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A warm welcome at HOTEL SCHLOSS LEBENBERG!

The **Hotel Schloss Lehenberg** was once in the possession of gentry during the 16th century. It was built in 1534 and is mentioned in documents as early as 1551. Already in 1885 it was one of the first pensions in Kitzbühel. In 1964/65 the old castle was contacted with the new building and in 1967 it was converted into a hotel.

In the old castle wing you can find today 11 luxurious suites, the festive gobelin room with a beautiful ceiling from the 16th century, the restaurant and the sunny winter-garden.

Hotel Schloss Lehenberg disposes today of 150 rooms and belongs to one of the biggest companies in Kitzbühel. The spacious new indoor swimming on the roof with its wellness area is free of charge for our guests. Our Schloss Lehenberg Beauty Tower completes our wellness offer.

Our hotel is not only the perfect place to relax and to recover; it is as well the ideal setting for sophisticated conferences. The seminar rooms offer space up to 380 people. A perfect organisation through the individual support service of your personal conference manager is the guarantor for a successful event.

Enclosed please find detailed information – of course we are at your disposal at any time for a detailed offer.

Your confidence commits us, to make your event successful!

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CONFERENCES ROOMS – POSSIBILITIES TO FORM THEM

Saal	Lenght in m	Breite in m	space in m ²	altitude in m	Bodenbelag	Daylight						
							Block table	U-Shape	Theatre	Class room	Round table	Cocktail
Hahnenkamm I	5,34 4,86	5,53	32	3,70	carpet	yes	18	10	32	16	18	30
Hahnenkamm II	5,34 4,94	6,11	35	3,70	carpet	yes	18	12	34	18	24	30
Hahnenkamm III	5,34 4,92	6,44 7,05	36	3,70	carpet	yes	18	12	34	18	24	32
Kitzbühler Horn	17,18 17,44	10,56	180	3,70	carpet	yes	56	46	180	90	100	150
Alpenblick (HK I+II+III+Kitz Horn)	37,19	10,56 13,89	420	3,70	carpet	yes	105	105	230	210	230	400
Gobelinsaal	-	-	81	3,15	carpet	yes	40	40	80	50	50	80

Room hire

– if not booked as part of a conference package –

	ALL DAY 08:00 – 19:00 Uhr	HALF-DAY 08:00 – 12:30 Uhr 12:30 – 19:00 Uhr 19:00 – 24:00 Uhr
Hahnenkamm I	€ 190,00	€ 110,00
Hahnenkamm II	€ 210,00	€ 130,00
Hahnenkamm III	€ 220,00	€ 140,00
Kitzbühler Horn	€ 840,00	€ 540,00
Alpenblick	On request	On request
Gobelinsaal	€ 340,00	€ 220,00

These rates are per day and include all taxes and duties.

Room hire is not applicable in instances where 10 + rooms or a conference package for a minimum of 12 people have been booked.

CONFERENCE SERVICE STANDARDS

"YOUR SMILE IS OUR JOB" is the motto upon which we base our customer care at the Hotel Schloss Leobenberg in Kitzbühel. Our employees will endeavour to ensure that everybody is catered for and that your event goes according to plan.

- **Personal Service**
- **Flexible and versatile**
- **Professional organisation**

To express our gratitude for booking your seminar or conference we will provide you with the following **services free of charge**. These services are also included in all conference packages.

SEMINAR MANAGER

Your personal seminar manager is at your disposal to provide you with individual assistance from the start to the finish of your event.

STANDARD EQUIPMENT

1 overhead projector
1 flipchart
1 pin board
Screen (standard size)
Reception desk
Telephone in the seminar room (Calls are charged at international hotel rates)

PRESENTATION DOCUMENTS

10 overhead transparencies with 4 pens
25 sheets of flip chart paper
4 placard writers
Pins
In-house signage

DOCUMENTS FOR EVERY SEMINAR PARTICIPANT

Seminar block
Ball point pens
Name cards

CONFERENCE TECHNOLOGY AND BUSINESS SERVICE

We are here to support your event with cutting edge conference technology. Any equipment or technical devices which are not available in the hotel can be hired for you from our technical partner.

