

GENERAL TERMS AND CONDITIONS

The Gurten – Park im Grünen is looking forward to receiving your reservation. To ensure everything goes smoothly, please read the “small print”.

RESERVATION

We will give you written confirmation of your final event booking. We reserve the right to withdraw a price quotation. The agreement becomes effective upon your confirmation. Guided tours lasting 30 minutes and consultations lasting 60 minutes are free of charge. Additional consulting and organizational expenses will be charged at CHF 80 per hour. All catering services will be organized via the Gurten.

PREPARATION AND AVAILABILITY OF THE SPACE

Unless agreed otherwise, the event space will be ready for you and your guests 15 minutes before the start of your event. The Kulturschür UPtown and Pavilion will be ready 30 minutes before the start. Drinks receptions will be ready to serve 30 minutes before the agreed start. Extraordinary preparatory expenses (decorating materials for those holding events) will be charged in addition.

SETTING UP AND DISMANTLING BY EVENT HOLDERS

Setting up and dismantling must take place immediately before or after the event. Using the venue on the day before or after the event is chargeable and can only be arranged by agreement.

ROOM FACILITIES AND SEATING

We will provide the spaces with the facilities you request. Short-notice changes to seating arrangements will be charged according to the additional expense incurred.

PRICES

The prices shown in all the documentation apply for events with the specified minimum number of participants. The currently valid offer and price lists apply. Price adjustments due to changes in the global situation are reserved at all times. All prices are in Swiss francs and include statutory VAT.

NUMBER OF PARTICIPANTS

The number of participants must be declared 31 days before the start of the event at the latest and serves as the basis for billing. If the number of participants is reduced, the agreed services shall be billed as follows:

| | | |
|--------------------|------------------|---|
| 30 – 10 days | before the event | 50 % of the cancelled number of participants |
| 9 – 3 days | before the event | 75 % of the cancelled number of participants |
| less than 72 hours | before the event | 100 % of the cancelled number of participants |

CANCELLATION CONDITIONS

For cancellations up to 20 weeks before the start of the event, no fees will be charged. The person booking the event must notify the Gurten - Park im Grünen in writing to cancel a reservation for event spaces.

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

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

The anticipated total amount is based on the agreed space hire and the agreed services, multiplied by the current number of registered guests. If no services have yet been agreed, we charge a flat rate of CHF 30 per person for the cancellation of drinks receptions plus the cost to hire the space and CHF 130 per person for banquet events.

CANCELLATIONS DURING A PANDEMIC

If the authorities declare a ban on events, the reservation will be postponed or cancelled at no cost.

If no official ban has been declared on events, our general cancellation conditions shall apply.

SHORT-NOTICE CHANGES

In the event of short-notice changes or additional orders, we will charge for the actually resulting costs (the hours already worked by staff, food already prepared, additional coordination expenses, etc.).

TECHNOLOGY

We cannot offer any guarantee that devices brought by attendees themselves will work. Changing over to in-house technology at short notice is only possible to a limited extent. Prices are calculated in accordance with price lists, plus hours worked by staff. Smoke machines are not allowed. It is not permitted to disable the smoke alarm during an event.

DAMAGES AND LIABILITY

Those booking events always bear liability vis-à-vis Gurten – Park im Grünen for damage to spaces, facilities, furniture and changes of decision by those making the booking or third parties (auxiliaries, guests, participants). Those booking events are liable for defective or missing devices.

Objects and packaging materials that have been brought must be taken away again at the end of the event by those who made the booking. Additional cleaning expenses are charged at CHF 80 per person per hour or fraction of an hour, plus removal fees.

Art objects, decorations, and decorative objects belong to the spaces and may not be altered or removed. It is not permitted to apply adhesive strips, insert nails, or similar. Gurten – Park im Grünen rejects all liability for theft or damage of objects, clothing and materials brought by attendees. Smoking is banned in all spaces. If the fire alarm is triggered by guests who are smoking or smoke-generating devices, those booking the event will be charged CHF 1800.

Please be generally considerate towards the Bern's local mountain. It is not permitted to pitch tents, light fires outside of the official fire areas or insert pegs or fastenings into trees. The meadow agreement must be signed to use the parking facility and its infrastructure.

PAYMENT METHODS

Those booking the events undertake to settle the full invoice amount within 30 days of the invoice date. The Gurten – Park im Grünen is entitled to require payment in advance for larger reservations. Invoices will not be sent to addresses outside of Switzerland.

If the billing address does not match the order address, notification must be given of this after receipt of confirmation at the latest. A processing fee of CHF 20 plus VAT is charged for changing the billing address after making the booking.

The agreement is subject to Swiss law.
The exclusive place of jurisdiction is Bern.

