

À LA CARTE CONFERENCE FEES

Our flat rates generally include

- air-conditioned conference room
- technical installations such as an overhead projector with screen and a flip chart
- blotter pads, notepads and pencils
- mineral water in conference room
- coffee on arrival
- morning refreshment break with a selection of coffee, tea, orange juice, croissants and fruit
- 300ml mineral water and coffee with lunch
- afternoon refreshment break with a selection of coffee, tea, orange juice, cakes and fruit
- 7.6% VAT

Basic conference fee of CHF 75.– per person

- Conference room without natural daylight
- Sandwich lunch with 4 different sandwiches, cold/hot soup and 1 small pastry

Classic conference fee of CHF 95.– per person

- Conference room without natural daylight
- 3-course lunch or lunch buffet

Exclusive meeting fee of CHF 115.– per person

- Meeting room with natural daylight
- 3-course lunch or lunch buffet

FLAT RATES FOR EVENTS WITH 20 OR MORE PARTICIPANTS

Cocktail reception flat fee from CHF 9.– for 30 minutes

Prosecco or white wine, choice of mineral waters, orange juice, beer, nuts and olives

Flat-rate beverage charge from CHF 23.– for 4 hours

White and red wine, choice of mineral waters, orange juice, beer, coffee and tea

All-inclusive flat rate from CHF 68.–

Cocktail reception with beverages and savoury snacks

Multi-course menu

White and red wine, choice of mineral waters, orange juice, beer, coffee and tea

Additional technical installations

	CHF ½ day	CHF 1 day
Video projector	150.–	300.–
Additional flip chart incl. pens	35.–	35.–
Microphone (headset, hand-held, cable)	50.–	50.–
Bulletin board/whiteboard	20.–	20.–
Conference telephone for up to 3 participants (excl. costs of calls)	100.–	100.–
High-speed Internet access in seminar rooms	10.–/hour	25.–/day
Public wireless LAN throughout the building	Various session cards available at Reception	

FACTS AND FIGURES

Prices

Prices subject to change. If you book a room for half a day and the conference runs over, the fee for a whole day will be charged. The number of persons (3 days before the event) is binding; for more than 30 persons, a tolerance bandwidth of 5% applies. Any damage will be billed. The renter is responsible for insuring his/her own property.

Table sizes

Round 10-person tables: diameter 180 cm

Round 8-person tables: diameter 150 cm

Narrow seminar tables: 180 × 45 cm

Standard seminar tables: 150 × 80 cm

Table decoration

We will be pleased to organize floral decorations. Arrangements are available from CHF 40.–

Universum room

The waiter service fee is CHF 600.–. Please note that for organizational reasons we can only serve food ordered in advance.

Banquet/over-runs

We assume that the event will last 6 hours. At the end of the 6 hours and from Sunday-Thursday 12 midnight – 1 a.m. and Friday/Saturday from 12 midnight – 2 a.m. each additional hour will be charged at a flat rate of CHF 150.–.

Cancellation of seminars and rooms

Cancellation must take place in writing and will be billed as follows:

- 28–22 days before the event: 50% of the room rent
- 21–15 days before the event: 75% of the room rent
- 14–8 days before the event: 100% of the room rent plus 25% of the lost food and beverage revenue (meals)
- 7–0 days before the event: 100% of the room rent plus 50% of the lost food and beverage revenue (meals)