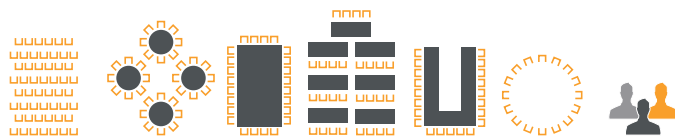


CHECKLIST FOR YOUR EVENT PLANNING



Seating options/Number of persons



SIZE AND CAPACITY

Area	Area dimensions l x w x h in m	Surface in m ²	Rows	Banquet- style	Block	Parlia- ment	U- shape	Chair- circle	Recep- tion
Function room	16,86 x 6,72 x 3,00	~ 97	80	30	30	56	30	30	120
Terrace	10,46 x 5,86	~ 62	50	20	20	35	20	20	60

Public space (audience/flight area, bistro) ~ 294
 Total capacity: approx. 150 persons | standard seating: 32 dining places, 6 lounge places, 10 bar places, approx. 30 stand seats | Individual agreements possible in case of exclusive rent

FACILITIES

- ✓ Elevator
- ✓ Terrace
- ✓ Air-condition
- ✓ Day light
- ✓ Barrier-free
- ✓ Soundsystem
- ✓ Sanitary facilities on every floor
- ✓ Shower facilities

EQUIPEMENT FUNCTION ROOM

- ✓ Projector
- ✓ Screen
- ✓ Whiteboard
- ✓ Flipchart
- ✓ Presentation board
- ✓ Facilitators toolbox
- ✓ Laser pointer
- ✓ Notepads and pens
- ✓ Wifi
- ✓ Soundsystem incl. hand microphone
- ✓ Dimmable lighting
- ✓ Power: alternating current 220 V, three-phase current 16 A
- ✓ Technical connections for catering
- ✓ Flooring: wood
- ✓ Day light
- ✓ Can be darkened
- ✓ Air-condition
- ✓ Barrier-free

FURNITURE

- ✓ Tables (45 cm depth)
- ✓ High tables
- ✓ Chairs (with seat cushion)
- ✓ Catering area
- ✓ Lectern
- ✓ Coat rack

POSSIBLE USES

- ✓ Day events
- ✓ Evening events
- ✓ Weekdays
- ✓ Weekends and public holidays

PARKING

- ✓ 45 parking spaces next to the building
- ✓ >200 parking spaces in the area

LOCATION

- ✓ Distance to:
 - ... SXF airport: approx. 4 km
 - ... Train station airport Schönefeld: approx. 4 km
 - ... Berlin main station: approx. 25 km
 - ... Tegel airport: approx. 35 km
- ✓ Overnight accomodation in the area

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