



# KAISERHOF

*Küss die Hand in Wien*

## *1. Contact details*

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## *2. Location*

The HOTEL KAISERHOF WIEN is located in a quiet area close to the historical heart of Vienna. Close by you will find the underground station Karlsplatz (lines: U1, U2, U4) the Kärntner Strasse and the Ringstrasse which offers many tourist attractions and museums. The University of Technology (TU Wien), Austrian Economic Chambers (WKO) and many other international companies are located within walking distance.

## *3. the Hotel*

- 4\* category
- 74 comfortable rooms, including from 4 suites and 4 junior suites as well as 5 allergy-friendly rooms
- 24 hours reception
- Free internet corner and wireless LAN in the Lobby and Bar
- Underground car park € 21,00/day (limited number of lots)
- „Wellness“: sauna / sanarium with light therapy as well as steam bath and a small fitness area with cardio equipment
- KAISERHOF bar until midnight
- International newspapers (English, French, Russian, Italian)
- 3 modern meeting rooms with daylight and an option to darken the room - business facilities



## 4. *the Rooms*

- Wi-Fi (high-speed) free of charge
- Telephone with voice-mail, SAT-TV, radio and docking station
- Air conditioning, safe, mini bar, cosmetic mirror and hairdryer
- Extra-long beds for tall guests (6'2" and over)
- KAISERHOF beds (with adjustable slat rusting and special mattresses)
- 4 exclusive suites (separate living and sleeping rooms) with a stylish bathroom
- 5 allergy-friendly rooms (wooden floor, mite protectors, air conditioning with special filters, hoover with HEPA 13 filter, lactose- and gluten-free products at the breakfast buffet)

Find out more about our rooms at KAISERHOF WIEN: [wien.hotel-kaiserhof.at/en/rooms](http://wien.hotel-kaiserhof.at/en/rooms)

## 5. *Quality*

Quality is our highest discipline:

### 2020

- Annual - **Quality Austria ISO 9001:2015 certification**
- **November** – "Golden Flipchart Award" as best conference hotel in Vienna

### 2019

- **November** – "Golden Flipchart Award" as best conference hotel in Vienna
- **August** – Certification by GREEN GLOBE, reached gold status
- **July** – Reclassification in the seminar-, conference- and convention area, reached four flipcharts by "Tagen in Österreich"
- Annual - **Quality Austria ISO 9001:2015 certification**

### 2018

- **November** – "Golden Flipchart Award" as best conference hotel in Vienna
- Annual - **Quality Austria ISO 9001:2015 certification**

### 2017

- **November** – "Golden Flipchart Award" as best conference hotel in Vienna
- Annual - **Quality Austria ISO 9001:2015 certification**

### 2016

- **November** - 2nd place at the "Golden Flipchart Award" for the best conference
- **Summer** - **Quality and Service Award** by BEST WESTERN
- **Autumn** - Reclassification in the seminar-, conference- and convention area, reached four flipcharts by "Tagen in Österreich"
- Annual - **Quality Austria ISO 9001:2015 certification**

### 2015

- **November** - 2nd place at the "Golden Flipchart Award" for the best conference hotels in Vienna by "Tagen in Österreich"
- **September** - **Quality and Service Award** by BEST WESTERN



