

## **General Terms and Conditions of Business for Seminars**

### **Scope of application**

The General Terms and Conditions (GTC) apply to all contracts and agreements pertaining to the rental of conference, banquet and event facilities and hotel rooms at hotel Buchserhof (hereinafter referred to as hotel) as well as for seminars, conferences, etc. and for all other related services provided by the hotel, such as meals and accommodation. The current GTC are also published on the hotel's website.

### **Reservations**

A reservation only becomes definitive and legally binding upon the signing of the written reservation confirmation. Option dates are binding for both parties. Upon expiry of the option deadline, the hotel may automatically dispose of the reserved facilities and rooms. The hotel reserves the right to adjust the prices if the event organiser requests subsequent changes and additional services to the booked services.

### **Room allocation**

The size of the group determines the room selection. The hotel reserves the right to change the facilities if there are material changes to the original number of participants.

### **Final agreements regarding the event**

The requirements regarding menus, drinks, seating arrangements, technical tools, etc. must be notified 7 days before the event at the latest.

### **Cancellation/no show**

Deviations of more than 10% in the number of participants confirmed until 48 hours before the event shall be charged in full. This applies to booked hotel rooms as well as to booked menus and flat-rate fees.

A definitive booking for a seminar must be cancelled in writing. The following costs are charged:

Up to 42 days prior to event	no charges
42 to 21 days prior to event	30% of the daily rate including hotel rooms
20 to 11 days prior to event	60% of the daily rate including hotel rooms
Within 10 days prior to event	90% of the daily rate including hotel rooms.

The calculation is based on the number of participants and the duration of the seminar as stated in the definitive booking confirmation.

### **Room reservations**

The hotel must be provided with a final and detailed list of names and rooms 7 days before arrival at the latest. The hotel's prior consent is required if the confirmed number of participants is exceeded. This list must also provide the payment instructions for the hotel rooms and extras.

#### Check-in/check-out times

Check-in	from 2 p.m.
Check-out	until 11 a.m.

### **Parking spaces**

Empty parking spaces at the Hotel are available to hotel guests. Parking spaces cannot be reserved.

### **Smoking**

Smoking is not permitted in any of our rooms, event facilities and public areas. If guests nevertheless smoke in their rooms, we shall charge additional cleaning costs of at least CHF 100.00. Damages will be charged separately.

### **Rules and regulations**

The hotel's public rules and fire safety regulations must be observed.

**Liability**

The hotel does not accept any liability at all for theft or damage to goods, luggage, items and materials brought along by guests.

The event organiser is liable to the hotel for any damage to the furnishings or inventory and for losses caused by the organiser themselves, the participants and their employees.

**Public order**

The hotel can unilaterally terminate a contract at any time if its ordinary business operations, the safety of persons or the reputation of the hotel are jeopardised. This applies, in particular, if untrue or incomplete information about the content and outcome of the event was provided.

**Prices and payment terms**

All prices are quoted in Swiss Francs (CHF) and include service and VAT.

The hotel reserves the right to request payment of a deposit. In this case, the booking only becomes definitive after the deposit has been paid. The deposit will not be repaid if the event is cancelled during the chargeable cancellation period.

If the invoice address is located abroad, the confirmed amount has to be paid in full in advance (30 days before arrival) by way of a credit card guarantee or bank payment. If payment is made in a foreign currency, the amount is calculated at the applicable daily exchange rate.

Invoices are payable net within 30 days of receipt of the invoice. All bank fees or exchange rate differences are charged to the invoice recipient.

If some services have to be paid by the participants themselves, the hotel shall collect payment on site. If this is impossible for whatever reason, the event organiser is obliged to assume the costs, unless a valid invoice address for the participants can be provided.

**Applicable law**

Swiss law applies exclusively. The place of jurisdiction is Buchs SG

Buchs, in June 2020