



# Bethlehem Hotel

Event Planning

## Meetings, Weddings, Conferences and Banquets

The Bethlehem Hotel specializes in event planning. From weddings to official business meetings and conferences, the hotel offers facilities as well as planning arrangements.

Dinning Room	600
Banquet Hall	1000
Meeting Room	200
Meeting Room	100
Coffee Shop / Bar	100

### Business Events

The hotel also offers various facilities for business meetings and events. Our various meeting rooms (100 & 200) are equipped with LCD, laptop, flip charts, slide film TV & video (sound system).

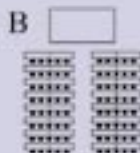


### Wedding, Receptions and Parties

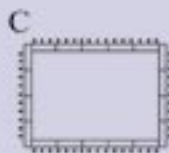
Please inquire about our wedding package deals which include arranging for flowers, photographers, musicians and DJs.



Banquet



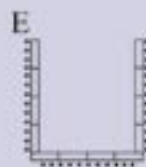
Schoolroom



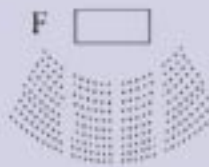
Hollow Square Style



T Shape



U Shape



Seminar Style

### Table Set-Up

- A
- B
- C
- D
- E
- F

### Event Planning Form

Name of Group \_\_\_\_\_

Name of Event \_\_\_\_\_

Number of Participants \_\_\_\_\_

Date of Event \_\_\_\_\_

Starting Time \_\_\_\_\_

Duration \_\_\_\_\_

### Type of Event

- Wedding Party / Reception
- Lunch / Dinner
- Seminar / Workshop
- Other \_\_\_\_\_

### Equipment Needed

- Podium with Stand
- Sound (microphone and speakers)
- LCD Projector
- Others \_\_\_\_\_

### Food & Refreshments

- Seated lunch / dinner
- Buffet
- Coffee, tea and soft drinks
- Finger food

### Contact Information

Contact Person \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Mobile \_\_\_\_\_

