

HOTEL CONTACT

corporate hotel bookings

Rooms@events

When organising a congress or event, our **rooms@events** service might be of interest to you. This extensive service includes the **purchase of hotel rooms**, a **corporate website** and your own **service team** for making reservations. And, if you like, we can also provide administrative support with the **registration of participants** or **conference- & event organisation**.

How it works

Firstly, we create an inventory of the number of rooms needed. After this we create a proposal together with the room requirements and any extra wishes such as facilities and services, that can be altered to fit your needs.

After you have approved the proposal, we will send it to the hotels of your choice using our specialised reservation system.

Online reservations

A special website will be built for every congress or event. It contains information about the organisation, sector associations, the congress venue, exactly as you prefer. Participants are able to make a hotel reservation with ease, in only four steps!

The participants are able to see the following items on the website:

- Overview of the contracted hotels, prices included;
- Steps for online reservation;
- Detailed hotel information;
- Photo's;
- Route description, etc.

Service team

Each event is assigned its own service team. This is to accommodate those who prefer to make reservations by phone or email. This team is familiar with your needs and is dedicated to ensure that your event is properly organised.



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Each service team has a representative of the reservations, sales and administration department. Our service centre is available from Monday to Friday from 8.30 am to 6.30 pm.

Payment & guarantee

We want to contribute with our expertise in the field of events and hotel bookings to make the process worry-free and as easy as possible. We even ensure that all financial administration will be taken care of!

This contains:

- Completion and guarantee of reservations;
- Processing creditcard guarantees;
- Payment of invoices;
- Deposits;
- Guarantee of the arrival and payment of the reservation.

Always well informed!

You always have access to an overview of the reservations made by participants. This overview also gives you an insight into the variability of the bookings made in the different hotels.

Before the start of your event we will send you the latest update. This way you are well informed about where your participants are situated.

Additional services

Customised website

Hotel Contact is offering the possibility to develop a website in your corporate design.

Registration of participants

Would you also like to outsource the registration of participants? Our events department can take care of this

as well. Registering participants requires precision, that is why we would like to make an appointment with you to discuss this further into detail.

On-site hotel desk

If you would like to give your participants the perfect arrival, we also offer an on-site hotel desk at your event.

Conference- & event organisation

If you want to keep focus on the content of your event instead of organising. So if you have a large event, then we can help you out with the organisation and logistics as well. In cooperation with our partner we offer expertise, efficiency, consulting in concept development for events.

For our additional services a proposal adjusted to your wishes and your objectives will be made!

More information?

If you would like to know more about rooms@events or our additional services, please feel free to contact us.

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