



STUDIENZENTRUM
GERZENSEE

HOTEL SCHLOSS GERZENSEE

Price list Study Center Gerzensee 2017

Package	Price	Overnight Room	Breakfast 07:00 - 09:00	Coffee breaks	Lunch 12:00 - 13:30	Dinner 19:00 - 20:30	Included services
One day conference package	CHF 85.00	-	-	✓	✓	-	1 plenary room 2 group rooms
Conference package (residential)	CHF 215.00	✓	✓	✓	✓	✓	1 plenary room 2 group rooms

Included services

Plenary room: 1 Beamer and projection surface, 2 Flipcharts, 4 Pin boards, 1 Presentation kit (on request), writing pad and pen, mineral water with and without carbonic acid including glasses.

Group rooms: 1 Flipchart, 4 Pin boards.

All rooms: Free Wi-Fi.

Orangery: 2 coffee breaks with drinks, fruits and pastries.

Lunch and evening catering in the package price

3 course lunch and dinner incl. table water and coffee. Our menu features a meat and a fish dish daily as well as a vegetarian option. Lunch- or dinner-bags can be ordered instead of the menu.

Price list additional technology & infrastructure

Additional group room	per day	100.00 CHF
Flipchart	per piece / day	10.00 CHF
Pin board	per piece / day	10.00 CHF
Presentation kit	per piece / day	10.00 CHF
Presenter with laser pointer	per piece / day	10.00 CHF
Additional beamer	per piece / day	120.00 CHF
Notebook	per piece / day	100.00 CHF
Technical support (hour)	per hour	80.00 CHF
Digital Video/ Digital Photo camera	per day	100.00 CHF
Wireless microphones system (only in room 'Bern')	per day	100.00 CHF
Mobile speaker system (incl. microphone)	per day	100.00 CHF
Visualizer	per day	100.00 CHF
Lectern or table-top desk	per day	20.00 CHF
Simultaneous interpreting system (only in room 'Bern')	1 – 56 Transmission units	1'500.00 CHF
	57- 112 Transmission units	2'000.00 CHF



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Rooms

The renovated hotel rooms feature a balcony or terrace with a view of the natural surroundings or garden. Our comfortable beds promise a restful sleep. The rooms are equipped with TV, radio, telephone, safe, free Wi-Fi, electric kettle, bath or shower/toilet and a hair dryer.

Room rates

Breakfast (without overnight stay)	19.00 CHF
Lunch or Dinner (3 course menu, table water included)	39.00 CHF
Single room incl. breakfast	120.00 CHF
Double room incl. breakfast	190.00 CHF
Double room incl. breakfast single occupancy	170.00 CHF
Double room incl. breakfast single occupancy with conference package	250.00 CHF
Seminar package for double occupancy per person	200.00 CHF
Accompanying person of a Seminar guest in double room incl. Breakfast	75.00 CHF
Children in their parents room (extra bed) – Up to 3 years	45.00 CHF
Rollaway bed incl. breakfast	60.00 CHF
'Stöckli' (1 double room, 1 single room, 1 bathroom, kitchen & large living room) incl. breakfast	400.00 CHF
'Stöckli' (2 double rooms, 1 single room, 2 bathrooms, office, kitchen & large living room)	*500.00 CHF
Rent for the entire hotel including 54 seminar packages	**11'500.00 CHF

* In case of booked seminar packages the price per night for the 'Stöckli' is reduced by CHF 110.00.

** Rental breaks of less than 5 days cannot be taken into account when renting the whole hotel with 54 seminar packages.

Welcome Coffee - Strengthened in the day

Juice, mineral water, coffee, milk drinks and tea crispy butter and corn croissants, various buns	per person	10.00 CHF
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Coffee in the plenary room

Nespresso machine installed in the plenary room.		
Set-up and dismantling including cleaning of the coffee machine	per machine	80.00 CHF
Coffee capsule including coffee cream and sugar	each	2.50 CHF

Powerfood and Powerdrinks in the plenary room – Energy boost during the meeting

Homemade Power lemonade with honey, 'refreshing in a healthy way'	per liter	12.00 CHF
Homemade seasonal fruit juice	per liter	15.00 CHF
Power bars	per bar	2.50 CHF
Fruit basket	per fruit	1.50 CHF
Lindt LINDOR assorted chocolate truffles	each	1.50 CHF



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General Terms and Conditions

1 Business opening hours and services

1.1 Business opening hours

Hotel Schloss Gerzensee is open from Monday to Friday ongoing from 7:00 am to 6:00 pm and, upon request, also on weekends and in the evening.

