

We are excited that you are interested in holding your conference with the Asia Mosaic Home in Bangkok! This planning package will be used collaboratively between you, the conference organizer, and us at AMH Bangkok to ensure your event is a success.

A lot has happened at AMH Bangkok during the sabbath brought on by the COVID pandemic. The limited guest activity on the property allowed us to take on several renovation and operational projects. Many of the guest rooms have been reconfigured and updated, therefore we suggest you do not assume you remember how many people fit into any given room! (See page 3 for room configuration details). Operationally we are working toward establishing processes and workflow that are like what you experience at many hotels, while maintaining that “at home” feeling.

We trust these changes will make your event a joy and success, from the planning stages right through the actual event. If you are staying with us, we hope that you will find the rooms to be comfortable and cozy!

This package includes the following:

Information pages

Conference Packages – page 5
Conference Menu – coming soon

Forms

General Information – page 2
Accommodation Planning – page 3
Accommodation Worksheet – page 4

Form can be filled in and returned digitally OR printed, marked up, scanned/photographed and return.

Getting started

1. Review the information in the package.
2. Complete the General Information form, page 2.
3. If you require accommodation complete the Accommodation Planning form, page 3.
4. Return the completed documents to AMH Bangkok.

Once we have received the General Information and Accommodation Planning forms, as applicable, we will review the information, confirm availability for the intended dates, send you a conference estimate and temporarily block off the appropriate spaces.

Next Steps

The spaces required to host your conference will temporarily be blocked off for a period of 2 weeks. To secure the conference booking, inform us that you accept the conference estimate and provide a deposit of 25% of the conference estimate.

Contact Information

Organizer Name _____

Organization _____

Email Address _____

Phone Number _____

Conference Information

Start Date _____ End Date _____

Number of Attendees _____

Conference Package _____

For more regarding package options refer to page 5.
Meeting space rental includes water, tea and coffee service.

Our standard breakfast will be provided to all guests staying at AMH, breakfast for any additional person is 100 THB.

Comments

AMH Bangkok has 22 guest rooms featuring 7 configuration styles to meet the needs of our guests. Depending on the assignment of beds we can host up to 60 people. We also have two apartments that can be used to accommodate an additional 8 attendees, depending on availability. These configurations do not take into consideration the option of adding temporary floor mats to increase capacity, if requested.

The room configurations are listed below. *(Configurations are subject to change.)*

Number of Rooms	Room Type	Description	Private bathroom	Sleeps Up To
3	Family Room	1 Queen bed, 1 bunk bed and 1 trundle bed. Bathroom shared with adjacent Standard Twin room. (The adjacent standard twin room can be added to accommodate a family with more than 5 people - Family plus.)		5
7	Standard Twin	2 Twin beds. Bathroom shared with adjacent Family Room. <i>(2 rooms have 3 twin beds)</i>		2
4	Superior	1 Queen bed, 1 twin bed, private bath.	X	3
2	Deluxe Twin	2 Twin beds, private bath, fridge.	X	
4	Deluxe Queen	1 Queen bed, private bath, fridge.	X	2
2	Deluxe King	1 King bed, private bath, fridge.	X	2

Attendee Type Survey

Please fill in the following table to provide us with the information necessary to establish an accommodation estimate. A separate document will be provided to aid you in completing the room assignment of your conference guests into the appropriate rooms.

#	Guest Type	Notes
	Individual males	
	Individual females	
	Married couple, no children	
	Married couple, 1 child	
	Married couple, 2 children	
	Married couple, 3 children	
	Married couple, 4 children	
	Married couple, 5 children	
	Married couple, 6 children	
	Other/Special Request	
	Other/Special Request	
	Others/Special Request	

Assignment Instructions

- Individual attendees are to be assigned their own room.
If left unchecked individuals will be assigned to shared room accommodations (e.g. Quad beds)

