

Meeting and Ballroom Facilities

A Warm Welcome to the Hanoi Daewoo Hotel

Attention to detail and warm, personal service are the keys to creating a memorable event. Hanoi's premier business centre, with the Daewoo Hotel, offers banqueting clients an unparalleled standard of personnel service, in quietly luxurious, intimate surroundings.

The Banquet Rooms

A series of jewel-like rooms can accommodate from 6 to 600 guests.

Located on the ground floor with its separate entrance is the Grand Ballroom, a multi-functional conference and banquet room with three sliding walls allowing partitioning into four equally sized rooms.

Seven beautifully appointed meeting rooms with special comfort chairs and working walls located on the third floor allow for meetings to progress according to your plans

We Build Our Day Around You

You can be confident your event is not one of many each day. At the Hanoi Daewoo Hotel we build our day around you.

From the first preliminary enquiry through to the actual event, our staff take personal responsibility to ensure its success. Our definition of quality is when we have met your expectations, anticipated your needs and responded promptly and courteously.

A Warm Welcome Awaits You

We think you will appreciate this banquet brochure as it will assist you with planning your functions so as to reach a maximum of success on the day itself.

Among the pricing guidelines, facility and entertainment options, we have included a banquet meeting planner which should help you in your preparations. Our Banquet and Catering Department can be contacted on tel.: (84-4) 8315002, or via fax (84-4) 8315010

MEETING AND BALLROOM FACILITIES

Room Rental Charges

Banquet Room	Half Day (4 Hours)	Full Day (8 Hours)	24 Hours
Grand Ballroom	1,500	2,000	2,500
Ballroom A	500	900	1,200
Ballroom B	500	900	1,200
Ballroom C	500	900	1,200
Ballroom D	500	900	1,200
Function Room A	350	600	800
Function Room B	275	450	600
3rd Floor Meeting Room	250	400	600

Business Centre	Two Hours	Half Day	Full Day
Meeting Room	100	160	250
Office			

Room rental charges are negotiable according to Food & Beverage requirements and the ratio of guests to total room capacity

Dimensions and Capacities

	Dimensions				Capacity			
	Feet	Meters	sq.ft	sq.mtr	Banquet	Reception	Classroom	Theatre
Lobby Level								
Ballroom	52.3x98.8x23.71	17.2x32.5x7.8	5166	559	420	550	300	550
Section A	52.3x26.3x23.71	17.2x8.65x7.8	1375	149	110	130	80	150
Section B	52.3x24.32x23.71	17.2x8x7.8	1272	138	100	120	70	150
Section C	52.3x24.32x23.71	17.2x8x7.8	1272	138	100	120	70	150
Section D	52.3x23.86x23.71	17.8x7.85x7.8	1248	135	100	120	70	150
Foyer	15.2x98.8x15.81	5x32.5x5.2	1502	163				
Function Rooms								
Section A	33.6x22.8x16.8	11.2x7.6x5.6	766	85	50	60	40	70
Section B	39.6x23.4x16.8	13.2x7.8x5.6	927	103	70	80	60	90
3rd Floor								
Meeting Room								
Coral	22.5x24x10.2	7.5x8x3.4	540	60	35	50	30	50
Jade	22.5x24x10.2	7.5x8x3.4	540	60	35	50	30	50
Onyx	22.5x24x10.2	7.5x8x3.4	540	60	35	50	30	50
Opal	22.5x24x10.2	7.5x8x3.4	540	60	35	50	30	50
Pearl	22.5x22.8x10.2	7.5x7.6x3.4	513	57	35	50	30	50
Ruby	22.5x24x10.2	7.5x8x3.4	540	60	35	50	30	50
Topaz	22.5x24x10.2	7.5x8x3.4	540	60	35	50	30	50

Note: Seating capacities are calculated for comfort. Maximum seating capacities are 10% higher than the above indicated figures

Convention and Banquet Facilities

Floorplan of Main Lobby Level

Floorplan of 3rd Floor Meeting Rooms

The Hanoi Daewoo Hotel Seminar Package

Our meeting packages are designed to avoid all unwelcome surprises when it comes to settling the bill, yet incorporate all the most urgently needed seminar features charged as one.

Included in our Seminar package price are the following services:

- ◇ Deluxe meeting room to accommodate 50 to 500 delegates
- ◇ Two refreshing coffee breaks served during the day
- ◇ A buffet luncheon featuring specialities from the host nations
- ◇ One hour open bar during lunch offering a selection of refreshing fruit juices, local beers and wines, softdrinks and mineral water
- ◇ Chilled bottled mineral water served throughout the meetings
- ◇ Use of audio visual conference equipment including overhead projector, or slide projector and screen, VCR and monitor, flipcharts and markers, lectern and microphone
- ◇ Invitation cards, directional posters, banners and place cards
- ◇ Conference notepads and pencils
- ◇ Standard decorative flower arrangement
- ◇ Full size and table size flags for venue decoration

As a meeting organiser accompanying the group, your hotel room will be automatically upgraded. Or you may prefer to designate the upgraded room to someone other than yourself - the key speaker for instance.

