



January 2016 – December 2016

Radisson Hotel, Astana



Dear Guest,

Enclosed is some information about our Hotel to show **how we can help make your meeting or event a memorable success!**

We make it easier for you, because we can handle everything from major themes down to the small details. Our Radisson Meetings & Events department can find just the right concept to meet your needs and expectations, wrapped in creativity and served on a silver plate.

The information contained in this folder is just a small amount of the services we can provide for you. If you can not find exactly what you are looking for, please contact our Meetings & Events Sales department, which will be more than happy to assist you with your enquiry.

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Your Radisson Team

- All prices are quoted in Kazak tenge and include 12 % VAT.
- All conference rooms are fully air conditioned and 9 rooms have natural day light.
- Meeting room hire rates include mineral water for delegates, 1 screen, 1 flip chart with marker pens, and stationery tool box, note pad and pens and free unlimited access to high – speed wi–fi internet.
- Simultaneous translation in 6 different languages.
- Should the half day period of 4 hours be exceeded, the hotel reserves the right to charge the full day rental.
- All charges will be amended automatically in case of changes in VAT rate or other taxes imposed by the government or municipality. Management reserves the right to adjust prices without further notice.





Meeting Room Capacities

	Theatre Style	Classroom Style	Cabaret	U-shape	Banquet	Reception	Board Room
Sary Arka	1200	500	400	-	600	900	-
Sary Arka I	400	250	160	70	200	300	80
Sary Arka II	200	130	80	50	150	200	60
Sary Arka III	200	100	80	40	120	150	40
Sary Arka IV	500	250	160	70	300	450	80
Boardroom Almaty	-	-	-	-	-	-	16
Boardroom Astana	40	24	-	18	-	-	18
Boardroom Aktau	60	35	-	26	-	-	30

Meeting & Banqueting Room Rentals

Meeting room	Rate in KZT	
	Half day	Full day
Sary Arka (whole room)	970 000	1 700 000
Sary Arka Part 1	550 000	1 030 000
Sary Arka Part 2	450 000	720 000
Sary Arka Part 3	450 000	720 000
Sary Arka Part 4	500 000	870 000
Boardroom Almaty	60 500	115 000
Boardroom Astana	60 500	115 000
Boardroom Aktau	60 500	115 000

Room rentals include basic set-up (theatre, classroom, ballroom, U-shape), screen, flipchart and markers, mineral water, pens and pads, VAT 12 %.

Half day rental is up to 4 hours, when exceeding the limit, the full day rental will be charged. In case of having event longer than to midnight or more than 8 hours, every additional hour will be charged at amount equal to 10% of the room rental.

When renting the Cigar bar after 5pm an additional charge per hour of KZT 45 000.00 will apply.





Sary Arka 1



Sary Arka 3



Sary Arka 4



Sary Arka 2



Astana



Almaty



BUSINESS CENTER

We have Business Center, located net to the Reception Desk where any kind of business center services can be arranged. Service and prices:

▪ PC rental per hour	3 400.00 KZT
▪ Internet access:	
- per minute	85.00 KZT
- per hour	3 400.00 KZT
-Wi-Fi (24 hours)	4 250.00 KZT
▪ Faxing per page:	
- Local faxes (Astana)	160.00 KZT
- Local faxes (Kazakhstan)	350.00 KZT
- International faxes	1 200.00 KZT
▪ Photocopies per page:	
- A4 black/white	85.00 KZT
- A3 black/white	200.00 KZT
- A4 in color	180.00 KZT
- A3 in color	250.00 KZT
▪ Scanner per page	85.00 KZT
▪ Printing from personal laptop or disk:	
- per page black/white	85.00 KZT
- per page in color	180.00 KZT
▪ Typing services per page:	850.00 KZT
▪ Calls per minute	
- KAZ, CIS	280.00 KZT
- America, Europe	1 200.00 KZT
▪ Binding services:	
- up to 60 pages	1 200.00 KZT
- up to 100 pages	2 700.00 KZT
- up to 160 pages	3 400.00 KZT

We also offer express delivery service, secretarial services and translation services. Please note that these services have to be ordered in advance.

The business center is of computer and internet use only. It is not used for business meetings. Please note that computers in business center can not be reserved in advance.



TECHNICAL EQUIPMENT

All prices for technical equipment are quoted in KZT including 12 % VAT.

Audio Visual Equipment

Daily Rates KZT

▪ Monitor loudspeakers for video only for small boardroom	12 500.00 KZT
▪ Sound system (amplifier, loudspeakers, mixer controller)	37 000.00 KZT
▪ Cable microphone, per unit	9 500.00 KZT
▪ Wireless microphone, per unit	9 500.00 KZT
▪ Holder for microphone, per unit	Complimentary
▪ Audio Recording on audio DVD\CD	36 000.00 KZT
▪ Video Recording on audio DVD\CD (Whole system, including cassettes)	50 000.00 KZT
▪ CD Player	14 500.00 KZT
▪ Audio Center	13 000.00 KZT
▪ DVD Player	13 000.00 KZT
▪ Mini disk player	16 000.00 KZT
▪ VHS Video player	13 000.00 KZT
▪ LCD TV in Foyer	13 000.00 KZT
▪ Multimedia projector	25 000.00 KZT
▪ Screen	Complimentary
▪ Loudspeakers for the concert (set- 6 pcs.)	75 000.00 KZT
▪ Video transmission (per unit)	13 000.00 KZT
▪ Computer	21 500.00 KZT

Please note that Multimedia projector & Screen is included into the rental fee of Almaty & Astana Boardrooms.



Technical Equipment for Outside Rental

- Stage

Daily Rates KZT

15 000.00KZT

Simultaneous Translation Equipment

- Simultaneous translation, loudspeakers
- Head Sets per unit
- Microphones (conference system) per unit

Daily Rates KZT

75 000.00KZT

3 500.00KZT

4 500.00KZT

Concert equipment

Mixer controller

12 500.00 KZT

Loudspeakers (3 pcs)

75 000.00 KZT

Amplifiers (2 pcs)

12 500.00 KZT

Mini CD player

14 500.00 KZT

CD player

16 000.00 KZT

Notebook

21 500.00 KZT

Wireless microphone (3 pcs)

28 500.00 KZT

Lights

110 000.00 KZT

Projectors screens (4 pcs)

100 000.00KZT

Technique service

37 000.00KZT

Package Price:

400 000.00KZT



Other Equipment

Daily Rates KZT

- | | |
|--|---|
| ▪ Laser pointer | 2 500.00KZT |
| ▪ Fax machine | 12 500.00KZT (all calls to be charged as per regular Hotel rates) |
| ▪ Telephone line | regular Hotel rates |
| ▪ Personal Computer | 21 500.00KZT |
| ▪ Printer black/ white (without paper) | 21 500.00KZT |
| ▪ Copy machine (without paper) | 27 500.00KZT |
| ▪ Stage | Complimentary |
| ▪ Technical assistance | 2 500.00KZT per hour |
| ▪ Pin board | Complimentary |
| ▪ Ushers/Hostess | 2 500.00KZT per hour |