

MEETING ROOM SERVICE



*Bon
appétit!*





CONFERENCE SERVICE & CATERING 2026

We are pleased to offer you a small choice of hot and cold beverages, savories and sweets that you can offer your guests/participants during a meeting.

We look forward to helping you with the organization of your event and to provide you with an individual offer incl. equipment and staff.

For further information, additional menu suggestions or assistance in decoration, furniture and entertainment please do not hesitate to contact us.

Please return this form at least 4 working days before the event starts:

EUREST
Vienna International Centre
Wagramerstraße 5, A-1400 Vienna

Mail: cateringVIC@eurest.at
Phone: 0043 1 260 26-4875

For orders placed and forwarded after this date we will charge a late order fee of 30 % of the full invoice.



Following, we offer a small selection of coffees, soft drinks, snacks and sweets, so that you can entertain your employees, guests and customers during your meetings. That we are able to deliver your order at the right time, at the right place, and to the right person, please fill out the following fields. We also offer a large variety for breakfasts, luncheons, receptions, dinners etc. **For an individual offer please contact cateringVIC@eurest.at**

CONTACT		
Name:		
Telephone Number: Office Number (in VIC):		
E-Mail Address:		
CATERING INFORMATION		
Date:		
Time for Catering (from-until):		
Approx. Number of People:		
Type of Event: (Coffee Break, Reception, Sandwich Lunch, Lunch, ...)		
Dietary Restrictions:		
COFFEE BREAKS		
Pick up	Pick up Time:	
Delivery (Delivery Fee € 22.10 up to 25 people per event)	Delivery Time:	Pick up Time:
Waiter (€ 44.20 per hour)	Time for Catering (from - until):	
DETAILS		
Title of the Meeting (for the sign board, which will be placed on your venue except coffe breaks delivered in front of the meeting room)		
Meeting Room/Number/Venue:		
INVOICE DETAILS		
Mission/ Organization / Agency:		
For the Attention of:		
Full address: (Street, Postal Code, City, Country)		
Ref. Nr Budget Code:		
Or Credit Card Safety:		
MESSAGE		
(The more details we have, the faster we can create the perfect offer for you!)		



Offer	Qty	€	Monday	Tuesday	Wednesday	Thursday	Friday
Coffee Break							
Coffee & Tea 1 Coffee Tea	per Person	4.30					
Coffee Break „Vienna Basic“ 1 Cup of Coffee Tea 1 Glass of Non-Alcoholic Beverage (mineral water still sparkling fruit juice)	per Person	8.40					
Coffee Break „Vienna Classic“ 1 Cup of Coffee Tea 1.5 Glasses of Non-Alcoholic Beverages (mineral water still sparkling fruit juice) 1.5 Pieces of Daily Mini Pastry 1 Piece of Seasonal Fruit	per Person	12.10					
Coffee Break „Vienna Advanced“ 1 Cup of Coffee Tea 1.5 Glasses of Non-Alcoholic Beverages (mineral water still sparkling fruit juice) 1.5 Pieces of Daily Mini Pastry 3 pieces of savoury mini snacks 1 Piece of Seasonal Fruit	per Person	15.50					
Non-Alcoholic Beverages							
1 Mineral Water Sparkling or Still	0.33 ltr	2.90					
1 Mineral Water Sparkling or Still	0.75 ltr	3.80					
1 Coca-Cola, Coca-Cola Light	0.33 ltr	3.00					
1 Coca-Cola, Coca-Cola Light	1 ltr	4.40					
1 Orange or Apple Juice	0.2 ltr	3.25					
1 Orange or Apple Juice	1 ltr	4.40					
1 „BIO“ Apple Elderberry Juice	1 ltr	6.15					
1 Fresh Fruit Juice various	0.3 ltr	4.75					
Wine & Sparkling Wine							
Grüner Veltliner Löss Weingut Schloss Gobelsburg Langenlois, Kamptal	0.75 ltr	18.30					
Wiener Gemischter Satz Weingut Mayer am Pfarrplatz Vienna	0.75 ltr	20.70					
HEINRICH Red Weingut Gernot Heinrich Gols, Neusiedlersee	0.75 ltr	19.60					
Merlot Reserve Weingut Leo Aumann Traiskirchen, Niederösterreich	0.75 ltr	22.70					
Hochriegl sparkling Sekt Hochriegl Vienna	0.75 ltr	24.95					
Beer							
1 Ottakringer Helles	0.33 ltr	3.10					
1 Null Komma Josef	0.5 ltr	4.30					
1 Barrel Beer incl. Tender + 1 Service Staff for 2 hours	20l	295.00					
additional Barrel Beer	20l	164.20					



