

Event Request Form Frankfurt School - external customers

Please send your request - completely filled out - to the following address:

fs@alliance-concept.de

All prices are gross prices.

Please send us your new requests at least 10 working days before the event date.

Short-term requests and emergency orders will only be processed taking into account the current order situation.

Please inform us of any change requests regarding food, beverages and number of persons at least 5 working days before the event.

After this time, it is possible that we can no longer implement your changes.

Since cancellations at short notice also incur cancellation costs for us for the above-mentioned items, please take into account our adjusted cancellation conditions: Free of charge up to 5 working days before the event / 75% up to 3 working days before the event / 100% from 3 working days before the event.

Event Name:		Date:	
Orderer (first name/last name):		No. of participants:	
Company:		Room/Location:	
Address:		Start Time:	
Host:		1st break:	
E-Mail:		2. break:	
Phone:		3. break:	
Cost centre:		4. break:	
Invoice e-mail:		Evening event start time (if ordered):	
Billing address:		End of event, planned:	

Drinks:		No. Participants:
Half day package up to 15 pers:	8,50 €	
Full day package up to 15 pers:	14,30 €	
Half day package from 16 pers:	7,70 €	
Full day package from 16 pers:	13,75 €	

	Food:	Order quantity:
2,50 €	2x Hand fruits p.pers.	
1,10 €	Mini Chocolats 3x p.pers.	
2,80 €	Sheet cake	
1,70 €	Mini brownie	
1,20 €	Mini croissant	
1,50 €	Mini chocolate croissant	
14,50 €	Lunch vouchers in the company restaurant 1x drink from the tap, 1x main dishes with a choice of 1x salad or 1x dessert	
16,50 €	Lunch vouchers Premium in the company restaurant 1x drink from the tap, 1x main dishes, 1x salad, 1x dessert	

Drinks according to consumption:	
Water (still & sparkling), Coca-Cola, Coca-Cola Zero, Fanta, Almdudler, Bionade, House Sparkling Wine, House wine white, House wine red, Schöfferhofer Grapefruit, Beer, non-alcoholic beer, radler	

Drinks according to quantity ordered:	Order quantity:
Cocktails with alcohol 8,40 € p.p.	
Non-alcoholic cocktails 7,20 € p.p.	

Drinks guideline Evening event:	from 21,00 € to 25,00 €/p.pers.
Beverage guideline Day event:	from 13,00 € to 15,00 €/p.pers.

Snacks:		
1,55 €	Mini lye breadroll	
2,00 €	Pretzel	
2,30 €	Pretzel with butter	
1,90 €	Mini "Franz" breadroll	
1,45 €	Mini pastry mixed p.p.	
1,70 €	Pretzel sticks 75g	
1,90 €	Potato crisps 40g	
2,10 €	Studentenfutter/Trail Mix 50g	
1,80 €	Peanuts 40g	

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Food:		No. Participants:
Breakfast p.pers. 2x half sandwiches, 1x croissant, 1x fruit salad	Standard 12,65 €	
	Premium 15,40 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Full day conference p.pers. 1x breakfast, 1x light lunch, 2x coffee break (1x vegan option optional)	Standard 45,10 €	
	Premium 47,30 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Lunch cold p.pers. 1/2 sandwich roll, 1/2 wrap, 1x small salad, 1x daily dessert	Standard 17,05 €	
	Premium 19,80 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Half day conference p.pers. 1x Breakfast, 1x lunch, (1x vegan option optional)	Standard 31,40 €	
	Premium 35,20 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Light Lunch p.pers. 1x appetizer, 2x main dishes, 1x dessert (1x vegan option optional)	20,90 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Event Buffet/BBQ p.pers. 3x starters, 2x main dishes, 2x desserts (1x vegan option optional)	Standard 45,10 €	
	Premium 50,60 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Quick Lunch cold p.pers. 1x salad, 1x sandwich roll, 1x dessert	14,30 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Get together p.pers. 5x finger food: 2x cold, 2x hot, 1x dessert (1x vegan option optional)	Standard 23,70 €	
	Premium 28,10 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Coffee break p.pers. 4x mini pastries	Standard 5,50 €	
	Premium 8,25 €	
Drinks (calculated according to consumption)	yes	
	no	

Food:		No. Participants:
Get together light p.pers. 2x salad, 2x finger food, (all served cold in glasses)	16,50 €	
Drinks (calculated according to consumption)	yes	
	no	

If you have a food intolerance, please check the box:

Gluten:	
Lactose:	
Others:	

Nuts (all types):	
Fructose:	

Additional information:

Dishes flat rate:	to 150 Pers.: 2,80 €/p.pers.
	from 150 Pers.: 3,90 €/p.pers.

Staffing key:	Staff are charged according to actual deployment; at least 4 hours (service) or at least 6 hours (cook). You will find the detailed staff key in the offer.
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ORGANIZER'S NOTES: