



PARKPLAZA

UTRECHT

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# *Meetings and Events*

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*All rates are subject to change. For our current rates please contact our meetings and events team.*



Private Event Space



Park Suite 4



Refreshment break



Park Suite 1



Refreshment area

# *Contents*

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# General Information

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## NEARBY UTRECHT CENTRAL STATION

In the centre of a world-class city in the beautiful Netherlands, Park Plaza Utrecht offers recently fully refurbished meeting rooms located on the 7<sup>th</sup> floor. Each room is enhanced by natural daylight and includes on-site technical and audiovisual support, smart TV's and projector screens. You can combine our three Plaza Suite meeting rooms to host up to 150 delegates. Our private event space on the ground floor level can also be used for private dinners, celebrations or other events for up to 75 delegates.

- Recently refurbished with a new design and enhanced technology experience
- Very convenient located, next to Utrecht Central Station and Jaarbeurs (5 minute walk)
- Onsite parking available
- 9 meeting rooms located on the 7<sup>th</sup> floor with floor to ceiling windows providing city views
- Private event space on ground floor for up to 75 people. Expandable in combination with the restaurant for up to 200 people
- Facilities include a 24 hours fitness centre and CUBO Kitchen and Bar

## REASSURING MOMENTS PROGRAMME

Park Plaza is fully focused on reassuring our guests, team members and local communities of our commitment to upholding an even higher standard of cleanliness and wellness with our Reassuring Moments programme which has been created in line with World Health Organization recommendations.

We are also proud to announce that through our partnership with Radisson Hotel Group, a new 20-step protocol for hotels and 10-step protocol for meeting and event spaces is in place across all of our hotels. Click [here](#) to find out more.

## RADISSON REWARDS

As a Radisson Rewards for Business member you can earn valuable points at Radisson Hotel Group properties around the world. Whether you're planning a conference or making travel arrangements for a colleague, as a planner you can earn points from every business booking and receive outstanding offers along the way.

- Earn 10 points for every US dollar spent on hotel stays
- Earn 5 points for every US dollar spent on meetings & events booked
- Join [now](#) and enjoy all the benefits from our Radisson Rewards programme

Awards include hotel nights in over 1100 Radisson Hotels worldwide, air miles, retail gift cards and charity donations. Please visit the [website](#) for our terms and conditions.

*Our hotels are accredited for their safety and cleanliness standards by industry-leading experts;*



# Meeting Capacities

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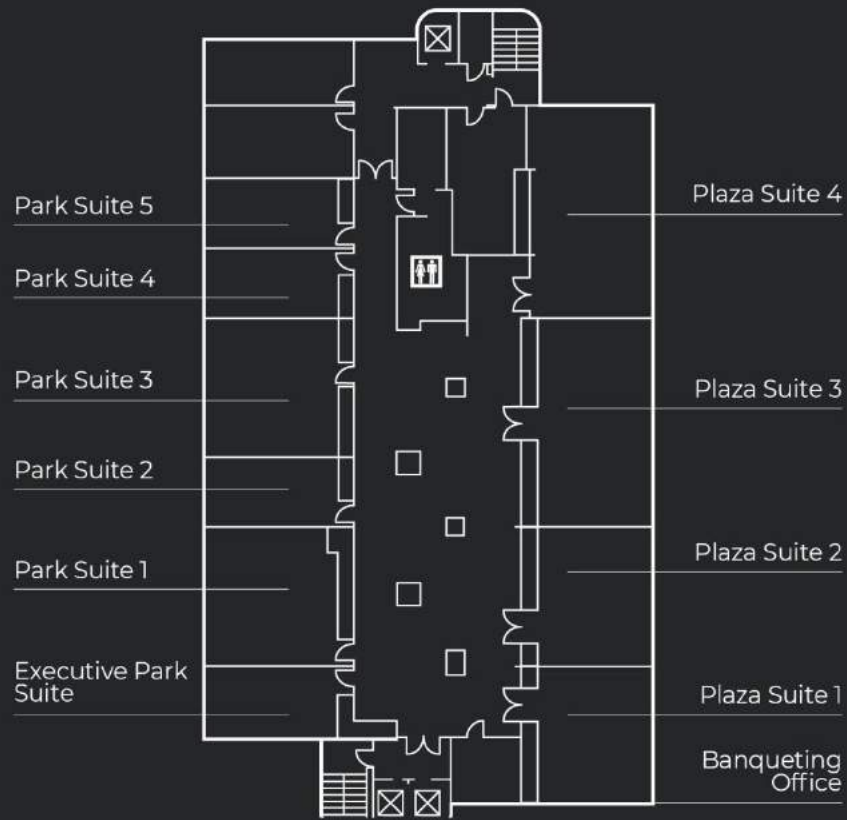
ALL OUR MEETING ROOMS OFFER COMPLIMENTARY WI-FI AND AIR-CONDITIONING, ONSITE TECHNICAL SUPPORT AND FEATURE BOSE SOUND SYSTEM, FLIPCHART, LCD PROJECTOR OR 82" SCREEN AND WIRELESS PRESENTING.

