



Meetings & Events



Whether you're holding a meeting or private event, you will appreciate the comfort and convenience of our meeting facility. Sanakeo Boutique Hotel & Spa is the ideal venue for your next event.

The food on our menus is prepared and served by our well-trained staff, under the supervision of our international chef.

We look forward to assisting you with the organization of your next event by giving you a selection of packages. In addition, our team is available to design a tailor made offer exclusively for you.

Our facility includes a fully equipped and spacious meeting room to hold your training session, meeting or workshop. We can offer you great coffee breaks, the room set-up of your choice and Lao or international options for your lunch or dinner.

We have created three Coffee Breaks with different themes and tastes. They can be served in or beside the meeting room, beside our swimming pool, or in the restaurant. The choice is yours!

Our basic meeting package:

- ^ Meeting Room Rental: USD \$400 per day (8 hours)
(Extra hours rate at USD \$60 per hour)
- ^ Standard Audio-Visual Equipment
- ^ Pen, note pads and drinking water

Add-ons include

- ^ Morning & Afternoon Coffee-break (see selection)
- ^ Lunch (see selection)
- ^ Welcome Reception
- ^ Cocktail party
- ^ Dinner

Sanakeo Boutique & Spa

Rodolphe Godey
Manager

Anita
Reservation

Tel 071 252 055
reservation@sanakeoboutiquelpb.com

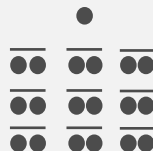
Basic Seating Arrangements

Theatre



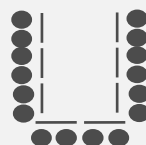
max. 150pax

Classroom



max. 100pax

U-Shape



max. 80pax

Your Signature:

Signature: Sanakeo Boutique Hotel & Spa

Print name & date

Print name & date

Company Name:	Date:
Contact Person:	Time:
Phone:	Number of participants:
Email:	Seating arrangement:
Billing Address:	Comments:

Please choose the equipment needed

☐ Flipchart + Markers
 ☐ Notepad + Pen
 ☐ Laser Pointer

☐ Laptop
 ☐ LCD Projector
 ☐ Audio Speakers

Please choose your Coffee Break

Sanakeo coffee break 3 USD per person Coffee and Tea Drinking water Homemade cookies Fruit platter Sandwich selection	<input type="checkbox"/>	Asian coffee break 3 USD per person Coffee and tea Drinking water Spring rolls Lao dessert Fruit platter	<input type="checkbox"/>	Deluxe coffee break 5 USD per person Coffee and tea Drinking water Sandwich selection Spring rolls Lao dessert Homemade cookies Fruit Platter	<input type="checkbox"/>
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Terms & Conditions:

The Meeting Room Rental is subject to availability and requires at least 5 days in advance reservation. Minimum number of participants per meeting is 10pax. Maximum number for lunch/dinner are 60 seating pax. All arrangements should be finalized at least 1 week before your arrival to avoid last minute amendments or changes. All bookings must be written and acknowledged by our team, the booking must be sent to **reservation@sanakeoboutiquelpb.com** for confirmation. Booking cancellation must be at least 1 week in advance to avoid a penalty charge of 100%. **Payment:** Must be settled by the Company **or** Agency immediately upon receipt of the invoice.

All equipment present in the room and made available must be in the same condition on arrival and departure of the tenants of the room. Any degradation of material will be charged.



LUNCH OPTIONS: \$15 USD per person

Lao Buffet

Please select 4 dishes with meat or fish and 2 dishes with vegetables from the following selections

All lunches include steamed or sticky rice

- ☐ LuangPrabang Sausage (*Sai Oua*)
- ☐ LuangPrabang River Weed (*Khai Pan*)
- ☐ LuangPrabang Traditional Stew (*Or Larm*)
- ☐ Steamed Vegetables (*Rwok Puk*)
- ☐ Egg Plant Dip (*Jeow Muk Kuer*)
- ☐ Lao Style Pork Salad (*Larb Lao*)
- ☐ LuangPrabang Style Pickled Vegetable (*Som Puk*)
- ☐ LuangPrabang Traditional Chilli Paste (*Jeow Bong*)
- ☐ Steamed Fish in Banana Leaf (*Mok Pa*)
- ☐ Lao Style Bamboo Soup (*Khang Nor*)
- ☐ Lao Papaya Salad (*Tum Mark Hoong*)
- ☐ Grilled Chicken Breast (*Ping Kai*)
- ☐ Sun Dried Meat (*Xin Toop*)
- ☐ Chicken Tom Yum (*Tom Yum Kai*)
- ☐ Tomato Dip (*Jeow Muk Len*)
- ☐ Fried Rice (*Khao Pad*)
- ☐ Lao Salad with Sesame (*Soup Pak*)
- ☐ Pad Thai





COFFEE BREAK OPTIONS

Sanakeo Coffee Break 3 USD per person (Min 10pax)

- ❖ Coffee and Tea
- ❖ Drinking water
- ❖ Homemade cookies
- ❖ Fruit platter
- ❖ Our Sandwich selection



Asian Coffee Break 3 USD per person (Min 10pax)

- ❖ Coffee and tea
- ❖ Drinking water
- ❖ Spring rolls
- ❖ Lao dessert
- ❖ Fruit platter

Deluxe Coffee Break 5 USD per person (Min 10pax)

- ❖ Coffee and tea
- ❖ Drinking water
- ❖ Our Sandwich selection
- ❖ Spring rolls
- ❖ Lao dessert
- ❖ Homemade cookies
- ❖ Fruit Platter





Canape Party

\$12 USD per person (min 10pax)

Seasonal selection

Example:

- ❖ Pork Larb with Cucumber (*Larb Moo Sai Mark Teang*)
- ❖ Fresh Spring Rolls (*Naam Deep*)
- ❖ Luang Prabang Sausage (*Sai Oua*)
- ❖ Chicken Satay (*Satay Kai*)
- ❖ Luang Prabang River weed (*Kai Phean*)
- ❖ Kebabs (*BBQ*)
- ❖ Seasonal Fruit Platter

Cocktail Reception

Join us to design a cocktail reception that suits your group. You can select whatever alcoholic or other beverages you desire, and we will provide you with a quotation.

Baci Ceremony

We can arrange a traditional Baci Ceremony for your group. This is conducted by the local village elder and other local dignitaries. They will offer blessings. This is a very nice way to bond the members of your group.

150 USD for up to 15 guests each extra guest 10 USD per person

