



Hotel Duo
★★★★



Banqueting offer





INTRO

OVERVIEW

FLOOR
PLANS

MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Introduction



Hotel Duo

Sales Department
Teplická 492, 190 00 Prague 9

www.hotelduo.cz

T: +420 266 133 717

E: events@janhotels.cz

Location

- » A few steps from the underground station Střížkov
- » 12 minutes by C line underground to the city centre
- » Large parking area with capacity 150 cars and 20 buses

Accommodation

- » Modern hotel with unique design
- » Emphasis on comfort, detail and service quality of provided services
- » 654 guestrooms (Superior, Executive, Family Suite, Junior Suite)
- » Complimentary Wi-fi
- » Tea and coffee set in every room
- » Elegant Presidential Suite with infrasauna
- » Executive room – VIP treatment upon arrival, Nespresso Coffee maker, minibar consumption included in the room rate, Deluxe bathroom amenities, bathrobe and slippers



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★★★★

INTRO

OVERVIEW

FLOOR
PLANS

MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Introduction



Gastronomy

- » Restaurant Formanka
- » Lobby Bar
- » International and typical Czech cuisine, seasonal and local menu
- » Teambuildings, festive dinners, parties
- » Comfortable summer seating in the garden on the terrace

Additional services

- » Fitness
- » Newly reconstructed Bowling centre with 12 lanes
- » Thai Massages

Conference rooms

- » Modern and flexible conference centre
- » Large conference hall and 8 smaller meeting rooms