1.2 Restaurant and banquet operation

Daily set menus are offered in the restaurant from Monday to Friday, or banquet menus for groups. The hotel is open on weekends for events involving 15 people or more and/or overnight stays.

2 General conditions

2.1 Reservations

Reservations of rooms and hotel rooms, as well as agreements for other services, are considered definite upon receipt of the order confirmation.

2.2 Billing times / Technical issues

Our facilities are available to you throughout the entire rental period. For use of the facilities beyond the times agreed to (e.g. for setting up on the previous day) rent will be charged according to the pricelist. Prices for services by our technicians and all other technical aids are found on our pricelist.

2.3 Obligations

To ensure the smooth running of your event, we expect to receive all pertinent information regarding the setting up of the facilities, the necessary technical aids and the detailed programme agenda 30 days in advance, at the latest.

Deviations or changes will be billed according to the cancellation conditions.

2.4 Receptions and banquets / Number of guests

Hotel Schloss Gerzensee is to be informed of the approximate number of guests 10 working days in advance of the event.

The number of guests notified two days before the event will form the basis for billing.

3 Billing and payment conditions

3.1 Billing

Unless otherwise agreed with the event holder, all defined services will be booked to the total bill. All additional services (phone conversations made from rooms, consumption at the bar, etc.) will be billed to each guest/participant upon departure. The holder of the event shall be liable in the event of non-payment of such bills.

Services ordered yet not used during the event, as well as no-shows, will be billed at 100%.

Unforeseen additional expenses during the event, which were not listed in writing, will be billed according to the expense incurred.

3.2 Payment conditions

Unless other special, written agreements have been made, the following payment conditions apply:

Two months in advance of the event, Hotel Schloss Gerzensee bills 25% of the anticipated total costs. The final bill must be paid within 30 days of the billing date.

Billing is made in CHF, including VAT.

4 The bringing of food and beverages

The event holder, their participants and guests may only bring food and beverages to Hotel Schloss Gerzensee upon prior written agreement. A service fee to cover the general costs will be charged in such cases (e.g. corkage fee).

5 Fireworks

Sky lanterns, open fires and all fireworks (except for fountains) are not permitted on the property of Schloss Hotel Gerzensee.



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6 Liability

6.1 The event holder's liability

The event holder is liable towards Hotel Schloss Gerzensee for all damages and losses caused by them, their support personnel or participants. Hotel Schloss Gerzensee is not obligated to provide proof to the event holder.

To avoid any potential damage, the installation of decorative materials and other objects is always to be discussed with Hotel Schloss Gerzensee.

Insurance for objects, clothing and materials brought to the event is to be provided by the event holder.

The event holder is responsible for ensuring that such materials meet the fire and safety requirements.

6.2 Hotel Schloss Gerzensee's liability

Hotel Schloss Gerzensee waives all liability for theft and damages incurred by the event holder, participants, guests, speakers or to materials provided by third parties. This also applies to the theft of or damage to parked or manoeuvring motor vehicles.

7 Photo and film sessions

Photo and film sessions are not permitted on our property without prior permission from the foundation and Hotel Schloss Gerzensee. Such permission must be requested at least one month in advance and is subject to charge.

8 Cancellation conditions

8.1 Cancellation

60 to 15 working days before the event:
50% of the room rental and hotel rental will be billed.

14 to 6 working days before the event:
80% of the room rental and hotel rental will be billed.

5 to 3 working days before the event:
100% of the room rental and hotel rental will be billed.

Two working days before the event:
100% of the entire services will be billed.

8.2 Partial cancellation

Cancellations of hotel rooms are considered to be partial cancellations which will be billed as stipulated in section 8.1 (facility room rental excluded).

9 Extension

As of 12:00 midnight, for each additional hour and part thereof, an extension surcharge of CHF 200 will be billed, and from 100 people, CHF 300. A maximum extension until 2:00 am can be requested in advance. The music may play until 2:00 am.

10 Check-in / Check-out

Check-in time: from 2:00 pm. Arrivals after 6:00 pm must be notified. Check-out time: 10:00 am

Late check-out must be reserved in advance and subject to charge.

11 Final provisions

Contract changes to these general business terms and conditions must be made in writing. Swiss law applies. The court of jurisdiction is Dübendorf.

The event holder confirms he/she personally has read and understood the general business terms and conditions of Hotel Schloss Gerzensee and state his/her agreement to them in the name of the customer.

Place and date

Signature / Stamp