

General terms and conditions

for seminars, events and hotel rooms

Hotel Wassberg

We actually prefer the spoken word as a tool of communication. However, the ever increasing pace of business life forces us to also put the rules guiding the guest/host relationship in writing.

1 Scope of the contract

These general terms and conditions govern the legal relationship between you and the Hotel Wassberg. The reservation/contract confirmation or the offer confirmed by your signature serves as the basis.

2 Option dates

Option dates (offers, order confirmations, etc.) are binding for both parties. After expiration of the option period, use of the reserved rooms/accommodation automatically reverts to the Hotel Wassberg.

3 Cancellation

3.1 Cancellation of banquet and meeting events

We kindly ask you to inform us of significant modifications to your reservation in writing as soon as possible. If the reservation is completely cancelled due to reasons for which we cannot be held responsible, we reserve the right to invoice you the following cancellation charges for the reserved services:

- | | |
|---|-------|
| • Cancellation 0 – 7 days before the event: | 100 % |
| • Cancellation 7 – 14 days before the event: | 75 % |
| • Cancellation 15 – 30 days before the event: | 50 % |
| • Cancellation 31 – 60 days before the event: | 25 % |

If you cancel an event, we will endeavour to replace it with another. Relocation of events, if possible, are free of charge within 6 months. If the postponed event gets cancelled, cancellation costs of the original event will be charged.

3.2 Cancellation of hotel reservations

If cancelled up to 1 day before the date of arrival, no fee will be charged. If cancelled later or in case of no-show, the first night will be charged, respectively your credit card will be debited.

For reservations made through our online booking engine, the indicated respective reservation and cancellation conditions apply.

The following is applicable for groups of more than 5 people:

- 0 – 7 days beforehand: 100% of the lost room sales
- 8 – 14 days beforehand: 75 % of the lost room sales
- 15 – 30 days beforehand: 25% of the lost room sales (due 30 days before the arrival date as advance payment)

4 Number of participants for banquets and meeting packages

Please inform us of the binding participant count as early as possible, at the latest, however, seven days before the event (for functions without hotel rooms). The number of participants registered 24 hours before the event will be charged.

5 Payment conditions

We reserve the right to demand partial or complete payment for reservations in advance.

For events where the billing address is abroad, we require a credit card number with expiry date as guarantee or, alternatively, 100% payment in advance. This also applies to events booked from abroad.

Unless agreed otherwise, we will charge all expenses incurred at the end of the event or arrangement. The bill can be settled on the spot or within 10 days of the billing date (no deductions allowed). We do not send bills abroad.

Payments for events costing less than CHF 300 must be made immediately, otherwise an administration fee of CHF 20 will be charged.

Any Correction on a settled bill will cost an administration fee of CHF 25.

6 Other conditions

6.1 Damages

Clients are liable to the Hotel Wassberg for damages and losses caused by them, their auxiliary personnel or participants, without the Hotel Wassberg having to prove fault. The Hotel Wassberg declines all responsibility for the theft or damage of materials brought in by the organizers, participants, speakers or third parties.

6.2 Applicable law and court of jurisdiction

For the legal relationship between you and the Hotel Wassberg, Swiss law is applicable. The nullity of individual provisions of the contractual relationship does not lead to nullity of the whole contract. Zurich is the agreed place of jurisdiction, but the Hotel Wassberg retains the option to take legal action at the defendant's place of domicile.

Forch, October 2019

The organizer

Firm name

Date of the event

Place/Date