Room	Size WxLxH (M <sup>2</sup> )	Theatre	Board- room	U- Shape	Class room	Cabaret	Dinner	Reception
Plaza Suite 1	7.0 x 7.0 x 2.55 (49)	32	20	16	21	24		
Plaza Suite 2	7.0 x 7.0 x 2.56 (49)	32	20	16	21	24		
Plaza Suite 3	10.0 x 7.0 x 2.55 (70)	48	24	24	32	32		
Plaza Suite 4	10.0 x 7.0 x 2.55 (70)	48	24	24	32	32		
Plaza Suite 1+2	14.0 x 7.0 x 2.55 (98)	64	40	28	42	48		
Plaza Suite 2+3	17.0 x 7.0 x 2.55 (119)	60	44	40	53	56		
Plaza Suite 1+2+3	24.0 x 7.0 x 2.55 (168)	112	60	48	74	80	110	150
Park Suite 1	7.0 x 6.0 x 2.55 (42)	24	16	16	18	20		
Park Suite 2	7.0 x 3.5 x 2.55 (24.5)		8					
Park Suite 3	7.0 x 6.0 x 2.55 (42)	24	16	16	18	20		
Park Suite 4	7.0 x 3.5 x 2.55 (24.5)		8					
Park Suite 5	6.0 x 3.5 x 2.55 (20)		8					
Executive Park Suite	7.0 x 3.5 x 2.55 (24.5)		8					
Private Event Space	8.0 x 8.0 x 2.55 (64)	30	24	16	18	45		

# *Floor Plan*

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## *Conference Floor*



# Delegate Packages

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## FULL DAY DELEGATE PACKAGE

Our Full Day Delegate Package includes the following services and items:

- Comfortable meeting room setup
- Onsite technical support
- Projector, screen or LCD TV and one flipchart
- Complimentary Wi-Fi
- Pens, notepads and mints
- Unlimited ice water, coffee, tea and juices
- [Three breaks including pastries and snacks](#) (Welcome, morning and afternoon)
- [Conference lunch](#) served in the meeting room foyer or a lunch buffet served in CUBO Kitchen



## HALF DAY DELEGATE PACKAGE (4 HOURS)

Our Half Day Delegate Package includes the following services and items:

- Comfortable meeting room setup
- Onsite technical support
- Projector, screen or LCD TV and one flipchart
- Complimentary Wi-Fi
- Pens, notepads and mints
- Unlimited ice water, coffee, tea and juices
- [Two breaks including pastries and snacks](#) (Welcome and morning or afternoon)
- [Conference lunch](#) served in the meeting room foyer or a lunch buffet served in CUBO Kitchen

For our current prices please contact our meetings and events department by phone: +31 (0) 20 717 6887. You can also email your request to: [grouputrecht@pphe.com](mailto:grouputrecht@pphe.com).



# Refreshment Breaks

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## TAILOR YOUR EVENT

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You can add items to your Delegate Package to enhance your meeting experience or you could go for the room hire option and tailor your event with our refreshment breaks, lunch, reception and dinner suggestions.