**All this and more for US\$ 57.- plus 15% surcharge per delegate
(minimum 50 delegates)**

or

US\$ 85.- plus 15% surcharge per delegate inclusive of additional dinner

Be sure to contact our Conference and Banqueting Sales Manager who will gladly discuss all details so that you can be truly satisfied with the result.

Pricing Guidelines Beverage Bars

SOFTDRINK BAR

1 hour includes Coca Cola, Sprite, Domestic mineral water
Chilled orange and tomato juice
US\$ 10.-

OPEN JUNIOR BAR

1 hour includes selected red and white wines,
domestic beer, soft drinks, domestic mineral water,
chilled orange juice and tomato juice
US\$ 14.50

FULL OPEN BAR

1 hour includes selected pouring brand spirits
(i.e. Whiskey, Gin, Vodka, Rum, Bourbon, Brandy),
Campari, Martini, domestic drinks, soft drinks,
selected red and white wines, orange juice and
mineral water
US\$ 18.-

Each additional hour US\$ 14.-

FULL PREMIUM BAR

1 hour includes selected premium brand spirits
(i.e. Johnny Walker Black, Chivas Regal, Beefeater Gin, Stolichnaya Vodka,
Jack Daniels, Remy martin V.S.O.P., Bacardi, Myers Dark Rum,
Sherry, Port wine, Martini, kahlua, Baileys and Drambuie)
domestic and imported beers, soft drinks, selected red and white wines
orange juice, Perrier and mineral water
US\$ 22.-

Each additional hour US\$ 18.-

V.I.P. BAR

The best of the best, full premium brand bar set-up
charged on consumption basis only.

MEETING AND BALLROOM FACILITIES

Pricing Guidelines Beverage Drinklist

Aperitifs, Sherry and Port

Vermouth, Campari, Dubonnet	\$ 3.75
Martini Dry, Rosso, Bianco	\$ 3.75
Dow's Ruby Port	\$ 3.75

Spirits

J&B Rare	\$ 6.50
Johnny Walker Red Label	\$ 3.75
Bell's, Cutty Sark	\$ 3.75
Famous Grouse	\$ 3.75
Canadian Club, Seagram's V.O.	\$ 3.75
Chivas Regal, J.Walker Black Label	\$ 6.50
Glenfiddich, Dimple, Old Parr	\$ 7.00
Jack Daniels	\$ 5.50
Gordon's Gin, Beefeater	\$ 3.75
Tanqueray	\$ 3.75
Smirnoff Vodka, Stolichnaya	\$ 3.75
Bacardi Rum, Myer's	\$ 3.75
Tequila Jose Cuervo	\$ 3.75

Cognacs and Armagnacs

Martell VSOP, Remy Martin VSOP	\$ 6.50
Courvoisier VSOP, Hine VSOP	\$ 6.50
Hennessy VSOP	\$ 6.50
Chabot VSOP	\$ 6.50
Chabot Napoleon	\$ 8.25
Martel XO, Remy Martin XO	\$13.50
Courvoisier XO, Hine XO	\$13.50
Hennessy XO	\$13.50
Martell Cordon Bleu	\$11.00
Armagnac	\$11.00
Calvados	\$ 4.75

Liqueurs

Amaretto di Saronno, Sambuca	\$ 4.75
Baileys Irish Cream	\$ 4.75
Dom Benedictine, Kahlua	\$ 4.75
Grand Marnier, Drambuie	\$ 4.75
Tia Maria, Cointreau	\$ 4.75

Beer

333, Halida	\$ 3.00
Carlsberg	\$ 3.50
Heineken	\$ 3.50
Tiger	\$ 3.50

Soft Drinks and Juice

Coca Cola, Fanta, Sprite	\$ 2.75
Diet Coke, Club Soda, Tonic Water	\$ 2.75
Ginger Ale, Bitter Lemon	\$ 2.75
Perrier water	\$ 3.50
La Vie mineral water	\$ 2.75
Local mineral water	\$ 2.50
Chilled fruit juice	\$ 3.00

Champagne and Sparkling Wines

Henkell Trocken	\$43.00
Laurent Perrier	\$72.00

Housewine

Glass	\$ 4.00
Bottle	\$23.00

Pricing Guidelines Beverage Full Bottle Sales

Aperitifs, Sherry and Port

Vermouth, Campari, Dubonnet
Martini Dry, Rosso, Bianco
Tio Pepe, Harvey's Cream Sherry
Sandeman Medium Dry Sherry
Taylor's Port, Dow's Ruby Port

