

## Terms and conditions for meetings, banquets and rooms of Bären Dürrenroth AG

### Validity

These conditions apply to all services of Bären Dürrenroth AG. The following terms and conditions apply exclusively. Terms and conditions of the "guest" (uniform name for the organizer / orderer / guest, etc.), even if they were not explicitly contradicted by us, not part of the contract.

### Deadline for offers

The Bären Dürrenroth AG remains bound to their application until 20 days after the issue of the offer. After expiry of the acceptance period, the Bären Dürrenroth AG may freely dispose of the reserved rooms, provided that the guest has not accepted the offer or application by that time.

### Conclusion of the contract

The contract is concluded as soon as the service offered by the Bären Dürrenroth AG has been confirmed by the guest. The contract can not be unilaterally dissolved. Sub-letting or re-letting as well as the use of hotel rooms for other purposes than residential purposes requires the prior written consent of Bären Dürrenroth AG. If the reservation is made by a third party, then he will be, regardless of an effective authorization by the guest, contracting party and is liable for all obligations arising from this contract in addition to the guest as joint debtor.

### Period of use

Reserved seminar rooms are available to the guest only during the time and prices agreed in the contract. Another period of use requires the consent of Bären Dürrenroth AG. Reserved rooms are available to the guest during the agreed time from 3 p.m. on the day of arrival until 11 a.m. on the day of departure for exclusive use. A longer use on the departure day can be arranged.

### Cancellation of meetings, banquet & hotel rooms

When changing or canceling reserved seminar rooms, packages and hotel rooms or arrangements that will be charged as follow:

seminar	rooms
a) up to 31 days before arrival: no costs	a) up to 3 days before arrival: no costs
b) up to 30 days before arrival: 15% of the lost turnover	b) up to 2 days before arrival: 100% of the lost turnover
c) up to 20 days before arrival: been 50% of the lost turnover	c) reserved rooms that have not used will be charged at full price.

### banquet

- a) up to 91 days before arrival:  
no costs
- b) up to 90 days before arrival:  
35% of the lost turnover
- c) up to 20 days before arrival:  
60% of the lost turnover
- d) up to 10 days before arrival:  
90% of the lost turnover

### Rent from third parties

As far as the Bären Dürrenroth AG procures technical or other equipment from third parties for the organizer, it acts in the name and for the account of the guest. The guest is liable for the careful treatment and proper return of this facility and exempts the Bären Dürrenroth AG from all claims of third parties from this facility.

### Extraordinary service costs

For events that continue beyond midnight, the Bären Dürrenroth AG can charge an extension surcharge (compensation for the night work of the staff).

### Payment terms

Invoices must be paid within 30 days. In any case, the Bären Dürrenroth AG can demand a prepayment of a reasonable amount from the guest. If the above-mentioned payment period is exceeded, the guest will be in default without the need for a reminder. The Bären Dürrenroth AG is entitled to demand default interest in the amount of 10% (at least CHF 10.00) from the moment of default.

### Price adjustment

If a fixed or all-inclusive price has been agreed and there are more than 6 (six) months between the conclusion of the contract and the performance of the service, the Bären Dürrenroth AG reserves the right to make a reasonable price change. The prices are gross incl. VAT and taxes.

### Means of payment

At banquets and seminar events, we only accept credit cards on request. The credit and debit cards for other payments are Mastercard, Visa, American Express, Postcard and Maestro. We accept payments in WIR or by check only after arrangement.

### Number of participants

A change in the number of participants for meals or breaks must be made at least 24 hours before the start of the event, otherwise at least the ordered number of place settings will be charged.

### Liability

The guest is liable for the payment of any food and drinks additionally ordered and not paid by the event participants. Bären Dürrenroth AG declines any responsibility in case of loss or damage caused to objects brought by the organizer. Attaching decoration or presentation material is not permitted without the consent of Bären Dürrenroth AG. For damages of the equipment or the inventory, which were caused during construction or dismantling or during the event, the guest is liable without proof of fault. The guest is responsible for any loss or damage caused by himself, his employees, other assistants or event participants. This applies in particular to the seminar infrastructure (the content of the moderator suitcase). It is up to the organizer to take out appropriate insurance.

### Lost property

Lost property will only be forwarded on request, risk and costs of the guest. Otherwise, the items will be disposed after six month or handed over to a lost property office or a secondhand shop.

### Opening and operating times

Our opening and operating times are binding. Exceptions require the prior consent of the Bären Dürrenroth AG.

### Special authorization

The organizer must procure all necessary official permits for the execution of the event in due time at his own expense. He is responsible to obey these permissions as well as all other public law regulations relating to the event.

### Food / drinks from the outside

The organizer of banquets and seminars may bring food and drinks only after prior written consent by the Bären Dürrenroth AG. A service charge will be applied.

### Fireworks

When planning, it must be taken into account that we are not allowed to approve fireworks of any kind or sugar canes on the entire area.

### Place of jurisdiction

The place of jurisdiction is Dürrenroth. Exclusively the Swiss law is applicable.