



Botschaft des Staates Israel
Herr Yoav Abergel
Uhlandstr. 123
10717 BERLIN

Phone: +49 170 2073313
Mail: yoav_bergel@mod.gov.il

Berlin, December 18, 2017
Your contact: Anne Bussenius
Phone: +49 30 2127 712
Fax: +49 30 2127 742
Mail: anne.bussenius@steigenberger.com

**You can now begin to make concrete plans.
Quotation for your event (booking number: 24550791) at the 21th March 2018**

Dear Mr. Abergel,

We have prepared the following quotation for you, taking into account your individual wishes and requirements:

“We continue striving to delight our guests with our unique style of quality” – this is what the name Steigenberger has stood for in decades past, and into the future. Consequently an official classification is not needed.

ACCOMMODATION

Arrival: 20th March 2018 / “Check In” starting at 03:00 p.m.
Departure: 22th March 2018 / “Check Out” until 12:00 p.m.

Rooms: 31 rooms per night

Room rate: Superior

Feel at home straightaway in our 22 to 24sq.m. Superior Rooms with a view to the hustle and bustle between Kurfürstendamm and Los Angeles Square or to the quiet inner courtyard.

Fully equipped bathroom with bathtub or shower, individually controlled air conditioning, complimentary Wireless High Speed Internet (HSIA), complimentary bottle of mineral water during the stay, complimentary tea and coffee making facilities, flat screen

**EUR 129.00 per room and night, single occupancy, included breakfast
EUR 149.00 per room and night, double occupancy, included breakfast**

Buchungsnummer: 24550791
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Steigenberger Hotel Berlin · Los-Angeles-Platz 1 · 10789 Berlin · Germany · Postfach 30 36 80 · 10727 Berlin
Telefon: +49 30 21 27-0 · Telefax: +49 30 21 27-117 · berlin@steigenberger.de · www.berlin.steigenberger.de



Berlin Los Angeles Platz Value Added I, GmbH & Co. KG · Amtsgericht Berlin – HRA 17605
Komplementär: BerlinValue Added I, GmbH · Amtsgericht Berlin
HRB 13 639 · Geschäftsführer: Javier Arús Castillo, Luis Miguel Martín Ortiz
Hotelleitung: Steigenberger Hotels Aktiengesellschaft · Ust.-ID.-Nr.: DE 135 590456 · Steuernummer: 27/142/14230
Berliner Commerzbank AG ·
Konto-Nr.: 1203 900 · BLZ: 100 400 00 · BIC: COBADEFFXXX · IBAN: DE22 1004 0000 0120 3900 00



Deluxe (on availability)

The Deluxe Rooms with a size of 24 to 26sq.m. on the 5th and 6th floor are rooms for relaxation with a modern design and a view to the quietly situated park of the Los Angeles Square.

Fully equipped bathroom with bathtub, bathrobe & slippers, individually controlled air conditioning, complimentary Wireless High Speed Internet (HSIA), daily complimentary bottle of mineral water, complimentary tea and coffee making facilities, Nespresso machine, welcome treatment from the General Manager, discount voucher for shopping at the Galleries Lafayette, daily newspaper, turn down and shoe shine service, large flat screens

EUR 159.00 per room and night, single occupancy, included breakfast

EUR 179.00 per room and night, double occupancy, included breakfast

Breakfast split: The breakfast amount is 11.00 € per person



List of participants: We highly appreciate to receiving the rooming list until 2 weeks prior arrival.

Berlin Travel Card: Discover Berlin and Potsdam (scale area ABC) by bus, train and underground with our complimentary ticket during your stay (max. 7 days).

O is required O is not needed

City Tax: By signing the contract, the ordering party confirms that the motive of the stay at the Steigenberger Hotel Berlin is entirely relating to business. Therefore, Berlin's city tax does not apply.

EVENT

Our convention center harmonizes high-tech and the state of the art design with responsible environmental awareness. All procedures are according to the management system ISO 14001.

We welcome to the most advanced conference facilities located on one floor with 16 meeting rooms and space for up to 450 people. The thoughtful service, including regional dishes and out IT-Concierge, completes the offerings perfectly.

To see the meeting floor plan please click [here!](#)

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Date / Time: 21th March 2018
09:00 a.m. – 12:00 p.m.
Function room: with daylight, air condition
No. of people: up to 52 delegates
(Please add the exact number of delegates with signature: ____ delegates)
Set up: Theatre Style
Room hire: 450.00 € per Day

Beverages in the room: Coffee and Water in the meeting room charged to the master account on consumption base.

Due to change in the number of participants or the booking situation, the hotel reserves the right to make a room exchange.

Signpost: _____ *Please complete.*

Onsite contact: _____ *Please complete.*



Additional technical equipment:

Please mark your choice for the main room:

<input type="checkbox"/> Projector	220.00 € (3700 Ansilumen)	per day/ piece
	390.00 € (5200 Ansilumen)	per day/ piece
<input type="checkbox"/> Screen		free of charge
<input type="checkbox"/> LCD TV	150.00 €	per day/ piece
<input type="checkbox"/> Flipchart	25.00 €	per day/ piece
<input type="checkbox"/> Pin board	25.00 €	per day/ piece
<input type="checkbox"/> Moderation case	35.00 €	per day/ piece
<input type="checkbox"/> lectern	50.00 €	per day/ piece
<input type="checkbox"/> Presenter	15.00 €	per day/ piece
<input type="checkbox"/> Microphone	90.00 €	per day/ piece
<input type="checkbox"/> Sound system	220.00 € (2 Point)	per day

Internet: Wireless highspeed internet access is free of charge in the entire hotel (one access per person, each additional access on request). Wired internet access in the meeting rooms is also available without charge.

