



BBC corp. Training Institute 10-11/10

Type : Residential

Arrival Date: 10/06/2021

Departure date: 10/8/2021

Contract # :OP-46821

Company: BBC corp. Training Institute

Contact: Eddie Murphy - Dutch

Onsite contact : Axel Foley

Friday 8th October 2021

MEETING ROOM

Timing	Room	Style	Function	Pax	Price	Comment
8 – 9 AM	Detroit	Coffee Break	Welcome Coffee	50	\$ 0.00	
9 AM – 6 PM	Beverly Hills	Classroom	Meeting	50	Included	Set-up in email
9 AM – 6 PM	Detroit	Coffee Break	Meeting	50	\$ 0.00	
9 AM – 6 PM	Miami	Salon	Meeting	1	\$ 300.00	Lounge
12:30 – 1:30 PM	Restaurant	Banquet	Meeting	50	\$ 0.00	

PACKAGE

Package	Price	Pax	Package Split
Package full day buffet	\$ 79.00	50	FD : 54.50, BEV : 8.50, MR : 16.00

FOOD & BEVERAGE

08:00 – 09:00 AM The Chef's Workshop - Pax: 50 - \$8.50 Welcome Coffee
Tea, coffee, orange juice, and pastries.

08:00 – 09:00 AM The Chef's Workshop - Pax: 50 Permanent Coffee Break
Tea, coffee, orange juice, and pastries.

12:30 – 1:30 PM - Pax: 50 Cold & Hot Buffet Package
Buffet Lunch of the Chef

12:30 – 1:30 PM Restaurant 100 - Pax: 50 Cold & Hot Buffet
Soft drinks and water

7:00 – 7:30 PM - Pax: 50 - \$10.00 Bubble Time 1/2h
Prosecco 1/2h

EQUIPMENT & OTHERS

09:00 AM – 6:00 PM - Pax: 50 Basic equipment
LCD projector, Screen and Flipchart



NOTES

Internal - Set-up

- Two blocks with a central aisle. 6 lines of 2x5 places (attached picture)
- Two large tables + Three chairs with black layer (back of Agora 8)
- Two high tables with two bar stalls in the back
- Provide water at the Coffee Corner and on the tables in the back of the room.

At the front:

- One flipchart with two new paper roll
- One large table with black tablecloth
- Four large glass of wines and two bottle of water

Register Space – The Lobby

- One high table and one large table

Additional Information

The BS2103 will be used by Director Mr. Vande Velde and Mr. Terzic

Be careful to always have two coffee break and two lunch in 2103 and refresh during the day.

Accommodation :

- Fill the fridge of room 2103 with soft drinks

Catering: Be careful with lunches, special buffet:

- Soup of the day (vegetarian option)
- Two sandwich selection (one vegetarian and another)
- Salad
- One main dish with meat
- One main dish with fish
- Two desserts (salad fruits and another)