## COFFEE BREAKS

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### WELCOME BREAK € 7.50

Unlimited tea and coffee  
Orange juice and refreshing fruit water  
Variety of sweets, e.g. croissant with jam and butter, chocolate puff pastry or raisin bread rolls  
Healthy breakfast with yogurt and granola  
Box of fruit

### MORNING BREAK € 8.00

Unlimited tea and coffee  
Refreshing fruit water and fresh fruit smoothies  
Selection of sweets, e.g. brownies, muffins and a donut wall  
Healthy snacks, e.g. multigrain cakes (30% less sugar)  
Box of fruit

### AFTERNOON BREAK € 8.50

Unlimited tea and coffee  
Refreshing fruit water  
Hot savoury snack, e.g. cheese puff pastry, slice of pizza  
Healthy snacks and selection of nuts  
Typical Dutch sweets  
Box of fruit

## TEA AND COFFEE PACKAGES

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### HALF DAY PACKAGE € 9.50

Unlimited tea and coffee  
Welcome break with Dutch cookies  
One coffee break in the morning or afternoon

### FULL DAY PACKAGE € 17.50

Unlimited tea and coffee  
Infused water  
Welcome break with Dutch cookies  
Two coffee breaks in the morning and afternoon

All breaks are served in the meeting room foyer.





# Lunch Suggestions

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## LUNCH PACKAGES

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The conference lunch, bento box and typical Dutch lunch (12 uurtje) are available in your meeting room or meeting room foyer.

### TYPICAL DUTCH LUNCH **€ 17.50**

Soup of the day

One sandwich (meat, fish or vegetarian)

Warm croquette or cheese roll on bread

Side salad

Assortment of sweets and fresh fruit

Fruit water, juices and coffee and tea

Plate service in your meeting room available on request

### CONFERENCE LUNCH **€ 22.50**

Soup of the day

Three deluxe sandwiches (meat, fish and vegetarian)

Side salad

Assortment of sweets and fresh fruit

Fruit water, juices and coffee and tea

With a supplement of € 3.00 per person, you will receive a warm snack.

### BENTO BOX – ASIAN STYLE **€ 24.50**

Selection of sushi, ginger, wasabi,

soy sauce, spring rolls, yakitori

## CUBO KITCHEN

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CUBO Kitchen offers fine international cuisine in a casual dining environment inspired by the Dutch art movement 'De Stijl'. From beetroot carpaccio to sea bass filet and pasta aglio olio. In short, a menu to everyone's liking. It is the perfect location in the heart of Utrecht to host your event or gathering.

### SHARED LUNCH AT CUBO KITCHEN

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Available for groups of 20 people or more.

2-course shared lunch menu for **€ 29.00** per person

3-course shared lunch menu for **€ 35.00** per person

Click [here](#) to view our shared lunch menu.

### BUFFET LUNCH AT CUBO KITCHEN

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Available for groups of 20 people or more. The buffet lunch is **€ 29.50** per person.

Soup of the day

Selection of freshly baked bread with cold cuts,

Dutch cheeses, smoked fish, and sandwich spreads

Salad bar and crudités with accompanying dressing

Hot dishes (one meat, one fish and two side dishes)

Freshly sliced fruit and hand fruit

Yogurt with granola

Assortment of sweets and cakes

Fruit water, juices and coffee and tea



# Drinks and Bites

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## PERFECT FOR SOCIAL GATHERINGS

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The exclusive private event space has a cosy atmosphere which makes it unique for group dinners, receptions, product launches and other lifestyle events for up to 75 guests. This is a space on ground floor level nearby the restaurant. We have endless possibilities to combine the private event space and restaurant for up to 200 delegates.

Whatever the atmosphere you wish to create, our events team can help you achieve it.

View our [video](#) for inspiration.

## AFTER MEETING DRINK

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One drink (beer/wine/soft drink), a traditional Dutch "bitterbal", nuts and olives for only **€ 6.50** per person.

## EXCLUSIVE AFTER MEETING DRINK PACKAGES

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TRIPLE DUTCH EXPERIENCE **€ 12.50**  
Dutch beer from Brouwerij 't IJ  
Dutch Jenever  
Traditional Dutch "bitterbal", nuts and olives

GIN & TONIC **€ 12.50**  
One premium gin & tonic  
Small bite

## RECEPTION PACKAGE

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ONE HOUR RECEPTION  
Dutch selection (beers/wines/soft drinks) **€ 17.50**

FOR EVERY SUBSEQUENT HOUR  
Dutch selection (beers/wines/soft drinks) **€ 10.00**

## HIGH WINE

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Enjoy a high wine for 2,5 hours for only **€ 24.50** per person, including the following items:

Two drinks of house wine or two special beers from the tap

Platter with cheeses, sausages and crudités

Traditional Dutch "bitterbal", a hearty pie and home baked rustic country bread with tapenade and olive oil

Toast with smoked salmon

## LUXURY PLATTERS

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MEDITERRANEAN PLATTER **€ 25.00**  
For approximately 8 people.