Breakfast

Date: 21th & 22th March 2018
Time: 08:00 p.m. – 10:00 p.m.
Function room: separated room with daylight, air condition
No. of people: 50
(Please add the exact number of delegates with signature: ___ delegates)
Set up: Restaurant Style
Room hire: included
Food: Breakfast Buffet



Optional Dinner

Date: 20th March 2018 21th March 2018
Time: 08:00 p.m. – 10:00 p.m.
Function room: daylight, air condition
No. of people: 50 delegates
Set up: Restaurant Style
Room hire: included if the expected food & beverage revenue will be realized
Food: 3-course menu per person from 37.00 €
 Buffet per person from 34.00 €

Menu / Buffet suggestions will be forwarded to you upon request after contract conclusion.

Beverages: on consumption base
 2h beverage package per person 24.00 €
(one glass of sparkling wine, drafted beer, house wine (red & white), soft drinks, water)

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Consecutive hour per person 11.00 €
An extension of the beverage package on-site is only possible with at least 50% of the number of attendees booked beforehand.

Staff after 11:30 p.m. per employee 28.50 €



CANCELLATION POLICY

After conclusion of the contract a free cancellation for event services and accommodation is not possible.

Partial free cancellation:

max. 10% of the contracted amount until 06th March 2018

For firmly booked but unclaimed banqueting services and guest rooms, the ordering party shall pay a cancellation fee in the form of a rescission charge amounting to 90% of the services contracted for.

Agreed costs for self-payers which were not paid on departure will be charged to the main invoice at the expense of the booker.

Please note that the service offered is only bookable if reserving meeting rooms and bedrooms in combination. In case the event will not take place, we reserve the right to adjust the room rates accordingly.

In case of changes within room nights, number of meeting packages, delegates or dates the Hotel reserves the right to amend the rates, changing the rooms or cancel the contract.

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BILLING INSTRUCTIONS

The above prices are including the current Value Added Tax.

Accounting: Please mark the method of payment:

	individual	main invoice
Rooms including breakfast	<input type="radio"/>	<input type="radio"/>
Garage	<input type="radio"/>	<input type="radio"/>
Porterage (2.50 € p.P.)	<input type="radio"/>	<input type="radio"/>
Room service & Minibar	<input type="radio"/>	<input type="radio"/>
Meeting Package		<input checked="" type="radio"/>
Additional beverage	<input type="radio"/>	<input type="radio"/>
_____	<input type="radio"/>	<input type="radio"/>
Others (please complete)		

Pre-Payment: The Hotel demands a one-time pre-payment at a value of 100% of the total amount, which must be settled by the organizer until 8 weeks prior the arrival. Furthermore, the organizer is obliged to pay the agreed prices for the services received at the Hotel directly at check out.

Credit card holder: _____

Credit card institute: _____

Credit card number: _____ expiry date: _____

Signature and Stamp: _____

Billing address: Botschaft des Staates Israel
_____ (please note)
Uhlandstr. 123
10717 BERLIN

_____ (additional notes)

Please verify the invoice address and inform the hotel if there are changes.

The Hotel reserves the right to adjust prices if there are significant changes of purchase prices.

OTHERS

Agenda: Please send us your detailed meeting schedule until 2 weeks prior arrival.

Parking: The parking places in our garage can be used – depends on availability.

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They will be charged with 24.00 € per car/day.

A green and reasonable way to travel to your meeting:

Leave an ecological footprint and travel by public transport:

Steigenberger Hotels and Resorts has joined forces with Deutsche Bahn to offer you environmentally-friendly, economic train journeys to your conferences or meetings.

- Environmentally-friendly, more relaxed journeys to your meeting
- More time to work time during the trip
- Savings of up to 59% on the regular fare, depending on distance and class
- Simple and individual ticketing

Bookable until 3 days before your journey, Monday to Saturday, 7:00 am-10:00 pm at the DB Service Center on +49 (0) 1806 311153, quoting "Steigenberger Hotel" as a reference.

This quotation is contractually binding until **28th December 2017** in accordance to our terms and conditions that are part of the contract. If we have not received a response by the mentioned date, we reserve the right to review our availability.

In addition, our general terms and conditions for events, that are explicitly included in the contract, apply. Our terms and conditions for events can be found enclosed to this contract offer.

Please do not hesitate to contact us if there are questions or if we can assist further. We would be delighted to welcoming your guests to the hotel.

Kind regards

Anne Bussenius
Director of Convention Sales

Kathrin Merschmann
Convention Sales Manager

Please sign this contract as acknowledgement of your agreement and return to us. We are delighted to return the hotel side signed contract afterwards and to confirm the fixed booking.

.....
Date / Signature / Company Stamp

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