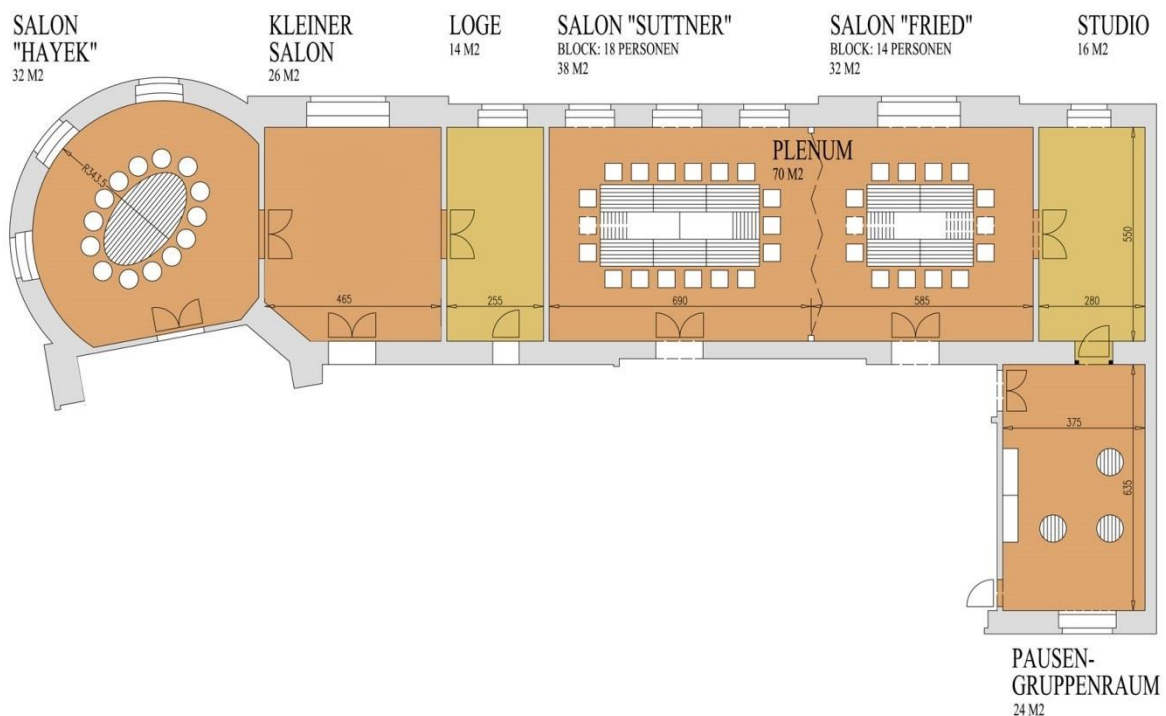
## 6. Meeting rooms

Our conference rooms with plenty of daylight are separated from the regular operations of the hotel, yet simply across the street in a turn-of-the-century building.

Our seminar rooms with high decorated ceilings (3.33 m) in the mezzanine (original doors and stucco ceilings), offer a perfect setting for your receptions or private viewings.

Due to the quiet atmosphere and the central location, our meeting rooms are also perfect for lectures, workshops and retreats of all kinds.

We would be pleased to advise you individually and ensure the realization of your event.



Our personal support provides the desired perfection for your event.

Get here an overview of our conference rooms at KAISERHOF WIEN:  
[wien.hotel-kaiserhof.at/en/meetings](http://wien.hotel-kaiserhof.at/en/meetings)

### Following basic equipment is included in the room rental:

- Interactive presentation screen with touch function 86"
- LED screen 65"
- Projector
- DVD player
- Wi-Fi and broadband internet access
- Moderation kit
- Audio equipment
- Silver screen
- Flip charts, pin boards
- Signposting with company logo
- Pen, writing pad and a welcome gift for each participant
- Copy and print facilities



7. *Conference rooms*



Salon „Hayek“ 32m<sup>2</sup>



Plenum: Salon „Suttner & Fried“ 70m<sup>2</sup>



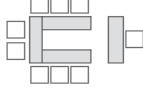
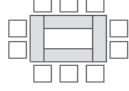
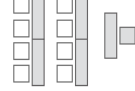
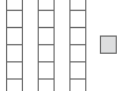
Salon „Suttner“ 38m<sup>2</sup>



