



General and Contractual Terms and Conditions for Hotel Reuti GmbH Banquet Service

- 1.1 Hotel Reuti will provide the event organiser with the agreed number of hotel rooms. Check-in is from 15:00 on the day of arrival. Hotel rooms must be vacated by 12:00 on the day of departure.
 - 1.2 For the duration of the event Hotel Reuti will make the agreed banquet hall available in accordance with the written agreement. A separate agreement should be concluded for any additional areas or technical equipment or any special arrangements or orders required.
 - 1.3 If for any reason (other than force majeure) Hotel Reuti should be unable to provide the reserved rooms, then it is obliged to organise accommodation of the same quality and meet any transport or accommodation costs that arise in this context and that exceed the price agreed in the contract.
 - 1.4 Catering is provided in accordance with any agreements that are in place.
 - 1.5 The number of participants intending to eat a particular meal or attend similar occasions must be confirmed by the organiser 48 hours in advance. The invoice will be raised on the basis of the confirmed number of participants or possibly a greater effective number of participants.

The number of participants at meals and/or events when the participants are also sleeping in the hotel is generally calculated on the basis of the number of overnight stays, or possibly a higher effective number of participants.
 - 1.6 Hotel Reuti reserves the right to levy a service surcharge in the event of changes to the programme at short notice (e.g. changed seating requirements, changes to a menu).
 - 1.7 Hotel Reuti reserves the right to invoice the organiser up to CHF 5.00 per room for every time Hotel Reuti provides gifts /materials on behalf of the organiser in participants' rooms, according to the cost involved.
2. **Coordination**
 - 2.1 **Use of the available space**
 - 2.1.1 The organiser must inform Hotel Reuti no later than 14 days before the event about the detailed programme, details of how the banquet hall is to be set up, technical resources required, and any other information that Hotel Reuti needs to ensure that the event will run smoothly.
 - 2.1.2 At least 5 days before the arrival date the organiser must send Hotel Reuti a full list of participants including their home addresses and dates of birth.
 - 2.1.3 To ensure the best possible room allocations the organiser may include priorities for individual guests on the participants list.
 - 2.1.4 If there are any last-minute changes to the programme or any additional requests - even when the event is in progress - these should be communicated by the organiser to the person at Hotel Reuti who has been designated as responsible for the event.
 - 2.1.5 The hotel entrance, reception area and concourses must not be used for displaying advertising materials, etc. By prior agreement with the person at Hotel Reuti who has been designated as responsible for the event, it may be possible to set up or hang a company logo (e.g. for the welcome desk).



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2.1.6 In order to avoid damage to walls, permission should be obtained from Hotel Reuti before attaching any decorative material or other items. It is the responsibility of the organiser to ensure that such material in particular complies with fire-safety stipulations and police requirements. To ensure that any material sent out in advance can be stored safely or at least to issue an own requirements declaration for the attention of the customs authorities, Hotel Reuti requires the following details:

- Date sent
 - Name of the service used for sending the material (post, DHL, etc.)
 - Exact number, size and any special features of the packages
- Furthermore, the materials in question should be addressed to the contact responsible for the event.

2.2 Food & Drinks

- 2.2.1 Hotel Reuti must receive final choices for menus and wines at least 14 days before the start of the event.
- 2.2.2 The organiser must announce the exact programme (e.g. talks, artist contributions) at least 48 hours before the start of the event.
- 2.2.3 You can partake of our sumptuous breakfast buffet between 07:30 and 10:30.
- 2.2.4 Hotel Reuti can only guarantee that the food and drinks provided for coffee breaks and meals will be of top quality if guests arrive at the agreed time or if the organiser notifies the Hotel of any change in plenty of time (at least 1 hour's notice).

3. Terms of payment and cancellation

- 3.1 Invoices from Hotel Reuti must be settled in full within 20 days of being issued.
- 3.2 Hotel Reuti works on the basic assumption that all invoices are the responsibility of the organiser. If the organiser requires specific formats or breakdowns on invoices they must notify Hotel Reuti in advance of the event. In such cases it still remains the responsibility of the organiser to ensure that all invoices are settled.
- 3.3 To guarantee your reservation with us we require advance payment of 50% of confirmed services no later than 30 days before arrival unless agreed otherwise.
- 3.4 In the event that the terms of payment set out in Clause 3.3. are not met, then Hotel Reuti reserves the right to decline to host the event. In this event, compensation for Hotel Reuti is calculated in the same way as cancellation charges, whereby the advance payment date that was missed corresponds to the date of cancellation.
- 3.5 Up to 30 days before arrival the reservation can be cancelled without financial penalty. If we receive a cancellation between 29 days and 8 days before arrival, the cancellation charge is 50% of the agreed price. Cancellations that are received later than this, failure to arrive, late arrival or early departure will be subject to the agreed price in full.
- 3.6 If any deposits paid do not cover cancellation charges, then Hotel Reuti is entitled to demand the difference from the organiser.



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4. Liability

- 4.1 As a fundamental principle, the organiser is liable in full for any losses or damages caused by them, their staff, other assistants or participants in the event. It is the responsibility of the organiser to arrange suitable insurance to cover such an eventuality.
- 4.2 As a fundamental principle, the organiser bears sole responsibility for loss or damage to any items they bring with them. Hotel Reuti is liable only within the context of the legal provisions.
- 4.3 Where Hotel Reuti is providing the organiser with technical resources or other equipment or procuring such items for them from third parties, the Hotel is acting on behalf of and on the account of the organiser. The organiser is responsible for looking after such items and returning them in good condition; they must absolve Hotel Reuti from any third-party claims arising from the return of the items.

5. Musical events

- 5.1 Where musical events are programmed, the organiser must be personally responsible for all necessary contracts, legal provisions and applications with regard to artists' copyright.

6. Applicable law and jurisdiction

- 6.1 This contract is subject to Swiss law.
- 6.2 The parties to this contract expressly agree that Thun, BE, Switzerland is the exclusive place of jurisdiction.
- 6.3 Parties to the contract
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