

Workshop requirements

Prepared for the fictional Harbor team. Exercise date: 1 September 2026. Use these requirements to compare the two venue offers on pages 2 and 3.

Event	Harbor team workshop
Date and hours	14 October 2026, 09:00-17:00
Attendees	12 people
Maximum total budget	CHF 1,800 including VAT and all required equipment
Required equipment	Projector and Wi-Fi
Accessibility	Step-free access to the meeting room
Cancellation requirement	Free cancellation must still be possible 10 days before the event.

Decision to make

Choose the venue that meets all documented requirements. Compare complete prices, including any equipment charge, and read the cancellation terms carefully.

Open question

Ask whether dietary accommodations are available. This is not confirmed by either offer and must remain an open question in the decision brief.

Riverside Studio

Fictional venue offer for the Harbor team. Issued 1 September 2026.

Available date and hours	14 October 2026, 09:00-17:00
Meeting room capacity	16 people
Room package	CHF 1,680 including VAT
Projector	Included in the room package; no additional charge
Wi-Fi	Included in the room package
Accessibility	Step-free access to the meeting room is confirmed.

Cancellation terms

Free cancellation is available until 7 days before the event. Later cancellations are charged the full room package price.

Scope of this offer

The quoted package covers the meeting room, projector, and Wi-Fi. Dietary accommodations are not specified in this offer.

Old Mill Rooms

Fictional venue offer for the Harbor team. Issued 1 September 2026.

Available date and hours	14 October 2026, 09:00-17:00
Meeting room capacity	20 people
Room package	CHF 1,560 including VAT
Projector	Optional hire: CHF 120 including VAT, in addition to the room package
Wi-Fi	Included in the room package
Accessibility	Step-free access to the meeting room is confirmed.

Cancellation terms

Free cancellation is available until 14 days before the event. Later cancellations are charged the full booked package price, including any projector hire.

Scope of this offer

The room package excludes projector hire. Dietary accommodations are not specified in this offer.