Check In

Check Out

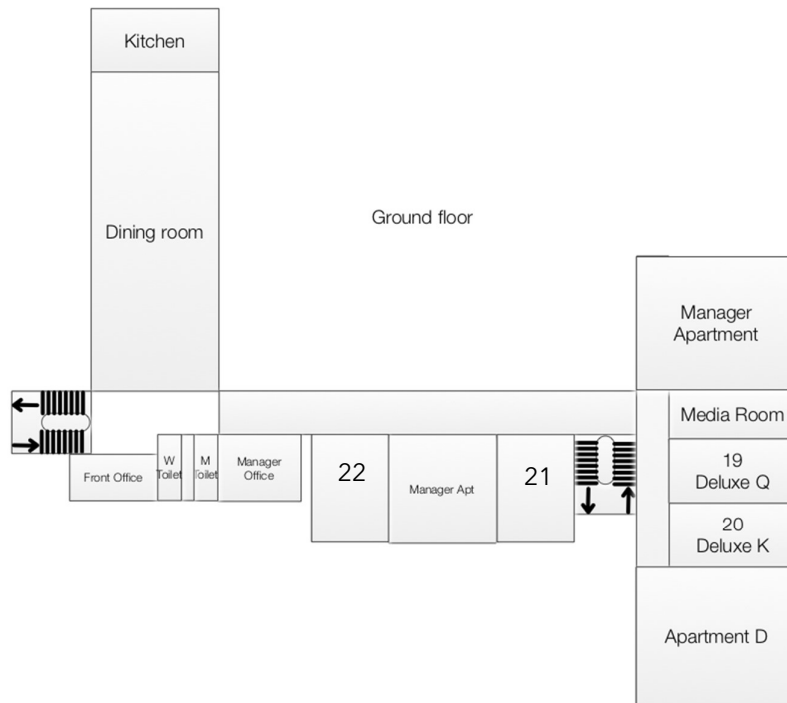
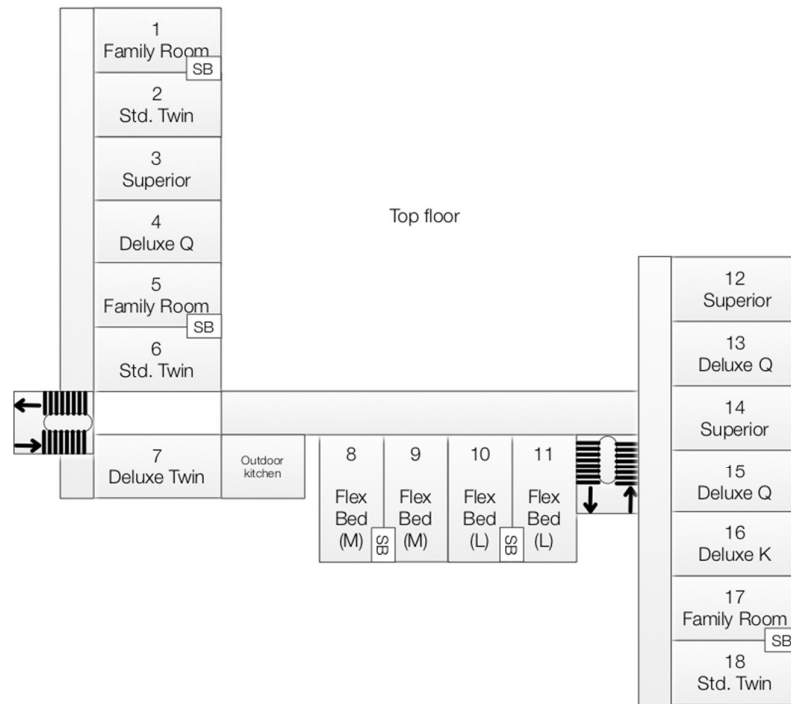
Nights

NOT Available	Room No.	Shared bath	Configuration	Names	No. Persons	Max. Persons	
	1	X	Queen, bunkbed, trundle			5 #	
	2		2 Twins			2 **	
	3		Queen, twin with roll out			4 *	
	4		Queen			2 *	
	5	X	Queen, bunkbed, trundle			5 #	
	6		2 Twins			2 **	
	7		2 Twins			2 *	
	8	X	2 Twins - Men's Flex Bed			2 *	
	9	X	3 Twins - Men's Flex Bed			3 *	
	10	X	2 Twins - Ladies' Quad			2 *	
	11	X	3 Twins - Ladies' Quad			3 *	
	12		Queen, twin			3 *	
	13		Queen			2 *	
	14		Queen, twin			3 *	
	15		Queen			2 *	
	16		King			2	
	17	X	Queen, twin			3 #	
	18		2 Twins			2 **	
	19		Queen (ground floor)			2 *	
	20		King (ground floor)			2	
	21		2 sets Bunk beds (ground floor)			2-4	
	22		Queen, twin (ground floor)			3	

* Extra mattresses for the floor may be requested. Quantities are limited.

Family and standard twin rooms sharing a bathroom can be combined to provide space for families that require 5 or more beds.

The following diagram provides a visual representation of the layout of our rooms and facilities. You may find this useful as you determine room assignments for your group.



The following package options are available to make planning the financial aspects of your event simple.

Select the package containing the break and lunch combination desired to determine the per person/per day cost for food services. Multiple the package cost by the number of attendees, then add the meeting space cost to determine the daily suggested donation amount (per day) for your event.

The third table provides three sample scenarios for quick selection.

Please note that the accommodation estimate is not included in the package cost.

Conference Packages					
	Pkg A	Pkg B	Pkg C	Pkg D	Pkg E
Meeting space cost (per day)	2500	2500	2500	2500	2500
Full day (12 hours) use of meeting space includes projector, sound system, Wi-Fi, beverage service (water, coffee, tea)					

Food service cost (per person, per day)	360	280	200	160	80
Lunch	Included (menu will be provided)				
Morning snack break	Included			Included	Included
Afternoon snack break	Included			Included	

*** Pkg E - you can choose morning or afternoon for the single snack break*

Sample cost estimates (accommodation not included)					
10 person conference (per day)	6100	5300	4500	4100	3300
25 person conference (per day)	11500	9500	7500	6500	4500
50 person conference (per day)	20500	16500	12500	10500	6500

All prices are in Thai Baht (THB)

Prices may change without notice, please confirm the final costs with AMH Bangkok at the time of booking.