Hotel Duo

INTRO

OVERVIEW

FLOOR
PLANS

MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Overview

Congress Hall

Daylight

m²

Theatre

School

Banquet

U-shape

I-shape

Restaurant

Cocktail

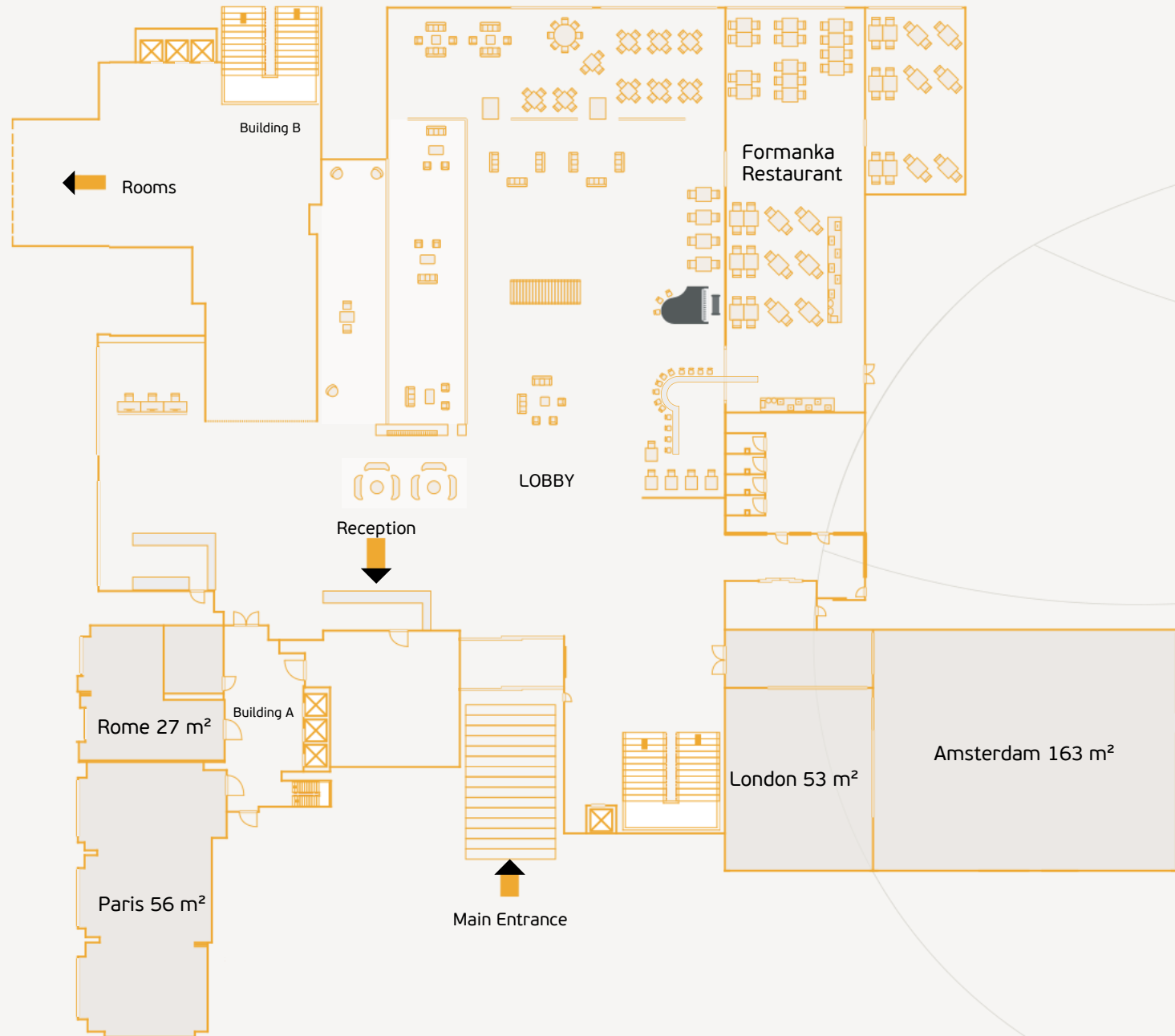
PAX NUMBER IN GIVEN CONFERENCE SETUP

Prague	-	335	430	250	17x10	60	-	220	350
Prague West	-	163	170	110	9x10	46	50	100	160
Prague East	-	170	180	110	9x10	46	50	90	160
Zurich	✓	66	60	32	3x10	22	24	32	40
Berlin	✓	163	100	72	9x10	-	-	100	120
Stockholm	✓	53	50	32	3x10	16	18	40	40
Vienna	✓	231	160	110	14x10	-	-	180	250
Amsterdam*	✓	163	100	60	7x10	-	-	88	120
London*	✓	53	40	30	3x10	16	20	36	40
Rome	✓	27	30	-	-	-	12	-	-
Paris	✓	56	50	24	-	22	20	-	-
Presidential Suite Lounge	✓	30	-	-	-	-	8	-	-
Formanka Restaurant	✓	60	-	-	-	-	-	-	-
Formanka	✓	89	-	-	-	-	-	62	-

* Meeting rooms Amsterdam and London can be connected.

Price includes: data-projector, screen or plasma screen, flipchart, notepad.