AVAILABLE TECHNOLOGY IN THE HOTEL

Pin board	Free	Free
Flip chart	per day	Free
TV set with VHS	per day	€ 49,00
TV set with DVD	per day	€ 49,00
CD-Player	per day	€ 22,00
Radio with CD-Player	Per day	€ 35,00
Data/Video projector	per day	€ 120,00
Sound system incl. Loud speakers	per day	€ 120,00
Lectern	per day	€ 38,00
Facilitator's case	per day	€ 45,00
Hand held microphone	per day	€ 32,00
Headset	per day	€ 48,00
WLAN	Free	Free
Overhead projector with screen	Free	Free
Laptop incl. mouse	per day	€ 140,00
Loudspeaker set (Laptop)	per day	€ 21,00
Multimedia presenter incl. USB stick	per day	€ 19,00

Technician hour

Technician hour Monday to Friday (08:00 – 18:00)	€ 66,00 per hour
Technician hour Saturday, Sunday and holidays	€ 99,00 per hour

BUSINESS SERVICE

Photocopying, black/white	01—05 sheets	€ 0,30/sheet
	06 – 10 sheets	€ 0,25/sheet
	11 – 30 sheets	€ 0,20/sheet
	+ 31 sheets	€ 0,15/sheet
Overhead transparencies		€ 2,00 per sheet
Telephone/Fax charges		€ 0,25/unit

All prices are per sheet and seminar day and include taxes and duties.
Prices subject to change – autumn 2008

ADDITIONAL SERVICES FOR THE EVENT

The **HOTEL SCHLOSS LEBENBERG** is happy to assist you in the preparation and organisation of additional services for your event.

HOSPITALITY DESK

To enable you to provide your guests with a reception befitting the occasion we are happy to provide you with a "Hospitality Desk" in the reception area. The desk can be used to lay out information about your event for your participants, as well as name tags if necessary.

SERVICE PERSONNEL

The services of our staff before midnight are included in your package, after midnight we add a service charge of €25.00 per member of staff and each hour begun.

CLOAKROOM

We will gladly provide you and your guests with coat stands. We would point out, however, that we are unable to accept responsibility for any items. If you should prefer a personally supervised cloakroom then we will be happy to arrange this for a small surcharge.

CLEANING

The cleaning of the rooms is already included in the hire price. In cases where more thorough cleaning is required an additional cleaning fee will be charged. The costs of such a service can not be estimated in advance.

PARKING

Free parking spaces around the hotel.

MENU CARDS

We will be happy to create a special menu and provide you with table decoration befitting the occasion. These can be designed just as you wish and charged accordingly. Our standard menu cards are available free of charge.

DECORATION ELEMENTS

We will arrange the appropriate colour and theme-related flowers for your event programme. Once the appropriate individual decoration for your event and for the room has been agreed we are then able to calculate the budget for you according to your input and wishes.

ENTERTAINMENT AND MUSICAL PROGRAMME

We are happy to arrange a suitable entertainment programme for you. Prices and further information on music and entertainment can be obtained on request:

PHOTOGRAPHY

If you require photographs of your event we are happy to arrange this with our photographer or to provide you with a contact for more detailed information.

CHECKLISTS FOR THE EVENT ORGANISER

1. EVENT TYPE

- | | | |
|--|--|---|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Anniversary | <input type="checkbox"/> Kick off meeting |
| <input type="checkbox"/> Congress | <input type="checkbox"/> Product presentation | <input type="checkbox"/> Incentive |
| <input type="checkbox"/> Seminar/training | <input type="checkbox"/> Business presentation | <input type="checkbox"/> Gala dinner |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Cultural event | <input type="checkbox"/> Sport event |
| <input type="checkbox"/> Motivation training | <input type="checkbox"/> Trade Fair/Exhibition | <input type="checkbox"/> _____ |