Salon „Fried“ 32m<sup>2</sup>



## 8. Capacity

				
	<b>U-shape persons</b>	<b>Block persons</b>	<b>Classroom persons</b>	<b>Theatre persons</b>
<b>Salon „Suttner“ 38m<sup>2</sup></b>	12	12	12	25
<b>Salon „Fried“ 32m<sup>2</sup></b>	10	10	10	18
<b>Plenum: „Suttner &amp; Fried“ 70m<sup>2</sup></b>	25	28	30	80
<b>Salon „Hayek“ 32m<sup>2</sup></b>	8	10	10	12
<b>Small Salon 26m<sup>2</sup></b>	6-8	6-8	6-8	10

## 9. Room rental including technical equipment

	<b>Size m<sup>2</sup></b>	<b>Rental fee full-time</b> 8:00 am to 6:00 pm	<b>Rental fee half day</b> 8:00 am to 12:00 am 01:00 pm to 6:00 pm
<b>Salon „Suttner“</b>	38	€ 270,00	€ 155,00
<b>Salon „Fried“</b>	32	€ 240,00	€ 130,00
<b>Plenum: „Suttner &amp; Fried“</b>	70	€ 450,00	€ 270,00
<b>Salon „Hayek“</b>	32	€ 210,00	€ 130,00
<b>Small Salon</b>	26	€ 180,00	€ 100,00



## 10. Meeting packages & breaks

To ensure that your event will also be a culinary success, we offer well-balanced coffee breaks with seasonal food, tailored to fit your event.

Our conference packages are made individually slight with vital components.

**Welcome coffee** € 2,90/person  
Nespresso coffee, Ronnefeldt tea,  
with citrus flavoured Viennese spring water

**Morning break** € 8,50/person  
Nespresso coffee, Ronnefeldt tea, mineral water, natural and with  
citrus flavoured Viennese spring water, a selection of fresh seasonal fruits,  
dried fruits and savoury treats

**Lunch-Buffer** (from 10 persons up) € 29,00/person  
Enjoy daily changing dishes in our **“Salon Imperial”** right in the hotel.  
○ soup or starter  
○ 2 different hot main dishes (one vegetarian)  
○ fresh bread with butter and spreads  
○ dessert and fruit salad

**or**

**„Quick-Lunch“** (max. of 15 persons) € 25,00/person  
A healthy selection of small dishes served on  
our cocktail tables in the Foyer.  
○ seasonal soup  
○ fresh salad  
○ one pasta dish  
○ little “sweetness” and fruit salad

**Afternoon break** € 8,50/person  
Nespresso coffee, Ronnefeldt tea, mineral water, natural and with  
citrus flavoured Viennese spring water, a selection of seasonal fruits,  
dried fruits and savoury treats

Day delegate rate - „Lunch-Buffer“ € 48,90/person/day  
Day delegate rate - „Quick-Lunch“ € 44,90/person/day

Half day package on request.  
Rates are subject to change

You plan a short meeting or a reception?  
For this we offer our small filled savoury rolls in different variations

Small filled savoury rolls € 3,30/ piece  
Small sandwiches € 2,90/ piece

Rates are subject to change



## 11. Location



### Public Transportation:

- Metro Station - Karlsplatz Linie U1, U2, U4 (4 min. to walk)
- Local train - Badner-Bahn (1 min. to walk)
- Tram station – Line 1, Line 62 (1 min. to walk)
- Railway Main Station Wien - (10 min. by Taxi)
- Railway Station West (15-20 min by Taxi)
- Airport (20-30 min by Taxi)

### Arrival by car:

#### From the West motorway A1 (Linz, Salzburg, Munich):

Follow signs to the Center (Zentrum); continue straight on: Hietzinger Kai, Schönbrunner Schloßstrasse (drive past the Schönbrunn palace), Rechte Wienzeile; from here follow directions on map to hotel

#### From the South motorway A2 (Graz, Klagenfurt):

Follow signs to the Center (Zentrum); Wiedner Hauptstrasse; from here follow directions on map to hotel

#### From the East motorway A4 (Airport Wien-Schwechat, Bratislava, Budapest):

Follow signs to the Center (Zentrum); stay on the Schuettelstrasse (along the Donaukanal); turn left at sign to the Center (Zentrum); cross the Aspernbruecke bridge (drive past the Urania) to the Ringstrasse; continue along the Ring: Stubenring, Parkring; from here follow directions on map to hotel