Spirits

J&B Rare
Johnny Walker Red Label
Bell's, Cutty Sark
Famous Grouse
Canadian Club, Seagram's V.O.
Chivas Regal, J.Walker Black Label
Glenfiddich, Dimple, Old Parr
Four Roses Bourbon
Jack Daniels
Gordon's Gin, Beefeater
Tanqueray
Smirnoff Vodka, Stolichnaya
Bacardi Rum, Myer's
Tequila

Cognacs and Armagnacs

Martell VSOP, Remy Martin VSOP
Courvoisier VSOP, Hine VSOP
Hennessy VSOP
Martel XO, Remy Martin XO
Courvoisier XO, Hine XO
Hennessy XO
Martell Cordon Bleu
Armagnac
Calvados
Remy Martin Louis XIII

Liqueurs

Amaretto di Saronno, Sambuca
Baileys Irish Cream
Dom Benedictine, Kahlua
Grand Marnier, Drambuie
Tia Maria, Cointreau

Eaux-de-Vie

Poire Williams
Mirabelle
Kirschwasser

Beer

333, Halida
Carlsberg
Heineken
Tiger
Sapporo
Asahi
Guinness Stout

Soft Drinks and Juice

Coca Cola, Fanta, Sprite
Diet Coke, Club Soda, Tonic Water
Ginger Ale, Bitter Lemon
Perrier water
La Vie mineral water
Local mineral water
Chilled fruit juice

Champagne and Sparkling Wines

Henkell Trocken
Charles Heidseick
Laurent Perrier

MEETING AND BALLROOM FACILITIES

Pricing Guidelines Food

Meeting:

Tea & Coffee Service	US\$ 4.50
Morning / afternoon coffee break	US\$ 6.50
Assorted Cookies	US\$ 8.00 (per tray)

Breakfast:

- Breakfast Buffets
- Breakfast plated

Luncheons:

- Light working lunch menu
- Buffet lunch menu

Dinner:

- Pre-dinner assorted snacks
- Cold Canapés
- Cocktail party menu
- Western buffet dinners
- East meets West dinners
- Vietnamese buffet dinners
- Chinese buffet dinners
- Plated Western set dinners

Buffet lunches and Dinners are based on a minimum of 30 people.

These prices are for food only, but inclusive of coffee, tea and petits fours where applicable. They are only intended as a guideline.

MEETING AND BALLROOM FACILITIES

Pricing Guidelines Outside Catering

Outside caterings are the perfect opportunity for you to choose your own venue, be that the office, the factory, out on a cruise or a picnic enjoying the tranquillity of the land. As all arrangements are tailor-made, please contact our banquet and catering office for details.

◇ Menu Price	Minimum \$ 30.- per person
◇ Equipment Charge	Minimum \$ 20.- per function
◇ Transportation Charge and number of trips)	Variable (dependant on distance
◇ Labour Charge	
Supervisor	\$ 10.- per person, for 2 hours
Waiter	\$ 7.- per person, for 2 hours
Bartender	\$ 8.- per person, for 2 hours
Kitchen Crew	\$ 8.- per person, for 2 hours
Steward	\$ 6.- per person, for 2 hours

(Rates are at a minimum of two hours, beyond the first two hours, charges will be based on an hourly rate. Any fraction of an hour will be charged as one hour.)

All prices quoted are in US dollars net and are subject to change in the event of a devaluation of the local currency or any other change in local laws or regulations which increases the cost to our hotel in providing the services.

A wide variety of entertainment activities can be arranged, either theme based or as a welcome distraction to a banquet.

MUSICAL PERFORMANCES

Vietnamese string orchestra	\$ 25.- per hour
Chinese string quartet	\$ 28.- per hour
Piano Solo	\$ 20.- per hour
Jazz band	\$ 35.- per hour

CULTURAL PERFORMANCES

Acrobatic Show
Vietnamese Theatre performance
Opera / Classical performances

ARTS AND CRAFTS

What better way to satisfy you guests than with a special souvenir, making the banquet a memorable event. Vietnam's finest craftsmen show their skills while you dine. Should you wish special arrangements can be made with regards to the gifts.

Rattan weaving
Fruit / vegetable carving

DECORATION

We can assist you with a wide range of decoration material, from company coloured table tops to extensive packaged theme events. Full details are available upon request.

