Dear Sirs,

I work in a company in Norway, and we have been recommended by Novamont in Novara to use Novarello hotel in connection with our yearly partner meeting with business partners from all over the world.

We will need approximately 25 single rooms, arrival Monday 24th of March 2015 and departure Thursday 27thof June 2015. There will be people from approximately 16 countries present at the meeting, and since we also have people coming in from Canada, USA and New Zealand, it might be that we will need approximately 6 out of the 25 rooms already from Saturday 22nd of June until Friday 28th of June.

 We would also need a fully equipped meeting room Tuesday 25th of March and Wednesday 26th of March with a whiteboard and beamer as well as notepads and pencils. Many of the participants will need to use their computer in the meeting room.

The conditions for the meeting rooms are:

* Speakers’ table
* Micophones
* Writing table layout
* Internet connection
* Wireless zone
* Flipchart
* Folders and pencils

We also need mineral water in the meeting room for all the participants, and you will also see from the enclosed program that we would like 2 coffee breaks.

Please do not hesitate to contact me if you should have any questions.

Looking forward to hearing from you with a proposal.

Sincerely yours

Good morning,

 I’m Maila, and I work for the Novarello hotel.

For your trip we found availability in the period you chose.

Hotel Novarello has 25 standard single rooms from 24 to 27 June, they are equipped with air conditioning, heating, telephone, LAN connection for internet connection, free WiFi, desk, safe, satellite TV. The bathroom has shower, hairdryer and courtesy set, courtesy set and bubble bath, bath set and handkerchiefs. All our rooms are standard with balconies.

The price of a single room is € 189 per night per person.

From 22 to 28 we have 4 standard single rooms available and 2 superior. The price of the standards is € 180 per night per person. The 2 superior rooms can be configured as 2 separate beds or as double; they are equipped with air conditioning, heating, telephone, LAN connection for internet connection, free WiFi, desk, safe, satellite TV.

The price of a superior is € 400 per person for 3 nights

In our hotel you can really organize everything, because we have sales of different conformation, capacity and equipment. I reccomand you to use classrooms with 25 to 69 seats or Multipurpose Room an audience with a maximum capacity of 100 seats. Both rooms have a projector and microphones for lessons. It has wi-fi wireless zone.

If you are only 25 you can use the Horseshoe multipurpose room. (25 seat). The room does not have a fixed audio / video system, but there is the possibility of installing a PC and portable projector with an audio / video connection, depending on your needs.On request are also available speakers, portable mixer and microphones.

•The price horseshoe room is 230€ for day

•The price of meeting room is 250€ for day,

•The price of Multipurpose Room an audience is 400€ for day.

Our team has undertaken to provide to your group with the material you indicated: folders, pencils and 2 flipcharts.

In the hall will also be placed a table with a capacity of 35 seats free of charge.

Unlimited mineral water will be provided in the room for € 20

The bar for coffee break will be open from 9.00 to 11.30 and from 13.30 to 18.00

The coffee ( coffee, tea, juices, muffins, biscuit, canapers) is 7€ per person

Thank you for you kind attencion

Maila