



**FOUR SEASONS HOTEL**  
*Damascus*

March 28, 2007  
Ms.  
Advance German Technology  
Middle East office  
Dubai  
UAE



**Dear Ms.**

Thank you for your interest in Four Seasons Hotel Damascus in planning your upcoming event .We look forward to welcoming you and your guests to our hotel.

Kindly find enclosed a proposal for your consideration. Rest assured that the staff and management of Four Seasons Hotel Damascus will spare no effort to ensure that your event will be the finest and most successful for you and your guests.

Ms., once again thank you for your inquiry, should you require any further assistance, please contact me at anytime.

Kind regards,

**Catering Sales Manager.**



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**PROPOSAL FOR:**

**MR.**

Submitted by  
**Four Seasons Hotel Damascus**  
 March 28, 2007



**FUNCTION SPACE**

Based on our understanding of your needs, we have reserved the following space for **your Event** on a tentative first option basis:

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
May. 20 -21.2007	09:00	17:00	Meeting	Levant A	U shape	20 - 25	\$ 400

Please note that all prices is subject to 10% Service and 10 % Government Taxes.

Room Rental is \$ 400 if two coffee breaks a day are needed

**CATERING ARRANGEMENTS**

Attached Coffee Break Menus to choose from.

Lunch will be in Safran Restaurant (International Buffet, Asian cuisine, and Syrian mezze) at the Price of SYP 1300 inclusive of Taxes and hot drinks (Coffee & Tea)

Drinks will be charged as per consumption.

LCD Projector: SYP 8000 plus 10% Service and 10 % Government Taxes.

Laptop: SYP 5000 plus 10% Service and 10 % Government Taxes.

Microphone: SYP 1000 plus 10% Service and 10 % Government Taxes.

Wireless Microphone: SYP 2500 plus 10% Service and 10 % Government Taxes



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**VALET PARKING SERVICE IS AVAILABLE**

SYP 75 per car per hour inclusive of tax & service, and based upon availability

**(This is a sales proposal for discussion purposes and is not intended to be a contract).**



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## **COFFEE BREAKS BASIC**

### **Coffee and cookies:**

Freshly baked cookies

Fruit juice and mineral water

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Freshly brewed regular and decaffeinated coffee

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Tea service

**SYP 300 PER PERSON plus 10% service & 10% taxes**



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**Morning lifestyle break:**

Carrot and zucchini muffins

Whole wheat croissants

Fruit juices and mineral water

Herbal tea  
( )

Freshly brewed regular and decaffeinated coffee  
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**SYP 375 PER PERSON plus 10% service & 10% taxes**



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**Morning coffee break**

Freshly squeezed orange and watermelon juice

Raisin and cinnamon wheel

Banana and cashew muffin

Smoked turkey and cheddar croissant

Seasonal fresh fruits

Mineral water

Freshly brewed regular and decaffeinated coffee  
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Tea

**SYP 400 PER PERSON plus 10% service & 10% taxes**



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**Morning coffee break**

Freshly squeezed orange and mango juice

Traditional English fruit cake

Pain au chocolate

Vegetable and herb cream cheese foccacia sandwich

Fruit yogurt

Seasonal fresh fruits

Mineral water

Freshly Brewed regular and decaffeinated coffee

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Tea service

**SYP 425 PER PERSON plus 10% service & 10% taxes**



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**Afternoon energy booster break:**

:

Vitamin C blast-carrot sticks, carrot Juice, orange juice  
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Giant oatmeal and raisin cookies

Zucchini scones with spiced date butter and fig jam

Selection of whole fruits, fruit and vegetable juice station

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Mineral water

Freshly brewed regular and decaffeinated coffee

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Tea service

**SYP 500 PER PERSON plus 10% service & 10% taxes**