Table skirting (per meter)	\$ 3.50
Uniforms	\$25.00
Wood and stone carvings	\$65.00
Paintings	\$50.00

FLOWER ARRANGEMENTS

Our house florist can arrange specific flower arrangements to enhance the atmosphere of your function from entry to sit-down.

Corsage	\$ 2.50
Standard Table Decoration	\$ 5.00
Deluxe Table Decoration	\$ 7.50
Entrance Flower Arrangement	\$15.00

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MEETING AND BALLROOM FACILITIES

Pricing Guidelines Entertainment

SIGNAGE AND STATIONARY

All it takes is the logo and colour scheme of your company for us to arrange custom made signboards, posters and backdrop banners to make this truly your event.

Place Cards	Free of charge
Invitation Cards	\$ 1.-
Banquet notepad and pencil (per set)	\$ 1.-
Lobby/ Directional Poster (per piece)	\$ 4.-
Custom-made Signboard & Banner	By order

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“Easy Pick Package Kits”

Overhead projection:

1x Overhead Projector

1x Tripod Screen

35mm Slide Projection

1x Slide Projector

Infra red remote control

Carousel tray

Zoom lens

Projection table

1x 6' Projection Screen

Video VHS

1x 27' Colour Monitor

1x VHS Player (Multi-system)

1x Video Projection table

CONFERENCE EQUIPMENT

Executive Lectern

Flipchart

White Board

Laser Pointer

VIDEO EQUIPMENT

VHS Videorecorder plus monitor

Barco Video system

Video Projector

Video Camera with Tripod

AUDIO EQUIPMENT

Dynamic Microphone

Lectern Microphone

Microphone Boom stand

Radio Microphone

Lapel Microphone

Cassette player

Compact disc player

Laserdisc player

Portable P.A. incl. microphone

Bose speaker system

LIGHTING

Specific lighting packages to suit your need can be arranged through our Banquet Manager. Packages range from individually lit dining tables to full cabaret style lighting shows utilising the hotel's state of the art laser system

STAGING/ SETS

Modular sets and staging are available on request.

PHOTOGRAPHY

Should you wish to capture the moments that count we will be most happy to arrange a photographer or film crew upon request

Photographer

\$ 20.-

Video / Film Crew

\$100.-

Rates are on an hourly basis excluding the cost of (video) film and development of photo's.

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1. Tentative Booking - Will be held for a period of 14 days only, after which time, the space will be released
2. Deposit - A minimum deposit of US\$ 1,000 or 20% (whichever is greater) of the estimated food and beverage costs. The deposit is required at the time of confirming the booking
3. Function Cancellations - Notified 60 days prior to the date will be reimbursed the full deposit. Written notification received 60 - 30 days prior to the date will be reimbursed 50% of the full deposit. Functions cancelled less than 30 days prior to date, will forfeit the total deposit.
4. Final Details - Menus, beverage arrangements, entertainment, audio visual requirements, room set-ups, starting and finishing times must be confirmed in writing 15 days prior to the function.
5. Commencement and Vacating of the Rooms - The organiser agrees to begin the function and vacate the designated function space at the scheduled times agreed upon. In the event the function should go beyond the agreed finishing time, the hotel reserves the right to impose a charge for each hour and part hour the function space is occupied.
6. Guaranteed Numbers - Are required three (3) working days prior to the function and charges will be based on the guaranteed numbers or final head count whichever is greater
7. Payment - all function accounts are to be paid for in full prior to the event unless alternative arrangements have been made with the Hotel by way of a credit facility. All approved credit arrangements require full payment within seven (7) days of the function.
8. Prices - Will be confirmed in writing along with final function details. Every endeavour is made to maintain prices as printed, but these may be subject to increase at Management's discretion to meet rising costs.
9. Room Rental - If applicable, are subject to period required, numbers of guests in attendance and overall catering requirements. Our Banquet staff will discuss rates along your requirements.
10. Security - The Hanoi Daewoo Hotel will not accept responsibility for the loss or damage to any equipment or merchandise left on the premises prior to, during, or after the function. Special security measures can be arranged with our Security officers.
11. Outside Contractors - For all stage set-ups produced by outside contractors, plans must be approved by the Hotel's Chief Engineer a minimum of 30 days prior to the event. The outside contractors must confer with the Hotel's Chief Engineer in all matters of delivering, set-up and breakdown.
12. Compliance - Clients will ensure the orderly behaviour of their guests and the Hotel reserves the right to intervene where it sees fit.
13. Displays and Signage - No items are to be attached, pinned or glued to the wall surface of any pre-function, function room or hotel room. Signage in the Public Areas are to be kept to a minimum and must be approved by the hotel.
14. Damages - Clients will assume responsibility for any and all damages caused during the function by any of their guests or any persons attending the function, whether in the rooms reserved or in any part of the hotel.