

## General Terms and Conditions of Business for Events/Banquets

### 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 Bad Horn (hereinafter referred to as Hotel) as well as for events such as banquets, 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 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/rooms.

The Hotel reserves the right to adjust the prices if the event organiser requests subsequent changes 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.

### Hall rent

The hall rent is not payable for banquet events. However, if the large banquet hall is booked for a Saturday evening from May to October, a minimum revenue of CHF 10,000 applies, otherwise the difference between the minimum revenue and actual consumption shall be charged as hall rent.

### Final agreements regarding the event

The requirements regarding menus, drinks, seating arrangements, technical tools, etc. must be notified 14 days before the event at the latest.

### Cancellation/no show

Deviations of more than 5% 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 an event must be cancelled in writing. The following costs are charged:

Up to 90 days prior to event	no charges
89 to 60 days prior to event	25% of agreed fee
59 to 30 days prior to event	50% of agreed fee
29 to 7 days prior to event	80% of agreed fee
Later	100% of agreed fee

The agreed fee comprises the menu price multiplied by the number of persons pursuant to the definitive booking confirmation. If no menu was selected, the fee is charged at CHF 70.00 per guest.

Please notify us of the final number of persons 14 days before the event. At least the number of persons as confirmed 48 hours before the event shall be charged.

### Parking spaces

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

### Smoking

Smoking is not permitted anywhere in the event facilities, public areas and rooms, except for the Faro Bar (only open at night). If guests nevertheless smoke in their rooms, we shall charge cleaning costs of at least CHF 150.00.

### **Rehearsal meals**

Rehearsal meals are possible for lunch or dinner (except Saturday night) upon prior notification. The meals are charged to the event organiser.

### **Extension**

The official closing time is 12 a.m. This can be extended until 2 a.m. The party can also move to the Faro Bar until 4 a.m.

After midnight, a night supplement is charged per hour or part of an hour.

### **Decoration**

The Hotel provides simple flower or plant arrangements for every table. For special requests and table decorations, the Hotel is happy to recommend local florists or to provide suitable flower arrangements against payment.

Time-consuming work by the Hotel for decorating the room is charged separately to the event organiser at CHF 60.00 per employee hour.

### **Rules and regulations**

The Hotel's public rules and fire safety regulations must be observed. Fireworks may only be set off under certain conditions. Please contact the Hotel if you are interested in fireworks.

### **Public order**

The maximum volume for music is 60 decibels. In consideration of the hotel guests and neighbours, all windows in the hall have to be closed from 10 p.m. From 12 a.m., the music has to be turned down to room level.

Outside cut-off times: According to the municipal regulations, night-time peace has to be observed from 10 p.m. In consideration of the hotel guests, all outside areas must be closed from 11 p.m.

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.

### **Additional installation and dismantling work**

The Hotel sets up the event facilities according to the prior arrangements made. Additional work needed for installation, alteration or dismantling is charged at CHF 60.00 per employee hour.

### **Waste disposal**

The event organiser is responsible for the disposal of waste that exceeds the norm. A fee shall be charged if this is handled by the Hotel.

### **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.

### **Prices and payment terms**

All prices are quoted in Swiss francs (CHF) and include service and VAT. The tourism levy is not included in the price and amounts to CHF 2.50 per person (price changes are reserved).

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 Horn TG.

Horn, 1 September 2019