2. TARGET GROUP

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Employees | <input type="checkbox"/> Proprietors | <input type="checkbox"/> New clients |
| <input type="checkbox"/> Traders | <input type="checkbox"/> Opinion leaders | <input type="checkbox"/> Media |
| <input type="checkbox"/> Cooperation partners | <input type="checkbox"/> Existing clients | <input type="checkbox"/> Public |
| <input type="checkbox"/> _____ | | |

3. COMMUNICATION OBJECTIVES

- | | |
|--|--|
| <input type="checkbox"/> Maintaining contact with target group | <input type="checkbox"/> Image transfer |
| <input type="checkbox"/> Strengthening customer ties | <input type="checkbox"/> Employee motivation |
| <input type="checkbox"/> Imparting emotions | <input type="checkbox"/> Trader motivation |
| <input type="checkbox"/> Remaining in the thoughts of target group | <input type="checkbox"/> Increasing turnover |
| <input type="checkbox"/> Increasing name recognition | <input type="checkbox"/> Product launch |
| <input type="checkbox"/> Gaining new customers | <input type="checkbox"/> Media impact |
| <input type="checkbox"/> _____ | |

4. CONTACT DETAILS

Company/Organiser: _____
 Invoice address: _____
 Contact person during the event: _____
 Telephone: _____
 Fax: _____
 E-mail: _____

5. KEY EVENT DATA

Theme/motto: _____
 Date: _____ . _____ . _____
 Set up: _____ . _____ . _____ Finish: _____ . _____ . _____
 Time: from _____ o' clock until _____
 Expected number of participants/ Guarantee number: _____
 Room: _____ Set up: _____
 Number of meeting rooms: _____ Set up: _____
 Number of group rooms: _____ Set up: _____

6. OFFICIAL ROUTES

- | | |
|---|---|
| <input type="checkbox"/> Information / Registration | <input type="checkbox"/> Austrian copyright law |
| <input type="checkbox"/> Fire brigade | <input type="checkbox"/> Red Cross |

7. TECHNOLOGY

- In-house technology
- Standard conference technology: Overhead, flip chart, pin board, screen
- Technology hire

8. ENTERTAINMENT PROGRAMME

- | | |
|---|--|
| <input type="checkbox"/> The sights of Kitzbühel | <input type="checkbox"/> Artists performances |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Celebrity appearances |
| <input type="checkbox"/> Theatre, opera, musical, concert | <input type="checkbox"/> Catering |
| <input type="checkbox"/> Sport | <input type="checkbox"/> Action & fun |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> _____ |

9. HOTEL ROOMS

Room reservation

- | | |
|--|------------------------|
| _____ Double room for single occupancy | from _____ until _____ |
| _____ Double room for double occupancy | from _____ until _____ |
| _____ suites | from _____ until _____ |

Arrival / Transfer

- Transfer upon arrival
- Transfer upon departure
- Arrival at the hotel: _____ o' clock

Meals/Provisions

- Breakfast
- Lunch
- Dinner
- Welcome coffee before the conference
- Conference packages

10. BILLING

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Hotel rooms | <input type="checkbox"/> Company/Organiser | <input type="checkbox"/> Participant |
| <input type="checkbox"/> Conference packages | <input type="checkbox"/> Company/Organiser | <input type="checkbox"/> Participant |
| <input type="checkbox"/> Drinks | <input type="checkbox"/> Company/Organiser | <input type="checkbox"/> Participant |
| <input type="checkbox"/> Extras | <input type="checkbox"/> Company/Organiser | <input type="checkbox"/> Participant |

Authorised to sign

1. Approved signatory:

2. Approved signatory:

TERMS AND CONDITIONS FOR EVENTS AT THE HOTEL SCHLOSS LEBENBERG

Below you will find the general conditions for events (Banquet agreements) at the HOTEL SCHLOSS LEBENBERG. These are integral parts of the contract for the order which you (Henceforth referred to as the "Organiser") have placed. Any other provisions on the part of the organiser are invalid. The organiser shall comply with these terms and conditions as well as all regulations pertaining to trade law and other regulations, and with his signature he assumes responsibility for the adherence to these provisions. The organiser agrees to indemnify and hold the hotel harmless in respect of any damages, in particular administrative penalties resulting from the failure to comply with regulations pertaining to trade law and other regulations, in particular as a result of non-payment of duties.

