

Terms and Conditions

The HOTEL SAVOY BAUR EN VILLE is delighted to assist you in organizing your party or meeting. In order to make sure that it will be a success, we ask you to read the following business terms carefully which are an integral part of the contract. Thank you for taking due note.

Banqueting rooms

- 1 Detailed information
 All details which are important for the organization of a function, such as choice of menu and wines, set-up, table and room decoration, printing of menus, technical devices, etc. must be communicated to the banqueting department of the HOTEL SAVOY BAUR EN VILLE not later than 14 days prior to the function.
 - 1.1 A detailed time schedule of the programme must be transmitted by the organizer not later than 10 days prior to the function.
 - 1.2 The HOTEL SAVOY BAUR EN VILLE deals with fresh products exclusively which may be subject to a price change.
 - 1.3 All menu dishes are served without service charge.
 - 1.4 A service fee will be charged for removing all left over wrapping material and will be charged according to the work and expenses incurred.
 - 1.5 Vintage years and prices are subject to change.
 - 1.6 Short-term changes or requests regarding seating will be charged separately.
 - 1.7 Flower decorations and ornaments will be charged according to fees applicable for the season and will be billed according to the cost incurred.
- 2 Number of participants
 The HOTEL SAVOY BAUR EN VILLE must be notified of the definite number of participants not later than 2 work days prior to the function. If the number of persons turns out to be lower, the invoice will be based on the number actually confirmed; if it turns out to be higher, the HOTEL SAVOY BAUR EN VILLE does not guarantee that all guests can be accommodated. Any additional cost involved will be charged to the organizer's account.
- 3 Use of banqueting rooms/change in allocation
 The HOTEL SAVOY BAUR EN VILLE reserves itself the right to make any changes in the allocation of banqueting rooms, provided that they are in line with the organizer's requirements and interests. As a rule the banqueting rooms can be rented until 02.00 hours at the latest. No decoration or advertising material may be fixed to the walls or the ceiling. Furthermore, the use as such is entirely restricted to the room rented. No welcome tables, advertising material, etc. are allowed outside the banqueting rooms; only the signboards provided by the hotel may be used. The hotel entrance, reception area, the lobby, the restaurants and the terrace are not available for private functions.
- 4 Technical devices
 The organizer is responsible for the correct handling and return of all technical devices and installations provided by the HOTEL SAVOY BAUR EN VILLE or procured by the latter on his behalf and is liable for any loss or damage. The HOTEL SAVOY BAUR EN VILLE can not be held responsible for any claims of third parties.
- 5 Rules of the fire police
 The organizer is obliged to abide by the rules of the fire police in force at the HOTEL SAVOY BAUR EN VILLE - in particular fire exits must be kept free at all times - and guarantees that all materials brought are in line with these rules.
- 6 Sending of material
 In the case of any material having to be sent prior to a function, all parcels must be addressed directly to the contact person and the following details have to be communicated well in advance
 - day of dispatch
 - mode of dispatch (by post, DHL, UPS, etc.)
 - exact number, size and special characteristics of the parcels
 - contents and value of the parcels
 - date of function, name of contact person and telephone number of the sender
- 7 Room rent
 The rental rate depends on the banquet room as well as on the type and size of the function.
- 8 Extra fee after midnight
 For any event lasting beyond midnight an extra fee of CHF 450.00 per hour. For the police permit for events lasting longer than midnight there is an extra charge of CHF 112.00 for each event.

On Saturdays after 3 pm and on Sundays/holidays, the room rental fee will be charged as stated in the contract.
- 9 Invoicing
 - 9.1 As a rule all costs are charged to the organizer. Any special wishes regarding the form of invoicing or splitting up of the amount due have to be communicated to the HOTEL SAVOY BAUR EN VILLE prior to the function.
 - 9.2 The organizer is liable for any unpaid bills on the part of participants.
 - 9.3 Should there be any changes or correction in the billing instruction / address after receiving the invoice, a service fee in amount of CHF 50.- will be charged.
- 10 Liability
 - 10.1 The organizer is liable for any losses or damage caused by himself, his staff or the participants of the function. The liability of the HOTEL SAVOY BAUR EN VILLE is restricted to the legal requirements.
 - 10.2 Any copyright in the event of musical performances must be applied for and paid for by the organizer direct.

