

# Prices 2014 Study Center

Seminarhotel Gerzensee, Dorfstrasse 2, CH-3115 Gerzensee, Switzerland  
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benefit \ Price	All-inclusive conference package person/day	Overnight Room/breakfast 07:00 – 09:00	Coffee breaks	Lunch 11:45 – 13:30	Dinner 18:30 – 20:00	1 plenary room 2 group rooms
One day conference package	CHF 85.00		✓	✓		✓
Conference package (residential)	CHF 210.00	✓	✓	✓	✓	✓
		Overnight stay in single room with shower & WC, place of work, radio, TV, mini-safe, telephone, WLAN & Breakfast buffet.	Coffee breaks with drinks and pastries (Schlossgut).	3 course lunch and dinner incl. table water and coffee. A choice of 3 different menus or Lunch / Dinnerbag.		Technical equipment provided. Bottled water in the plenary room  Writing pad and pen in plenary room

## Individual prices

Single room incl. breakfast	CHF	120.00	per room
Double room incl. breakfast	CHF	190.00	per room
Double room incl. breakfast single occupancy	CHF	170.00	per room
Double room incl. breakfast single occupancy with conference package	CHF	250.00	per room
Reduction of the conference package by sharing double rooms	CHF	-15.00	per Person
Children in their parents' room (extra bed) - Until 5 years	CHF	45.00	per child
Accompanying person of a Seminarguest in double room incl. breakfast	CHF	75.00	per person
Breakfast without overnight stay	CHF	19.00	per person
Lunch / Dinner	CHF	39.00	per person
Welcome Coffee (drinks and pastries)	CHF	10.00	per person
Stöckli (1 double room, 1 single room, 1 bathroom, kitchen & large living room) incl. breakfast	CHF	400.00	per day * <sup>1</sup>
Stöckli (2 double rooms, 1 single room, 2 bathrooms, office, kitchen & large living room) incl. breakfast	CHF	500.00	per day * <sup>1</sup>
Hire of the complete hotel* <sup>2</sup> (incl. 54 all-inclusive packages)	CHF	11'000	per day

\*<sup>1</sup> per guest with conference package Stöckli rate will be a reduction by CHF 110.- per day

\*<sup>2</sup> only possible for the whole duration of the event

## Technical equipment

Provided	Additional equipment (CHF)	per day
- whiteboard	- Additional group room	100.00
- projection surface	- Additional flipcharts	10.00
- 1 beamer in plenary room	- Additional pin boards	10.00
- 2 flipcharts in plenary room	- Presentation kit	10.00
- 1 flipchart in group room	- Additional beamer	120.00
- 4 pin boards per room	- Notebook	100.00
- WLAN	- Presenter	10.00
- 1 CD / DVD Player in plenary room on request	- Digital Video camera	100.00
- 1 overhead projector on request	- Digital Photo camera	100.00
	- Wireless microphones system (only in plenary room Bern)	100.00
	- Technical support (hour)	80.00
	- Mobile speaker system (incl. microphone)	100.00
	- Visualizer	
	- Simultaneous interpreting system (only in plenary room Bern)	1500.00

## General Terms and Conditions for Hotel and Seminar

### COMPLETION OF CONTRACT

The provisions of the Swiss Obligation Code (OR) are applicable. A reservation will be considered confirmed upon our receipt of your deposit payment or credit-card details as guarantee. We reserve the right to debit any cancellation charges directly from your credit card. Reservations from within Switzerland are considered definite on our receipt of signed, written return – confirmation (email, fax or letter).

### PRICES / MEANS OF PAYMENT

Rates are charged according to contract specifications or set price list, respectively. All prices are quoted in Swiss Francs (CHF) and include service and Value Added Tax. We accept the following payment methods: American Express, MasterCard, Visa, Maestro, Postcard, cash, or payment to our Swiss Post Office Account number: 30-372-6, for SV (Schweiz) AG, Seminarhotel, Gerzensee-Studienzentrum, 3115 Gerzensee. Personal checks are not accepted.

### HOTEL ROOMS / CANCELLATION TERMS

#### Check-in / Check-out / Late Check out

Guestrooms are available from 2 p.m. on arrival day, until 10 a.m. on departure day. In the event of arrival after 6 p.m., we kindly request you to inform us beforehand. Late Check Outs must be reserved in advance and, based on our Bed and Breakfast rate, will be charged as follows: until 12 a.m.: 25%, until 3 p.m.: 50%, until 6 p.m.: 75% and from 6 p.m. 100%.

