and eightfold digital zoom, taken pictures can be saved on CF/SD card in jpg format and then assigned to your pc.
- Color-copyboard
Data storage is effected at the push of a button on a compact flash card,
Fast duplication and transfer of the notes as a print – out or paperless.
Makes hand-written notes unnecessary and heightens the attention!
- Microphone conference system
with headset- microphone, swan neck microphone and live recording

Technical equipment which is not mentioned here can be rent for your meeting as well.



Decoration and equipment

Flower arrangement

Flower arrangements in the colours of your choice

Flower arrangement A	€ 37,00
Flower arrangement B	€ 42,50
Buffet flower arrangement	€ 80,00
Stand flower arrangement	€ 105,00

Decoration examples

„Italian style“
or "Celebrate like in the far north"
or "White/blue, Bavaria is greeting"
and so on ... and on

Chair covers

Chair cover	per piece	€ 13,50
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Cards

Menu cards	€ 1,50
Place cards	€ 1,00
Seating plan	€ 17,50
Buffet label	€ 15,00

Uniforms

Give your gala dinner a special glamorous touch!
Our service team is serving you in black tailcoats
or a relevant costume

per costume as of € 95,00

Other uniforms and costumes can be arranged on request.



Sheraton Catering

Catering with great attention to detail!

The Sheraton catering service command a special qualified brigade of cooks and service employees. Attendance and service in perfection, highest quality and the highest standard for the particular - this is the Sheraton credo for every event. For private or commercial reason in every dimension.

We let your ceremony become an unique event, in a place you prefer or open air – wherever you like!

We arrange every catering individually according to your wishes. So every private function or company event gets your personal frame.

Our experienced team will take care of the organisation from start to finish for you with great attention to detail.

If you search for an extraordinary event location, we will support you in searching. Whether on the World Heritage Site Zeche Zollverein or at the sea Baldeney, we will find an adequate place for you and your visions!

Ms. Romina Frattesi would like to advise you from Monday till Friday, from 9 a.m. till 6 p.m. under the telephone number +49 201 1007-170 or at a personal conversation.



Sheraton Catering

Personnel costs

- Service employee	per person/hour	€ 29,00
- Service manager	per person/hour	€ 32,50
- Cook	per person/hour	€ 29,00
- Sous chef	per person/hour	€ 32,50

The working time is including set up, service and teardown and is calculated from the departure to the returning to the Sheraton Essen Hotel.

Material costs

Cutlery, glassware, china, linen and servicing:

1 – 20 people	per person	€ 12,00
21 – 50 people	per person	€ 11,00
as of 51 people	per person	€ 9,00

- Bistro table	per piece/day	€ 16,00
- Round table (for 10 people)	per piece/day	€ 23,00
- Chair	per piece/day	€ 9,50
- Heater, including gas	per piece/day	€ 130,00
- Beer bar with cycle radiator	per piece/day	€ 150,00
- Red carpet	per day	€ 60,00
- Wardrobe trolley	per piece/day	€ 25,00

Transport costs

In the Essen area (50 km radius)	as of	€ 210,00
Outside the Essen area	as of	€ 390,00

If the teardown is required for the day after the catering an additional charge in the amount of 50% of the arranged transport costs will occur.



Contract conditions

These general conditions apply to the rental of conference and banquet rooms in the hotel and for all other activities and deliveries associated therewith. If the orderer and organizer is not identical, the orderer shall carry joint responsibility with the organizer to the hotel. In the following document the expression "hotel" is identical to „HAS Hotel GmbH & Co Betriebs KG“.

1) Following confirmation by the hotel, the reservation of rooms and other areas as well as arrangements for special deliveries and services are binding on the hotel as well as on the organizer. The written approval board of the hotel is required for the subletting of rooms and other areas.

2) If the period of time between entering into the agreement and the function exceeds 120 days, the hotel reserves the right to pass on alteration in prices.

3) In the absence of any other agreement, hotel accounts are due and payable strictly net within 10 days of date of invoice. In general hotel may, in absence of any other agreement, require a proportionate advance payment of any time.

4) In order to ensure adequate preparation the organizer must inform the hotel of the final number of participants not later than four working days prior to the date of function. Reductions in the number of participants cannot be considered and will be charged to the organizer. On increases in the number of participants the actual number of participants will be taken as the basis for the account. Increases in exceeds of 5% must be confirmed with the hotel not later than 48 hours prior to the function.

5) If, through no fault of the hotel, a function cannot be held as arranged, the hotel reserves the right to charge the agreed rent; if the function should be cancelled at any time, the hotel similarly reserves the right to claim proportionate compensation for any supplements services, in particular for catering, which may have been rent (cancellation 28 days to 7 days prior to function date 50% of the estimated total revenue, 7 or less days to function date 100% of the estimated total revenue).

6) The option dates are binding on the hotel as well as on the organizer. The hotel reserves the right to release the reserved rooms if the organizer has not met the deadline.

7) For functions which extend beyond 12:00 a.m., the hotel may calculate personnel costs for the time from 12:00 a.m.

on the basis of each employee concerned, as far as the agreed payment does not already cover extension beyond 12:00 a.m.

8) The organizer accepts liability for all loss or damage caused by his employees and casual workers as well as by participants in the function in addition to loss or damage, which he himself has caused. It is up to the organizer to effect the relevant insurance. The hotel may require proof of such insurance. To prevent against damage to walls, the introduction of decorative materials or special objects must be arranged beforehand with the hotel. The organizer accepts responsibility for ensuring that decorative materials in particular comply with all fire regulations. Any decoration brought in by the organizer has to be removed within 24 hours after end of function. The hotel does not accept liability for loss or damage of any equipment brought into banqueting area.

9) If a music band or entertainer is organized by the organizer his-/herself, he or she is responsible for announcing the GEMA. In case of non-announcing the hotel does not pay for any charges, these have to be paid by the organizer.

10) The arranged room rental includes the following additional charges: Heating/air condition, cleaning, general lighting as well as one-time arrangement with tables and chairs.

11) As a general rule, the organizer may not bring any type of food or beverages to the function. In special cases (national specialties etc.) a written agreement in combination with service charge or corkage fee may be entered into.

12) As a general rule, newspaper announcements containing invitations to presentations seminars or sales promotional arrangements require the prior agreement should occur, the hotel reserves the right to veto the function to the extent that the hotels vital interests, especially its image or the conduct of its business, could be prejudiced.

13) If the hotel should have reasonable causes for believing that the event may endanger the efficient operations of its business, the safety of the reputation of its premises, the hotel may veto the event without prejudice to its rights. Any liability of loss or damage thereby caused to the organizer or person making the arrangement is herewith excluded.

14) In case of major forces like fire, strike etc. the hotel may veto the event without prejudice to its rights.

15) If any provision of these general conditions should prove to be unworkable, the validity of the remaining conditions is thereby not affected. Any alterations to this agreement and any collateral agreements must be effected in writing.

16) Any dispute arising out of this contract shall be settled within the jurisdiction of Essen.