Costs/deadlines for banqueting rooms

- 11 Prepayment
 Depending on the type and size of the function, a prepayment or credit card guarantee with the respective signature is required on the part of the organizer. The amount of the deposit varies according to the approximate invoice amount.
- 12 Contract
 Each definite confirmation must be countersigned by the organizer. This document is legally binding and is considered as a contract
- 13 Cancellation
 - 13.1 Each cancellation must be made in writing.
 - 13.2 Cancellation of the entire function must reach the HOTEL SAVOY BAUR EN VILLE not later than 6 weeks prior to the date of the function (Reservations of the Festsaal 8 weeks prior to the date of function), otherwise the following cancellation fees will be charged:
 - 6 weeks (Festsaal: 8 weeks) to 3 weeks prior to the date of the function: room rent 25%.
 - 3 weeks to 5 working days prior to the date of the function: room rent 50%.
 - less than 5 working days prior to the function: room rent 100% as well as 50% of the lost income according to the confirmation signed (excluding drinks)
 - up to 24 hours prior to the function: room rent 100% plus 100% of the lost income according to the confirmation signed (excluding drinks).
 - 13.3 Any services already supplied by the HOTEL SAVOY BAUR EN VILLE will be charged.
 - 13.4 No cancellation fees will be charged if a substitute acceptable to the SAVOY BAUR EN VILLE can be found for the organization of an equal function on the same date.
 - 13.5 The HOTEL SAVOY BAUR EN VILLE reserves itself the right to adjust the terms of cancellation individually, according to the type and size of the function; in this case, this will be specified in the confirmation.

Hotel rooms

- 14 Arrival and departure times
 The rooms are available for check-in as from 15.00 hours on the day of arrival and have to be vacated by 12.00 hours on the day of departure.
 - 14.1 A late departure can only be guaranteed if an extra night is booked at the full room rate.
 - 14.2 Early check-in (before 15.00 hours) can only be guaranteed, if the preceding night has been booked at the full room rate.
- 15 Breakfast
 Continental Breakfast is included in the room rates.
- 16 Block booking/room allotment
 - 16.1 The list of participants must reach the HOTEL SAVOY BAUR EN VILLE not later than 10 days prior to the day of arrival including the following details:
 - Surname and family name of all guests
 - Contact person on the spot
 - Time of arrival
 - Terms of payments for all guests
 If VIP check-in is required, passport number, date of birth and private address must also be indicated in advance.
 - 16.2 In the event of a block booking without rooming list provided by the organizer, the hotel rooms must be directly booked by the clients and individually guaranteed by their own valid credit card.
 - 16.3 Upon expiry of the deadline fixed by the HOTEL SAVOY BAUR EN VILLE any rooms still available within the respective allotment will be released.

Costs/deadlines for hotel rooms

- 17 Guarantee, invoicing
 - 17.1 Depending on the size of the booking a prepayment or credit card guarantee with the corresponding signature will be required on the part of the organizer.
 - 17.2 If a prepayment is required, 100% of the total amount must be settled within the dates specified in the confirmation.
 - 17.3 Unless otherwise agreed upon, the final invoice will be sent to the organizer's address upon the guests' departure.
 - 17.4 If the organizer is domiciled abroad, the HOTEL SAVOY BAUR EN VILLE reserves itself the right to charge the credit card previously supplied with the amount due. Any exchange rate differences or bank fees will be charged to the organizer.
- 18 Cancellation fees for hotel rooms
 - 18.1 Individual cancellations (up to 3 rooms) must reach the HOTEL SAVOY BAUR EN VILLE not later than 48 hours prior to the day of arrival.
 - 18.2 Cancellation of the entire booking must reach the HOTEL SAVOY BAUR EN VILLE as follows:
 - up to 13 rooms: 2 weeks prior to arrival
 - up to 25 rooms: 3 weeks prior to arrival
 - as from 26 rooms: 6 weeks prior to arrival
 - 18.3 The HOTEL SAVOY BAUR EN VILLE reserves itself the right to adjust the terms of cancellation depending on the size of the booking; this will be specified in the confirmation accordingly.
 - 18.4 In the event of a cancellation reaching the HOTEL SAVOY BAUR EN VILLE after expiry of the above deadlines, cancellation fees will be charged to the organizer according to the following scheme:
 - Cancellation within the first half of the expired period: 50% of the total amount (room nights)
 - Cancellation within the second half of the expired period: 100% of the total amount (room nights)
 - Cancellation of individual rooms within 48 hours: room rate for one night.
 - 18.5 Financial losses resulting from changes in the main booking will be charged.
 - 18.6 All cancellations must be made in writing.
 - 18.7 If the cancelled hotel rooms can be sold to other clients, no cancellation fees will be charged. This excludes any services already provided by the HOTEL SAVOY BAUR EN VILLE which will be charged to the organizer.

Place of jurisdiction

19 Place of jurisdiction is Zurich

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