



STUDIENZENTRUM
GERZENSEE

Seminarhotel

Seminarhotel Gerzensee, Dorfstrasse 2, CH-3115 Gerzensee, Switzerland
Tel. +41 31 780 33 00, Fax +41 31 780 34 00, info@seminarhotelgerzensee.ch – www.seminarhotelgerzensee.ch

	CHF 85.00		✓	✓		✓
	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. mineral water and coffee. A choice of 3 different menus or Lunch / Dinerbag.		Technical equipment provided. Bottled water in the conference room Writing pad and pen in conference room

Single room incl. breakfast	CHF	120.00	per room			
Double room incl. breakfast	CHF	190.00	per room	- whiteboard	- Additional group room	100.00
				- screen	- Additional flipcharts	10.00
Double room incl. breakfast single occupancy	CHF	170.00	per room	- 1 overhead projector per room	- Additional pin boards	10.00
Double room incl. breakfast single occupancy with conference package	CHF	250.00	per room	- 1 beamer in plenary room	- Facilitator toolcase	10.00
Reduction of the conference package by sharing double rooms	CHF	-15.00	per Person	- 2 flipcharts in plenary room	- Additional beamer	120.00
Children in their parents' room (extra bed) - Until 5 years	CHF	45.00	per child	- 1 flipchart in group room	- Laptop	100.00
Accompanying person of a Seminarguest in double room incl. breakfast	CHF	75.00	per person	- 4 pin boards per room	- Presenter	10.00
				- computer room with workstations	- Digital Video camera	100.00
Breakfast without overnight stay	CHF	19.00	per person	- computer / printer / internet access	- Digital Photo camera	100.00
Lunch / Dinner	CHF	39.00	per person	- LAN / WLAN	- Wireless microphones	100.00
Welcome Coffee (drinks and pastries)	CHF	10.00	per person	- CD / DVD Player	- Technical support (hour)	80.00
					- Speaker system (2 units incl. microphone)	100.00
Stöckli (2 double rooms, office, bathroom & living room) incl. breakfast	CHF	400.00	per day * ¹			
Apartment (2 double rooms, 1 single room, 2 bathrooms) incl. breakfast	CHF	400.00	per day * ¹			
Use of the kitchen Stöckli	CHF	60.00	per day			
* ¹ per guest with conference package Stöckli / Apartment rate will be a reduction by CHF 110.- per day						
Hire of the complete hotel* ² (incl.54 all-inclusive packages)	CHF	11'000	per day			
* ² only possible for the whole duration of the event						

All prices are in Swiss francs (CHF) and inclusive VAT.

Reservations for function rooms and hotel rooms as well as agreements on other services will be confirmed in writing to the event organizer by the Seminarhotel Gerzensee and are binding for both parties.

90 - 60 days prior	no cost	25% of room rental and hotel rooms without meals
59 - 15 days prior	25% of room rental and hotel rooms without meals	50% of room rental and hotel rooms without meals
14-6 days prior	80% of room rental and hotel rooms without meals	80% of room rental and hotel rooms without meals
5 to 2 days prior	100% of room rental and hotel rooms without meals	100% of room rental and hotel rooms without meals
48 hours prior	100% of all booked services	100% of all booked services

Unused special services and extras, agreed upon at confirmation, will be charged in every case of cancellation. If the customer fails to comply to the agreement, the Seminarhotel Gerzensee has the right to withdraw from the contract. In the case of the Seminarhotel re-renting cancelled function rooms and/or hotel rooms to a different party, there will be no charge.

On agreement with the Seminarhotel, the organizer may use personal decorating material and fittings, which must be removed immediately at the end of the event. 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.

To ensure the success of your event we require you to discuss details with us at least four weeks in advance. Please contact us. We are always delighted to be of assistance

Left objects belonging to guests will be returned to the owner by pre-paid post, or disposed of after one month.

Place of performance is Bern

The event organizer is liable for loss and damage caused by employees, supporting staff or event participants. To avoid damage, the use of decorating material and other objects must be agreed upon with Seminarhotel Gerzensee. The event organiser must always ensure that such material is in accordance to fire regulations.

Check Out time is 10 a.m. A Late Check Out must be reserved in advance and will be charged as follows (based on B+B price): until 12 a.m.:25%, until 3 p.m.: 50%, until 6 p.m.: 75% and after 6 p.m.: 100%.

The Seminarhotel Gerzensee has over 70 parking spaces.

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Our rooms are fully available to you for the duration of the rental period. The use of rooms beyond agreed hours (e.g. setting up the day before), will be charged according to the price list.

Insurance for objects, clothes and material brought to the event is within the event organiser's responsibility. Seminarhotel Gerzensee refuses to take any responsibility for theft and damage.

Invoices from Seminarhotel Gerzensee are payable within 30 days from date of invoice.