

Event hosting policies

Hotels provide comprehensive event hosting services, designed to accommodate business meetings, conferences, weddings, and private celebrations. Whether planning a corporate seminar, a large banquet, or an intimate gathering, hotels offer versatile spaces, professional support, and tailored services to ensure a seamless experience.

1. Event Spaces & Conference Rooms

- **Concept:** Hotels offer a variety of **meeting rooms, banquet halls, and breakout spaces**, equipped to host events of all sizes—from small board meetings to large conferences.
 - **Capacity & Layout:** Event spaces can typically accommodate **50 to 500 guests**, depending on setup style (reception, theater, classroom, or U-shaped seating). Breakout rooms allow for smaller sessions or workshops within the same event.
 - **Floor Plans & Flexibility:** Rooms can be combined or divided to suit your specific needs. Hotels provide detailed floor plans and layout assistance to optimize guest flow and event logistics.
 - **Technology & Equipment:** Standard features include high-speed Wi-Fi, projectors, screens, audio-visual equipment, microphones, podiums, and conference phones. Additional services like teleconferencing and hybrid event capabilities are often available.
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2. Event Planning & Coordination

- **Dedicated Event Planners:** Hotels provide experienced event coordinators to guide you from concept to execution. Planners assist with:
 - Venue selection and setup
 - Table arrangements, seating charts, and décor

- Technical setup including AV equipment, lighting, and sound
 - Scheduling social breaks, networking sessions, and meal timings
 - **Customized Experiences:** Event teams work closely with clients to personalize every detail, ensuring that the theme, style, and flow of the event meet expectations.
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3. Catering & Culinary Services

- **Tailored Menus:** Hotels offer customizable catering options for meetings, conferences, weddings, and private celebrations. Guests can choose from buffet, plated meals, or snack service, with international and local cuisine options.
 - **Special Dietary Requests:** Vegetarian, vegan, gluten-free, and allergy-sensitive menus are available upon request.
 - **Event Beverages:** Alcoholic and non-alcoholic drink packages, coffee breaks, and cocktail receptions can be arranged in conjunction with catering.
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4. Weddings & Private Celebrations

- **Luxury Wedding Venues:** Banquet halls and outdoor spaces provide elegant settings for ceremonies, receptions, and pre-wedding events.
 - **Services Offered:** Event planners assist with décor, floral arrangements, seating charts, photography coordination, and entertainment.
 - **Room Blocks & Guest Accommodation:** Hotels often provide room blocks for wedding parties or event guests, sometimes offering discounted rates for multiple bookings.
 - **Pre-Event Wellness:** Spa and salon services may be available for brides, grooms, and guests prior to the event.
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5. Additional Amenities & Guest Convenience

- **Business Center Services:** Printing, copying, and administrative support for conference materials.
- **Parking & Transportation:** Valet or self-parking and shuttle services for attendees.
- **Accessibility:** Event venues are designed for accessibility, including wheelchair access and assistive technology for guests with special needs.
- **Security & Safety:** Hotels ensure event spaces comply with safety regulations, fire codes, and emergency procedures. Security staff may be deployed for larger gatherings.
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