

Title of course/conference: _____ Booked by (company): _____

Number of participants including course leader and interpreters etc. _____

First day: _____ date _____ / _____ & Last day: _____ date _____ / _____ Times: From _____ until _____

Equipment:

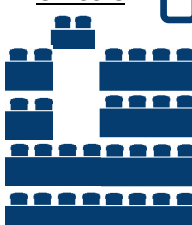
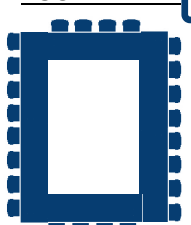
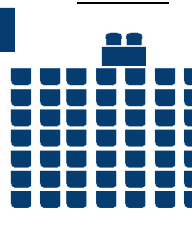
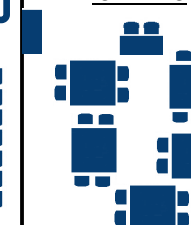
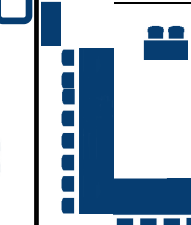
Standard set-up includes writing pads, folders, pens and name signs.

Conference rooms are equipped with white-boards, flip charts, projectors and speakers. Please X off below for further equipment.

Laptop: ☐ Interpreting equipment: ☐ Wireless mic/headset: ☐ Video conference equipment: ☐

Other requests (cannot be guaranteed, and may be subject to a fee): _____

Group rooms (enquire about how many are available when booking):

CLASSIC <input type="checkbox"/>	ROUND TABLE <input type="checkbox"/>	CINEMA <input type="checkbox"/>	ISLANDS <input type="checkbox"/>	U-SHAPE <input type="checkbox"/>	Maximum number of participants possible is noted under each set-up type.
					
<u>28 pax.</u> When booking a small conference room.	<u>24 pax.</u> When booking a small conference room.	<u>54 pax.</u> When booking a small conference room.	<u>32 pax.</u> When booking a small conference room.	<u>22 pax.</u> When booking a small conference room.	
<u>62 pax.</u> When booking large conference room.	<u>44 pax.</u> When booking large conference room.	<u>108 pax.</u> When booking large conference room.	<u>74 pax.</u> When booking large conference room.	<u>42 pax.</u> When booking large conference room.	

All conference packages and prices can be found on the next page.

Allergies/special dietary requirements: please inform Hotel Qaqortoq at least 2 days prior to the event, so the kitchen staff can make the necessary preparations. Same-day changes will entail a fee.

Prices for conference rooms. Prices in DKK per room per day.

Small conference room: 3,000 - Large conference room: 5,000 - Meeting room: 1,900 - Group room: 900

Conditions: The number of participants is binding and cannot be reduced, but you may ADD participants during the course of your event. Please inform the reception of any changes as soon as possible. For changes in dietary requirements that we have not been informed of in advance, we reserve the right to charge an additional fee of DKK 199 per meal.

Invoice: Everything regarding the booked conference, catering, etc, will be invoiced to the booker. Separate invoices can only be accommodated provided this has been agreed upon with Hotel Qaqortoq's conference manager at least a week BEFORE the beginning of the conference/course.

Information: Please send this form to the organizer to fill out. If there are different start times or different catering requirements for specific days, please fill out a form for each day.

Cancellation: The event may be cancelled without incurring a cancellation fee up until 72 hours before it is due to start. If a cancellation occurs within 72 hours of the beginning of the event, a fee of DKK 99 per person will be added if a conference package including lunch has been booked.

Date and signature (organizer) _____

Contact person: Christina Lyngholm
E-mail: manager@hotel-qaqortoq.gl
Phone: +299 64 22 82 / +299 64 70 23



Hotel Qaqortoq

".. Your home - away from home.."

Courses & Conferences

2025

All inclusive

Perfect for course attendants
staying at the hotel

Accommodation w/breakfast,
conference package 1 or 2,
and dinner.

No. of participants: _____

Welcome/farewell dinner
subject to an additional
DKK 150 per person.

All inclusive package 1: ☐
DKK 1,780 per person per day.

All inclusive package 2: ☐
DKK 1,680 per person per day.

Package 1 (deluxe): Full conference catering for DKK 499 per person, including coffee, tea and ice water throughout the day. Start the day with fruit and nuts, breakfast sandwich in the morning, a lunch with soft drinks and water, and deluxe afternoon. cake. ☐

Package 2: Full conference catering for DKK 399 per person, Including coffee, tea and ice water throughout the day. Start the day with fruit, breakfast rolls, open-faced sandwiches for lunch, and afternoon cake. ☐

Package 3: Half-day catering WITH lunch for DKK 299 per person.

1) Breakfast and open-faced sandwiches for lunch ☐

OR ☐

2) Open-faced sandwiches for lunch and afternoon cake. ☐

Package 4: Half-day catering WITHOUT lunch for DKK 99 per person, including coffee, tea and ice water throughout the day.

1) Breakfast ☐

2) Afternoon cake ☐

Package 5: Lunch: open-faced sandwiches for DKK 199 per person. ☐

Evening catering: 1 dish, incl. soft drink for DKK 239 per person. ☐

Welcome/farewell dinner: Chef's 3-course menu, including two drinks and coffee or tea for DKK 499 DKK per person.

Welcome: ☐

Farewell: ☐

Dinner held in a private room (additional DKK 2,500 or DKK 5,000 fee, depending on the group size): ☐

Extras for your event (already included in package 1).

Nuts for DKK 40 per bowl ☐

Fruit for DKK 40 per person ☐

Chips for DKK 40 per bowl ☐

Catering: When should we serve your food?

Breakfast: _____ (time) Lunch: _____ (time) Afternoon cake: _____ (time) Dinner: _____ (time)

Welcome/farewell dinner, no. of participants: _____ & time: _____ & date: _____