



# GENERAL TERMS AND CONDITIONS

The Gurten – Park im Grünen thanks you for making a reservation. To ensure that everything runs smoothly, please read the "small print".

## **RESERVATION**

Your definitive event reservation will be confirmed by us in writing. We reserve the right to withdraw any offer. The contract will become valid upon your acknowledgment of receipt of our confirmation. Any extraordinary consulting or organization service costs incurred by us will be invoiced in addition to all normal costs. All catering services will be organized by the Gurten.

## **PROVISION AND AVAILABILITY OF THE ROOM**

Unless otherwise agreed, your event room will be open to you and your guests 15 minutes before the start of your event. The Kulturschür UPtown and the Pavilion are available 30 minutes before the start of your event. Aperitifs are ready to be served 15 minutes before the agreed start time. Any extraordinary provision costs (decoration material of the event organizer) will be invoiced in addition to all normal costs.

## **FURNISHINGS AND SEATING**

We furnish the rooms in accordance with your wishes. Last-minute changes to seating arrangements will be invoiced according to the time and effort required.

## **PRICES**

The prices indicated in all documentation apply to events with the stipulated minimum number of participants. The currently valid offer and price lists apply. All prices are indicated in Swiss francs including the legally applicable sales tax.

## **NUMBER OF PARTICIPANTS**

The number of participants must be reported to us no later than 31 days before the beginning of the event and serves as the basis for calculating the cost. If the number of participants is reduced, the agreed services will be invoiced as follows:

30 – 10 days before the event, 50 % of the canceled number of participants

9 – 3 days before the event, 75 % of the canceled number of participants

Less than 72 hours before the start of the event, 100 % of the canceled number of participants

## **CANCELLATION CONDITIONS**

In the event of cancellations up to 20 weeks before the start of the event, no fee is charged. The Gurten – Park im Grünen must be notified of any cancellations of event venue reservations by the event organizer in writing.

139 – 90 days before the event	25 % of the estimated total amount
89 – 30 days before the event	50 % of the estimated total amount
29 – 15 days before the event	75 % of the estimated total amount
14 – 3 days before the event	80 % of the estimated total amount
Less than 72 hours before the event	100 % of the estimated total amount

A seminar for up to 20 people can be canceled free of charge up to 30 days before the event.

The estimated total amount comprises the agreed room rental and the agreed services, multiplied by the last indicated number of guests. If, in the event of a cancellation, no services have yet been agreed, we will invoice a flat rate sum of CHF 30 per person for aperitif events and of CHF 130 per person for banquet events in addition to the room rental.

## **CHANGES AT SHORT NOTICE**

In the event of changes or additional requests at short notice, we will invoice the costs actually incurred (staff hours already implemented, food already ordered, additional coordination effort and expenses, etc.).

## **TECHNICAL MATTERS**

We provide no guarantee for the proper functioning of equipment you bring with you. Changes to the in-house technical solutions at short notice is only partly possible. The prices will be charged according to the price list, plus staff hours worked.

## **DAMAGE AND LIABILITY**

The organizer is liable vis-à-vis the Gurten – Park im Grünen for any damage caused to the premises, facilities, furniture and grounds caused by the organizer or by any third parties (auxiliary staff, guests, participants). The event organizer is liable for any faulty or missing equipment.

Any items brought to the event and any packaging material must be disposed of at the end of the event. An additional cleaning will be invoiced at a cost of CHF 80 per staff hour begun in addition to waste disposal fees.

Art objects, decorations and decorative objects belong to the venue and may not be altered or removed. The use of adhesive tape, nails etc. is not permitted. The Gurten – Park im Grünen declines all liability for the theft and/or damage of objects, clothes and materials brought to the event. Smoking is prohibited in all rooms. If the fire alarm should be triggered by guests smoking or by equipment producing smoke, costs of CHF 1,800 will be charged.

Please take care of the entire Gurten. Camping, the lighting of fires outside the official fire pits, driving pegs into the ground and attachments to trees are not permitted. To make use of the park and its infrastructure, the meadow agreement must be signed.

#### **TERMS OF PAYMENT**

The event organizer undertakes to settle the invoice in full within 30 days of the invoice date. In the event of large reservations, the Gurten – Park im Grünen is entitled to request prepayment. No invoices will be established and sent to addressees outside Switzerland.

The contract is governed by Swiss law.  
The exclusive place of jurisdiction is Bern.



**ERLEBEN | GENIESSEN | HORIZONT ERWEITERN**

Gurten – Park im Grünen, CH 3084 Wabern, T +41 31 970 33 33, info@gurtenpark.ch, gurtenpark.ch