#### From the Donauufer motorway A22 (Prag):

Take the Reichsbruecke exit; cross the bridge and follow signs to the Center (Zentrum); Lassallestrasse; Praterstern, get in the lane indicated Zentrum; follow Praterstrasse - cross the Aspernbruecke bridge (drive past the Urania) to the Ringstrasse; continue along the Ring: Stubenring, Parkring; from here follow directions on map to hotel



## 12. Terms and conditions

The present General Terms and Conditions of Business are an integral part of the contract for seminars and events placed with the HOTEL KAISERHOF WIEN by the Organiser. Terms and conditions other than the present shall be invalid. The Organiser shall submit to these Terms and Conditions and to all relevant provisions pertaining to trade and industry law, and through his signature assume the liability for observance thereof.

### Guaranteed number of participants

Whatever the event the Hotel shall require notification of the number of persons participating, at the latest 10 working days prior to the start of the event. The guaranteed number shall be made known to the Reservations Department and/or Banquet Department shall in turn require confirmation. Said figure shall be regarded as the guaranteed minimum number of participants, and be invoiced to the Organiser in any event. Should more persons (than the number reserved) take part, the actual number of persons present shall be invoiced.

### Cancellation of events

Free cancellation up to 1 month before the start of the event.

- 25% cancellation fee if cancelled up to 3 weeks before the start of the event.
- 50% cancellation fee if cancelled up to 2 weeks before the start of the event.
- 75% cancellation fee if cancelled up to 10 days before the start of the event.
- 100% cancellation fee if cancelled within 10 days prior to the event.

A reduction of up to 10% in the number of participating persons shall be free of charge if the reduction is 10 working days prior to the event. The cancellation costs always refer to the quota originally requested.

### Rates

All rates quoted are understood inclusive of all taxes and charges, and shall apply until further notice.

### Invoicing of beverages

Unless otherwise agreed, all beverages shall be invoiced in accordance with actual consumption.

### Food & beverages provided by the Organiser

The Organiser shall require the explicit consent of the Hotel before providing his own food and/or beverages. A lump sum may be charged by the Hotel in this respect.

### Work by technicians

Should technical work by outside firms be required for the event, the Hotel shall pass on to the Organiser any costs incurred in this respect.

### Music

The Organiser undertakes to notify the Hotel in good time of details of any music to be performed at the event. The Organiser shall attend in good time to all registration requirements with regard to AKM (Austrian performing rights society) and entertainment tax. The Organiser undertakes to send to the Hotel the forms confirming the above at the latest one week prior to the event.

### Decorations

The Organiser undertakes to notify the Hotel of his intention to install any decorative material or other items of decorations, and to obtain the Hotel's authorisation in this respect; any such material shall be installed or affixed by qualified staff, and all fire regulations shall be observed. The premises on which the event is to be held shall not be damaged in any way. Any costs incurred as a result of installing or dismantling decorative material shall be borne by the Organiser.

### Rental of the premises

The agreed rental fees for the premises shall apply exclusively to the provision of the booked premises and the agreed furniture.

### Liability

The Organiser shall be liable for any damage caused by his guests, personnel or persons commissioned by him. The Hotel may if necessary ask the Organiser to take out the appropriate insurance cover.

### Notice of termination by the Hotel

The Hotel shall be entitled to terminate the contractual relationship at any time and without stating the reasons if the event jeopardises the smooth running of business operations

- the reputation and/or safety of the Hotel are at risk
- the agreed payments on account are not received in due time by the Hotel
- in the event of force majeure.

Under no circumstances shall the Organiser be entitled to assert claims for damages in any of these events.

### Invoicing and payment

All rates are understood inclusive of taxes and charges. The invoice shall be issued on the day of the event and be payable within 14 days without discount.

### Jurisdiction is Vienna