Ground Floor Plan





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★★★★

INTRO

OVERVIEW

FLOOR
PLANS

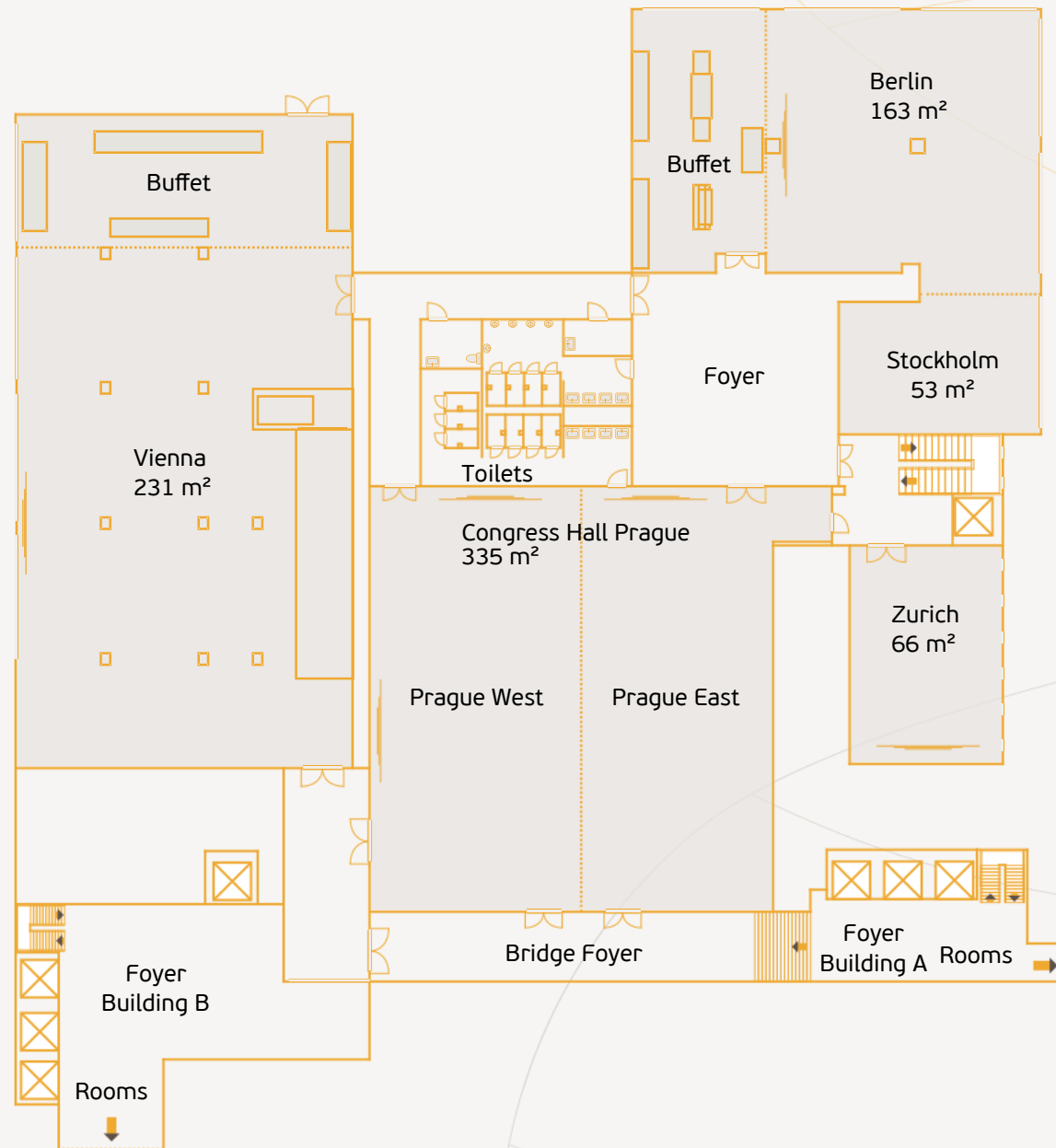
MEETING ROOMS

AV EQUIPMENT

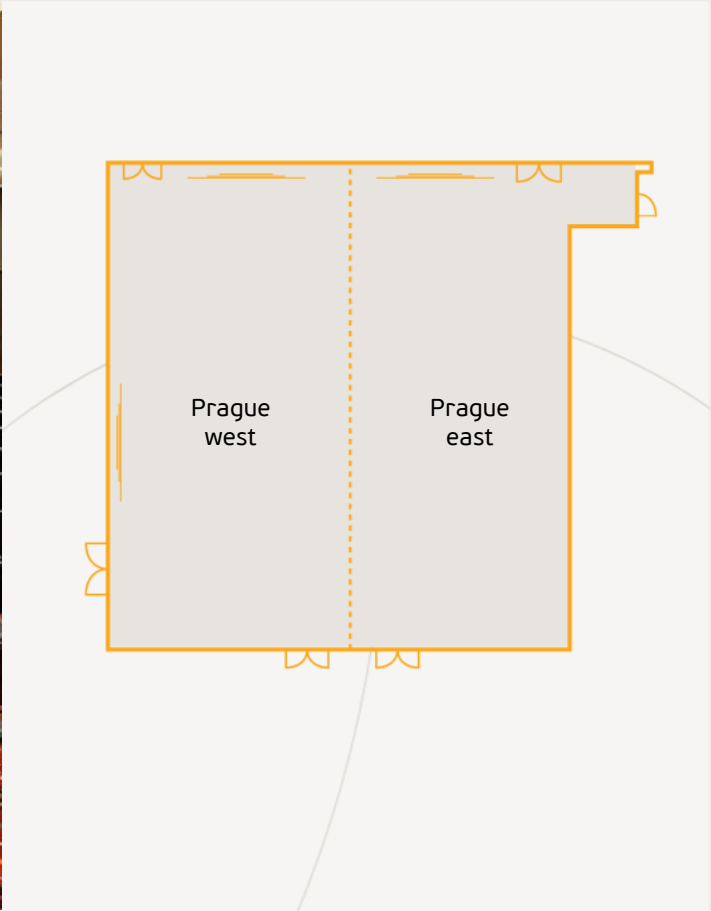
CONFERENCE
PACKAGES

FOOD & BEVERAGES

First Floor plan



Conference hall Prague



Congress Hall	Daylight	m ²	Theatre	School	Banquet	U-shape	I-shape	Restaurant	Cocktail
Prague	-	335	430	250	17x10	60	-	220	350
Prague West	-	163	170	110	9x10	46	50	100	160
Prague East	-	170	180	110	9x10	46	50	90	160

Price includes: data-projector, screen, flipchart, notepad and hand-held microphone.

Zurich and Stockholm



	Congress Hall	Daylight	m ²	Theatre	School	Banquet	U-shape	I-shape	Restaurant	Cocktail
Zurich		✓	66	60	32	3x10	22	24	32	40
Stockholm		✓	53	50	32	3x10	16	18	40	40

Price includes: data-projector, screen, flipchart, notepad.