Offer	Qty	€	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Sweet Temptation</i>							
Mini Danish Pastries	1 pc	1.70					
Jour Croissant	1 pc	1.70					
Mini Muffins	1 pc	1.70					
French Macarons	1 pc	1.70					
Mini Donuts	1 pc	1.90					
Mini Fruit Tartlets	15 pcs	40.50					
Viennese Petit-Four Selection	15 pcs	40.50					
<i>Vital & Healthy</i>							
Seasonal Fruit Basket about 2 kg	1 pc	18.45					
Fruit Salad	15 cups	53.50					
Cool & Fresh Yoghurt Müsli	15 cups	53.20					
House Salad Daily Choice	5 pcs	16.85					
Sushi Platter (available as of 10 portions) 3 Sushi, 2 California Maki, 2 Maki per person Nicely decorated incl. marinated Ginger, Wasabi & Soy Sauce	per person	13.90					
<i>Snacks (packed)</i>							
Sandwich vegetarian/vegan Daily choice	10 pcs	41.25					
Sandwich meat/fish Daily choice	10 pcs	55.60					
<i>Classic Miniatures</i> <small>FOR AN INDIVIDUAL CHOICE/OFFER DO NOT HESITATE TO CONTACT US</small>							
Canapés Roastbeef Herb Cream Pickles Brown Bread Slices Turkey Ham Cheese Gervais Tomatoe French Baguette Graved Salmon Honey-Mustard Dill Cocktail Tramezzini Tuna Spread Egg Rucola Corn Baguette Egg Salad Chives	15 pcs mixed	43.40					
<i>Sandwich Lunch</i>							
1 Cup of Coffee Tea 1 Glass of Non-Alcoholic Beverage (mineral water still sparkling fruit juice) 1.5 pieces of Viennese Petit-Four Selection 1.5 pieces of Sandwich Daily choice	per person	16.60					
<i>Salad Lunch Bags „Grab & Go“</i>							
1 Bottle of Non-alcoholic Beverage 1 Salad of Daily Choice 1 Nut Bar 1 Seasonal Fresh Fruit (e.g. Banana, Apple, Pear) 1 Homemade cake slice	per person	14.45					



Offer	Qty	€	Monday	Tuesday	Wednesday	Thursday	Friday
Further Equipment							
Ice Cubes	10 ltr	5.90					
Standing Table	1 pcs	21.00					
Buffet Table	1 pcs	11.00					
Table Cloth white 140 x 140 cm	1 pcs	9.00					
Table Cloth white round DM 280 cm	1 pcs	17.20					
Staff							
Service Staff	per hour	44.20	from to	from to	from to	from to	from to
Cook	per hour	46.80	from to	from to	from to	from to	from to
Supervisor	per hour	48.80	from to	from to	from to	from to	from to

The minimum working hours amount for cocktail receptions is 5 hours (incl. required time for setup and cleaning up)
 The minimum working hours amount for coffee breaks is 4 hours (incl. required time for setup and cleaning up)

GENERAL TERMS & CONDITIONS

- For every delivery we will charge a delivery fee of € 21.30 (up to 25 people).
- In case of loss or damage of any equipment, we permit to charge costs of replacement.
- Please note that the mentioned prices are **excluding** all taxes.
 (10 % on food, 20 % on equipment based on quantity, hot and cold beverages and staff)
- All beverages (excluding coffee or tea) will be charged upon ordered quantity.
 Coffee, tea and food will be charged based on guaranteed number of persons or ordered quantities.
- Any complaint shall be reported promptly, but no later than three days after the end of the event.
- An event may be cancelled without cost to the customer no later than two weeks before its scheduled date. If an event is cancelled up to seven days before its scheduled date, Eurest will charge 30 % of the entire order sum as its cancellation fee. This fee will increase to 50 % for a cancellation up to four days before the scheduled date and to 80 % at any later date. Any forefront preparation already made, along with any cancellation fees by third parties charged to Eurest will be passed on and charged to the customer.
- Food and beverages may be reduced or increased by up to 10 % of the number of guests defined in the order acknowledgement, but not more than 100 servings, up to three full working days before the start of the event. Any higher increase shall be by mutual written agreement and subject to our capabilities only.
- Please be informed, that a budget code or your credit card details are necessary to guarantee your order.

I hereby confirm the revision and agreement of the general terms & conditions

Date: _____

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