Rent A Room – Inquiry

*Please send back this form as soon as possible to* [*achenbach@jazzahead.de*](mailto:achenbach@jazzahead.de)*,   
the earlier we hear back from you the more likely we can arrange everything according to your wishes*

**Contact person**

**Your name, organisation, e-mail address, telephone no.**

**I would like to rent**:   
 Conference Room;  Business Lounge;  Magazinboden;  Somewhere else: please specify

**Type of event**   
 Meeting  
 Presentation  
 Workshop  
 Discussion/Panel  
 Reception  
 other: please specify

**Duration:** Klicken oder tippen Sie hier, um Text einzugeben.

**Possible timings**   
Thursday  early (10:00 - 13:00)  midday (13:00 – 16:00)  late (16:00 – 19:00)  
Friday  early (10:00 - 13:00)  midday (13:00 – 16:00)  late (16:00 – 19:00)  
Saturday  early (10:00 - 13:00)  midday (13:00 – 16:00)  late (16:00 – 19:00)  
*Times subject to availability; we will get back to you with precise timing after timing schedules are reviewed by jazzahead!*

*Please familiarise yourself with the equipment, seating arrangements etc. possible in the rooms   
(🡪 cost and information sheet)*

**Equipment needed (provided by jazzahead!; costs may apply)**

Laptop  Beamer & Screen  nr microphones  nr Mic stands

playing sounds from Laptop  Whiteboard  Adapter 🡪 Beamer for Macbook

lectern  chair  (bar) stool

other: please specify

**Business Lounge only:**  plasma wall  recording the session  
  alternative seating / room settings: which?

**Catering (for our planning timewise)**

drinks only  small (snacks/ something sweet, coffee, tea)  big (full menu)  no catering

**Please get in touch with the on-site catering contractor Geschmackslabor (**[**messecatering@geschmackslabor.com**](mailto:messecatering@geschmackslabor.com)**) to discuss your exact needs and seek an offer for catering**