Hotel Duo
★★★★

INTRO

OVERVIEW

PLANS

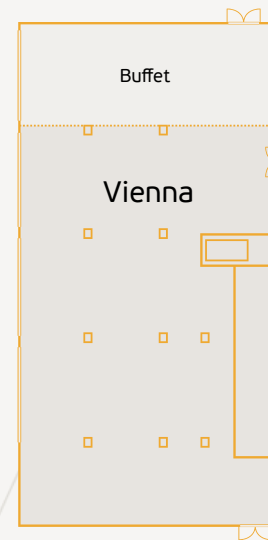
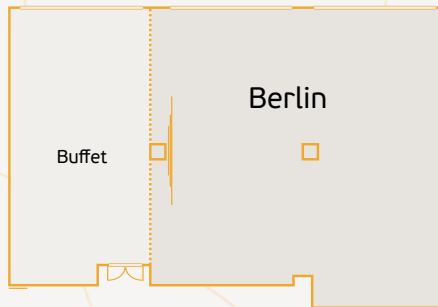
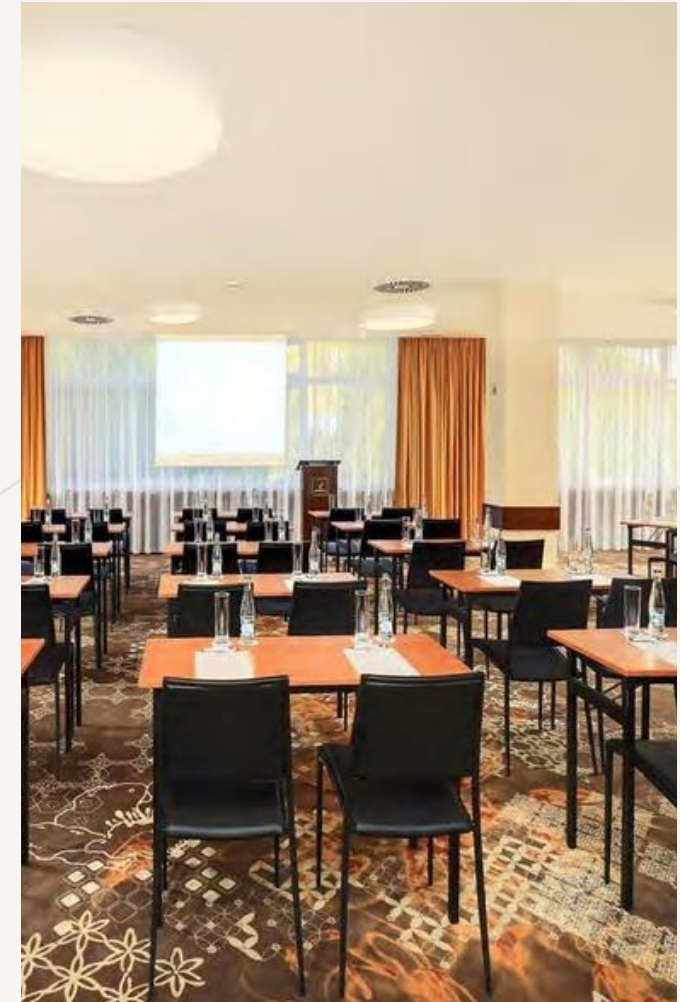
MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Berlin and Vienna



	Congress Hall	Daylight	m ²	Theatre	School	Banquet	U-shape	I-shape	Restaurant	Cocktail
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Berlin	✓	163	100	72	9x10	-	-	100	120
Vienna	✓	231	160	110	14x10	-	-	180	250

Price includes: data-projector, screen, flipchart, notepad.



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INTRO

OVERVIEW

FLOOR
PLANS

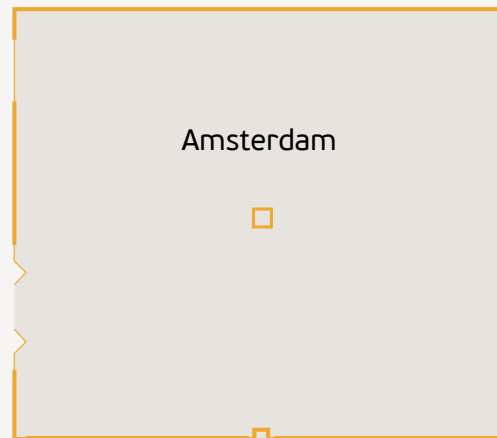
MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Amsterdam and London



Congress Hall

Daylight

m²

Theatre

School

Banquet

U-shape

I-shape

Restaurant

Cocktail

Amsterdam



163

100

60

7x10

-

-

88

120

London



53

40

30

3x10

16

20

36

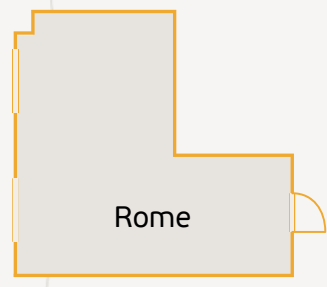
40

Price includes: data-projector, screen/plasma screen, flipchart, notepad.