#### CANCELLATION TERMS AND FEES

Re-booking, or cancellation, is free of charge until 3 p.m. two days before due arrival date. Thereby, we have the opportunity to re-let the rooms and avoid charging you compensation fees. After this deadline, the first night will be charged at 100%. In the case of re-booking, no show, early departure or cancellation, after the above mentioned deadline, we reserve the right to charge one to three nights, depending on the length of stay booked. Should the guest not fulfil his or her contractual obligations (late cancellation, no-show, late arrival, early departure), he or she shall be held liable - in accordance with the Swiss Code of Obligations (OR 97ff / OR 264) - for any loss or damage suffered by the hotel.

#### ROOM FURNISHINGS

All rooms are equipped with shower / WC, writing desk, radio, TV, mini safe, telephone, free Wi-Fi.

#### LOST PROPERTY

Left items will be forwarded by post, only against advance payment. After one month, found items will be disposed of at the Hotel's discretion.

### PARKING

Over 70 free parking spaces are available for our guests. Please note that the hotel cannot be held liable for any parking damages that occur.

### PETS

Pets are welcome, except in our guest restaurant and in the Orangery. The rate per / night is CHF 25.-, excluding food. We reserve the right to charge for any damages caused by pets.

### HOTEL'S LIABILITY

For property and possessions brought to the hotel by the guest, the hotel shall only assume liability insofar as Swiss law applies. The hotel can accept absolutely no liability in the event of carelessness or negligence by the guest. Should a guest suffer damages or be dissatisfied with the Hotel's performance, he or she must submit a complaint immediately. Complaints will not be accepted at a later date. In the event of the hotel not providing the guest with the room reserved, the hotel shall be liable for any proven damage or loss suffered by the guest. Should the hotel not be able to provide the guest on his or her arrival with the reserved room, the hotel shall organize alternative accommodation of similar standard in another hotel and assume liability for any additional costs incurred by the guest (such as transport, accommodation, etc.) which exceed the original agreed price.

All claims towards the Hotel are subject to a 6-month period of limitation after departure, unless longer periods are specified under mandatory legal provisions.

### FINAL CLAUSES

Alterations and additions to the contract or reservation confirmation must be made, whenever possible, in writing. Unilateral changes and amendments are invalid. By signing the contract or reservation confirmation, or by confirming a booking unilaterally, the guest indicates his or her full acceptance of these General Business Terms.

This contract is exclusively subordinated to Swiss Law. Both parties agree to Canton Berne as the exclusive place of jurisdiction.

## SUPPLEMENTARY CONDITIONS AND TERMS FOR SEMINARS

### COMPLETION OF CONTRACT

A reservation will be considered confirmed with receipt of written return – confirmation to the Seminarhotel Gerzensee by email, fax or letter. The Hotel reserves the right to withdraw its offer, as long as no signed contract has been received.

### CONTRACT CONTENTS

The Seminarhotel Gerzensee will provide the customer with the agreed number of hotel rooms. A separate written contract is required for the rental of seminar rooms, meeting rooms, group rooms, technical equipment, other requirements or special orders.

Should, for any reason, the Seminarhotel Gerzensee be unable to provide the reserved rooms, the Hotel commits itself to providing alternative accommodation of a similar standard and will assume liability for accommodation and transport costs, which exceed the original agreed price. Exceptions are: epidemics or incapacity due to Forces of Nature.

Meals are provided according to the contract agreement. The customer must confirm / guarantee the number of participants for each particular meal or function, two working days (Mon – Fri) before the beginning of the event. Invoicing will be based on this guaranteed number, plus any additional participants.

During events in which participants are overnight guests, meals will be calculated according to the number of room reservations, plus any additional participants.

The Seminarhotel Gerzensee reserves the right to alter room reservations for meetings, meals etc, when justifiable, while ensuring that the customer's requirements and interests are met. This is especially the case when the number of participants varies from the original reservation.

Expenses due to additional personnel costs (e.g. cleaning), higher electricity consumption, additional waste disposal or cleaning can be billed directly, without further consultation.

