

## General Policy for banqueting

1. **Application:** This policy will be applied for all kind of usage of banquet rooms and happening of events but also for all services regarding the event.
2. **Exclusivity:** The guest has no right of exclusivity other events may take place in the hotel at the same time.
3. **Validity:** The event is considered as confirmed as soon as the deposit has been paid and general policy has been signed. Both have to be settled at the same time. The calculation of the deposit is based on the 25% of estimated coasts of the event. The final bill has to be balanced at the end of the event.
4. **Number of participants:** The organizer must inform the hotel about the final number of participants 7 days before the event. This number will be considered for the invoice. If the participants exceeded the last given quantity, the real number of guests will be balanced on the invoice. If the number differs more then 20% the organizer has to inform the hotel 14 days in advance by written.
5. **Changes or cancellations:** For agreed events the following time frames will be applied:
  - 60 - 40 days before event: 25% of the estimated price
  - 39 - 20 days before event: 50% of the estimated price
  - 19 - 10 days before event: 75% of the estimated price
  - 9 - 0 days before event: 100% of the estimated price

The hotel has to receive all changes and cancellations by written. The day of receiving is considered as day of information.  
The hotel reserves itself the right of cancelling the event if the good reputation of the house, the run of the daily business or the security of the hotel are at risk.
6. **Order and peace:** For events ending after midnight, 100€ per started hour will be charged additionally to the bill. Music has to finish latest at 1.00 am. All harms caused by annoyance due to noise after 1.00 am are to be balanced by the organizer.  
All instructions of the manager on duty have to be followed.
7. **Consummation:** The organizer is not allowed to bring own food & beverage. In special occasions a service charge will be added to the master bill.
8. **Prices:** Price changes are subject to alteration. The organizer will be informed about change of prices by written.

9. **Liability:** The hotel is not liable on:

- Agreements which can't be completed due to higher law or circumstances which are not responsibility of the hotel.
- Lost/Theft in the rooms and other areas of the hotel such as parking.
- The quality of the performance by staff not working for the hotel such as photographer, musician or booked rooms out of the hotel

The organizer is liable for:

10. **Harms:** Harms on furniture, decoration and all consumptions of his guests. Unusual cleanings will be charged additionally to the master bill.

Read and accepted:

Date of event \_\_\_\_\_

Organizer \_\_\_\_\_

Date of signature \_\_\_\_\_