GUARANTEE OF NUMBER OF PARTICIPATING PERSONS

The organiser notes that the hotel requires notice of the exact number of participants and their choice of meal at least three workdays before any event at which meals are to be served. This number counts as a guaranteed minimum number and the organiser will be billed by the hotel for this amount. Any further meals, drinks, tobacco products etc. ordered shall be billed additionally. If the guaranteed number of people should be exceeded by more than 10% (applicable for numbers of over 50 people) we regret that we may be unable to serve the required order of the menu.

CANCELLATION OF EVENTS

No charge shall be made if cancellations are made up to four weeks prior to the date of the event. If a cancellation is made up to two weeks before the agreed date then 50% of the total booked transaction volume shall be charged, 75% for cancellations made up to three days in advance and 100% for cancellations within three days.

RATES

The rates we offer include all taxes, duties and service charges provided that nothing is arranged which deviates from this. Applicable until cancelled. We refer you to the valid price lists.

DRINKS ACCOUNTS

In the event that no other agreement is in place we shall bill drinks in accordance with the amount actually consumed. The client shall comply with the hotel's figures.

SUPERVISION

The permanent presence of an employee throughout the duration of the event is charged at a rate of € 25 incl. VAT per employee and each hour begun.

EVENTS AFTER MIDNIGHT

In the case of events which continue beyond midnight and for which the presence of employees is required an extra charge of €25 incl. VAT is charged per hour and per employee.

FOOD AND DRINK BROUGHT BY THE ORGANISER

The organiser requires the explicit written permission of the hotel to bring food and drinks onto the premises. The hotel may request a lump sum payment for this service.

TECHNICAL WORK

If technical services provided by outside companies are required for events, the resulting costs shall be passed on to the organiser at net cost price. The outside company may only carry out work and/or alterations to hotel property with the permission of the hotel.

VALUABLES

The hotel cannot take responsibility for any valuables such as machines, pictures, cash, exhibits etc. which are brought to the event by the participants.

MUSIC

If the organiser plans to use music during the event then he is obliged to provide the hotel with details in good time. Registration of music to be played is a requirement of Austrian copyright laws and entertainment tax purposes, and must be carried out by the organiser in good time. Any costs incurred are borne by the organiser (client). The organiser agrees to indemnify and hold the hotel harmless in regard to any damages which result from late registration with regards to Austrian copyright laws and entertainment tax and/or late payment of copyright law contributions and entertainment tax contributions.

DECORATION

The organiser is obliged to inform the hotel of the intended installation of decoration material or miscellaneous articles and to obtain the hotel's permission. The function rooms must not be damaged. Decoration must be carried out by qualified personnel and work must comply with all fire and police regulations. All costs incurred as a result of constructing and dismantling decoration are borne by the organiser.

ROOM HIRE

The agreed room hire rates apply exclusively to the provision of rooms as well as the furniture you request, provided that this is available in the hotel.

LIABILITY

The organiser is responsible for any damage caused by his guests, employees or representatives and the hotel must be reimbursed in full for such damage. Should the situation arise the hotel may request that the organiser takes out appropriate insurance policies. The hotel is only liable for damages to articles which have been brought to the hotel where there is evidence of intent or gross negligence, but on no account can the hotel be held responsible for errors on the part of third parties.

CANCELLATION BY THE HOTEL

The hotel is entitled, without prejudice to its claim to remuneration, and without stating the reasons, to end the contractual relationship at any time if

- a.** the event threatens the smooth business operation of the hotel
- b.** the reputation as well as the security of the hotel are compromised
- c.** in cases of forces majeure

The organiser is not entitled under any circumstances to the assertion of claims for damages against the hotel.