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Paris and Rome



	Congress Hall	Daylight	m ²	Theatre	School	Banquet	U-shape	I-shape	Restaurant	Cocktail
Rome		✓	27	30	-	-	-	12	-	-
Paris		✓	56	50	24	-	22	20	-	-

Price includes: data-projector, plasma screen, flipchart, notepad.



Hotel Duo
★★★★

INTRO

OVERVIEW

PLANS

MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Presidential Suite



Presidential Suite

- » The spacious living area of the elegant Presidential Suite can be used as a meeting room

Congress Hall	Daylight	m ²	Theatre	School	Banquet	U-shape	I-shape	Restaurant	Cocktail
Presidential Suite	✓	30	-	-	-	-	8	8	-

Price includes: data-projector, plasma screen, flipchart, notepad.



Hotel Duo
★★★★

INTRO

OVERVIEW

FLOOR
PLANS

MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Audio&video



Data-projectors

Luminosity	Resolution
3000 ANSI	1024 × 768
4000 ANSI	1280 × 800

Projector screens

Type	Size (cm)
Tripod	180/180
Tripod	220/220
Frame	406/229

Sound system in a hall

for up to 80 persons	2 × 200W speakers
for more than 80 persons	2 × 200W speakers

Mixing console

Microphones

Wireless hand-held

Wireless headset

Conference

Central unit for conference microphones

Plasma screens with stands

Diagonal	Resolution
40"	HD Ready
55"	Full HD
75"	LED Samsung

Other equipment and technical assistance

Presenter

Notebook IntelCore i5

Flipchart (incl. paper and pens)

Interpreting equipment

Technical assistance per 8 hours

Hostess



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★★★★

INTRO

OVERVIEW

FLOOR
PLANS

MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Conference packages

Leave your worries behind and book a conference package. It includes all you might need for a successful event.

Meeting room rental

Conference room corresponding to the number of participants and the required set-up

Conference set (block, pencil)

Catering

Welcome coffee break (coffee, tea, water with citrus) upon arrival of participants

2 x coffee break (coffee, tea, water, one of each - sweet and savoury pastries, 100 g of fruit)

* half-day conference package includes 1 x coffee break

Lunch according to the Chef, incl. water

Technical equipment

Data projector and screen

Sound system, incl. 1 microphone

Flipchart and markers

WIFI

CONFERENCE PACKAGE PRICE

56 €/all-day (max. 10 hours)/person

45 €/half-day (max. 5 hours)/person



The conference package can be used for groups from 20 participants.

We reserve the right to change prices and VAT.



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★★★★

INTRO

OVERVIEW

FLOOR
PLANS

MEETING ROOMS

AV EQUIPMENT

CONFERENCE
PACKAGES

FOOD & BEVERAGES

Food & Beverages

Offer

Coffee breaks

Welcome drink coffee break

Standard coffee break

Unlimited consumption of fresh coffee, decaffeinated coffee, selection of tea, water, one of each - sweet and savoury pastries, 100 g of fresh fruit

COMPLETE COFFEE BREAK (Welcome + Standard coffee break) SPECIAL PRICE OFFER

Czech coffee break

Vitality coffee break

Served menu

3-course menu

Gala menu

Buffet menu

Buffet according to the Chef

Buffet Deluxe

Rustic buffet

Vitality buffet

Barbecue buffet

Snack buffet classic

Others

Jug of water with lemons 1 l

Soft drink

Mineral water 0,33 l

Beverage packages

1 hour beverage package (unlimited consumption of soft drinks, coffee, tea and draught beer or wine)

2 hours beverage package (unlimited consumption of soft drinks, coffee, tea and draught beer or wine)

Cocktail package (recommended for barbecue and parties)

Cocktail bar 1 hour/person

Cocktail bar 2 hours/person

For detailed F&B offer please contact our Sales department.



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We are here for you!

Let us know your requirements about your event, and we will find the best possible solution for you.

Please contact us your event requiremnt all solutions are possible!

Sales department

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