Selection of cold cuts, Spanish 'fuet', smoked salmon, guacamole, crudités, crispy chips, olives, hummus, pesto, mozzarella, tomatoes and freshly baked bread

VEGAN SNACK PLATTER **€ 32.50**  
Selection of 18 Asian-style bites

## DE STIJL PACKAGE

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Enjoy a three hour reception in the bar for only **€ 49.50** per person, including the following items:

On arrival you will receive a glass of prosecco

Unlimited drinks (beers/wines/soft drinks)

Selection of nuts and olives

Crudités served with yogurt sauce

Traditional Dutch "bitterbal", a hearty pie and a selection of small bites

Platter with cheeses, sausages and Italian cold cuts

# Dinner Suggestions

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## DINNER SERVED AT CUBO KITCHEN

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Fresh and local products matching the season, served in three, four or five courses in our restaurant. At CUBO Kitchen we serve a varied international menu complemented by an extensive wine list in an informal setting.

3-course menu for only **€ 35.00** per person

If you would like to add one or more courses, a supplement of €5 per course is applicable. This is possible for groups with a maximum of 100 guests. We kindly ask you to advise us of your choices prior to the dinner.

## SHARED DINING AT CUBO KITCHEN

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We serve all dishes on a platter or casserole, in the middle of the table, per 4-6 guests.

3-course set menu for **€ 37.00** per person

Click [here](#) to view our set menu.

## BUFFET DINNER AT CUBO KITCHEN

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We offer a variety of warm and cold dishes in our buffet dinner, for groups with a minimum of 20 guests. The buffet dinner is available from **€ 37.50** per person. Buffet dinner will be served in the restaurant.

Option 1: Click [here](#) to view our Italian buffet menu

Option 2: Click [here](#) to view our Asian buffet menu



# Drink Packages

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## DRINK PACKAGES DURING LUNCH OR DINNER

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### DUTCH SELECTION

Dutch selection with beers, wines and soft drinks for **€ 22.50** per person.

### INTERNATIONAL SELECTION

International selection with beers, wines, soft drinks and house spirits for **€ 32.50** per person.

The Dutch selection includes ½ a bottle of house wine, mineral water and coffee or tea after your lunch or dinner. Draught beer and soft drinks are included in the package. Additional beverages are charged based on consumption. It is optional to upgrade to a wine package.

## WINE PACKAGES

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Choose for food and wine pairing with our carefully selected wines. Prices below are per person.

Bronze beverage package	<b>€ 29.50</b>
Silver beverage package	<b>€ 35.00</b>
Gold beverage package	<b>€ 39.50</b>

Prices are based on an upgrade from the 'Dutch selection' and on a 3-course arrangement with an average of ½ a bottle of wine per guest. All packages include soft drinks, juices, draught beer, and coffee or tea after lunch or dinner. Based on your choice of menu, and upgraded package, our team will propose the selected wines.



# Extra Services

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## AV EQUIPMENT

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Digital flipchart	€ 125.00
Laser pointer	€ 19.50
Extra LCD projector*	€ 49.50
Lectern	€ 75.00
Microphones	€ 75.00
Laptop	€ 95.00
Conference call equipment	€ 150.00
Extra flipchart or whiteboard	€ 29.50

\*Almost all our meeting rooms are equipped with an LCD projector. Other AV equipment can be arranged on request.

## PRINT

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Full colour, per page	€ 0.29
Black and white, per page	€ 0.15

Please ask our meeting & events team for more information.



# *Location*

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## **BY TAXI**

If you prefer to take a taxi from the airport, you can find a taxi at airport check-in or contact the reception at +31 (0) 30 292 5200 to reserve one in advance. Schiphol Amsterdam Airport (AMS) and Rotterdam The Hague Airport (RTM) are accessible within a 30-minute drive.

## **BY TRAIN**

Park Plaza Utrecht is located in the city centre, therefore the hotel is easily accessible by public transportation. Only 40 minutes by train from Amsterdam Schiphol Airport to Park Plaza Utrecht.

## **PARKING**

Onsite parking available for:

Parking per hour from € 4.75

Parking per day\* (from 08:00 – 0:00 hrs) from € 17.50

Parking for 24 hours\* from € 22.50

\* Rates are only available for guests attending a meeting and/or event.



## **PARK PLAZA UTRECHT**

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