Furthermore, both contract partners may withdraw from the contract up to three months before the agreed date without stating reasons or payment of cancellation fees.

BILLING

The invoice will be issued on the day of the event.

Invoices must be paid upon receipt without deduction.

USE OF THE HOTEL NAME OR HOTEL LOGO

The use of the hotel name or logo for media, forms etc. is only permitted with the written permission of the hotel. If the hotel has not been informed then it maintains the right to cancel the event free of charge.

JURISDICTIONAL SCOPE

These standard business conditions for events in the hotel are applicable only to contracts with people who are not consumers in the sense of Article 1 of the Employment Protection Act.

PLACE OF JURISDICTION

Vienna is the agreed place of jurisdiction.

CONFERENCE PACKAGES

ALL DAY PACKAGES

four non-alcoholic drinks in the meeting room per seminar participant

Morning break

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Fresh fruit
- Choose whatever takes your fancy! *

3 course business lunch or dinner without drinks

Afternoon break

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Fresh fruit
- ... just as you like! *

Provision of a suitable meeting room from 08:00 until 19:00
Room hire and standard seminar technology

€52,00 per person per day

HALF-DAY PACKAGES

two non-alcoholic drinks in the meeting room per seminar participant

3 course business lunch or dinner without drinks

Morning or afternoon break

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Fresh fruit
- Spoil your participants for choice! *

Provision of a suitable meeting room from 08:00 until 13:00:00
Room hire and standard technology

€41,00 per person per day

*Please select (See page 16 for details):

- Filled rolls
- Danish pastries fresh from the oven
- Fresh fruit from the chocolate fountain
- Healthy, energising snacks

ALL-IN DAY PACKAGES

four non-alcoholic drinks in the meeting room per seminar participant

Morning break

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Fresh fruit
- Choose whatever takes your fancy! *

3 course business lunch or dinner
incl. a non-alcoholic drink and coffee

Afternoon break

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Fresh fruit
- ... just as you like! *

Provision of a suitable meeting room from 08:00 until 19:00
Room hire and standard seminar technology

€ 56,00 per person per day

ALL-IN HALF-DAY PACKAGES

two non-alcoholic drinks in the meeting room per seminar participant

3 course business lunch or dinner
incl. a non-alcoholic drink and coffee

Morning or afternoon break

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Fresh fruit
- Spoil your participants for choice! *

Provision of a suitable meeting room from 08:00 until 13:00
Room hire and standard seminar technology

€ 43,00 per person per day

*Please select (see page 16 for details):

- Filled rolls
- Danish pastries fresh from the oven
- Fresh fruit from the chocolate fountain
- Healthy, energising snacks

COFFEE BREAKS

STANDARD COFFEE BREAK

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Fresh fruit
- Pastries fresh from the oven or filled rolls

€ 8,50 per person and break

CHOCOLATE FOUNTAIN COFFEE BREAK – A little treat

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Fresh fruit with liquid chocolate from the fountain

€ 11,50 per person and break

CHOCOLATE FOUNTAIN COFFEE BREAK – A bigger treat

- Coffee/Tea
- Mineral water and fruit juice in carafes
- Pastries fresh from the oven or filled rolls
- Fresh fruit with liquid chocolate from the fountain

€ 12,50 per person and break

"HEALTHY AND ENERGISING" COFFEE BREAK

- Vegetable sticks with various herb dips and wholemeal bread
- Fresh fruit salad with seasonal fruits
- Muesli bar
- Yoghurt drink "Actimel"

€ 9,00 per person and break

Please note that an additional room hire will be charged for coffee breaks (excluding conference packages).

JUST AS YOU WOULD WISH

We will discuss your wishes with you and you will see that everything is possible!

We will be happy to prepare your individual arrangements for your meetings and festivities according to your wishes.

Bread rolls and finger food

Cocktail receptions

Gala dinner

Wedding menus

International buffet variations

Culinary voyages through Europe

Menu variations

Running buffet

Traditional Tyrolean buffets

Sweet delicacies

Wine tasting

Special individual arrangements