### USE OF PREMISES

At least 6 working days (Mon – Fri) before the beginning of the event, the Hotel Gerzensee should receive an exact participant list from the organiser, including any deviating billing addresses, a detailed event programme, notice of requirements in meeting rooms and necessary technical equipment, as well as any further information valuable in ensuring a smooth running of the event.

To ensure optimum disposition of rooms, the organiser should note the participants' priorities, disabilities, allergies and further special needs, on the participant list.

The organiser will notify the Hotel's contact person of any last minute programme changes or further wishes, before and during the event. Extra services will be charged.

It is not permitted to display advertising material in the hotel drive way, reception areas or corridors. In exceptional cases, and with the prior consent of the Hotel's responsible contact person, it may be possible to display company logos (e.g. at the Welcome Desk)

To prevent damage to the walls, the mounting of decoration material or other objects must be clarified before hand with the responsible contact person.

The customer warrants that such material meets with police regulations on fire protection.

### DECOR AND EQUIPMENT (belonging to customer)

On agreement with the Seminarhotel's contact person, the organiser may use personal decorating material and fittings, which must be removed immediately at the end of the event. Emergency Exits must be kept free. Course material and / or decorating material left in conference rooms at the end of the event will be disposed of, at the Seminarhotel's discretion, after a period of 24 hours. Support will be charged with CHF 80.00 per hour

### Individual rental of conferences rooms

The use of the standard technical equipment is included in the rental. The charge for writing pads and pens is CHF 3.00 per person. The charge for mineral water is CHF 3.50 per person.

### FOOD & BEVERAGES

The Seminarhotel Gerzensee must receive the final menu and wine selection, at the latest, 14 working days (Mon Fri) prior to the beginning of the event. At least one working day before the event the organiser must inform the Hotel of the exact programme sequence (e.g. speeches, performances, etc.).

The Hotel can only guarantee the 100% quality of food and drinks (i.e. coffee breaks, mealtimes) if the participants arrive at the times agreed, or where the organiser informs of delays and punctually changes the time (at least one hour beforehand). In cases of unannounced delays of more than 30 minutes, additional costs incurred (e.g. through personnel costs) will be charged.

### TERMS AND CONDITIONS OF PAYMENT AND CANCELLATION

The detailed invoice is payable within 30 days as of the invoice date, without deductions, by means of the enclosed payment slip or by cash on site. Objections of any kind in respect of the invoice must be made within ten days of receipt of the said invoice.

The Seminarhotel Gerzensee assumes that all charges will be borne by the Organiser. If the Organiser desires different billing modes, or specific splitting, this must be specified prior to the event. In such cases, responsibility for outstanding payments remains with the Organiser.

Cancellation costs adhere to the specifications in the individual contract. Partial cancellations will be charged proportionally. If prepaid deposits do not fully cover the cancellation charge, the Seminarhotel Gerzensee holds the right to bill the difference to the organiser.

On signing the contract the Organiser is committed to utilising the reserved services. Cancellation charges are calculated as follows:

Days	Up to 14 participants	From 15 participants
90 to 60 days before event	No charge	25% of room rental and overnight stays
59 to 15 days before event	25% of room rental and overnight stays	50% of room rental and overnight stays
14 to 6 days before event	80% of room rental and overnight stays	80% of room rental and overnight stays
5 to 2 days before event	100% of room rental and overnight stays	100% of room rental and overnight stays
48 hours before event	100% total reservation	100% total reservation

Any arranged special services not implemented due to cancellation will be charged in every case.

If the customer fails to meet the contractual agreement, the Seminarhotel Gerzensee reserves the right to withdraw from the contract. In cases where premises and guest rooms can be re-let, the original customer will not be charged.

### LIABILITY

The Event Organiser is liable for covering the full cost of any loss or damage caused by himself, his employees, other labour or guests. It is the Organiser's responsibility to secure an appropriate insurance policy. The Organiser assumes full responsibility for any loss or damage to items brought onto the hotel premises. The Seminarhotel Gerzensee is only liable within the framework of statutory legal conventions. This also applies to any material delivered to us beforehand.

Technical fixtures or other equipment provided by the Seminar hotel, or procured from a third party, is done so in the name of the Organiser and will be billed to the Organiser accordingly. The Organiser is responsible and liable for the care of and correct return of these items. The Seminarhotel is exempt from any third-party claims arising from the provision of such above mentioned equipment.