



## Terms and conditions (seminar conditions)

### Reservation confirmation

For your definitely reserved event, you will get a written confirmation. We ask you to sign the document and send it back to us (Per E-Mail, Fax or Post). This information is binding for us.

### Cancellation policy

Events that are reserved definitely cannot be cancelled complimentary. If cancelled, we calculate the cancellation fees as follows:

- From the day of the confirmation until 3 weeks before the event starts, 40 % of the expected exchange.
- 20 days until 1 week before the event starts, 60 % from the expected exchange
- 6 days until 1 day before the event starts, 80 % from the expected exchange

### Number of participants

In order to optimally care for you during the event, we need a mandatory number of participants or a list of participants for overnight guests at least 10 days before the start of the seminar. In the case of a deviation of more than 10% of the contract, the above-mentioned cancellation policy applies. We need the binding number of the participants for the invoice at least 48 hours before the start of the event.

### Room assignment

We have several available rooms, which we allocate accordingly to the number of participants.

### Seminar/Events premises

If no other agreement exists, the rooms for a full-day seminar are to be obtained at 7.00 o'clock on the first day and to be released again at the appointed time on the final day. Extended use is liable for payment.

### Room provision

Please let us know well in advance about the type of seating and any special requirements. All extraordinary expenses are liable for payment.

### Arrival and departure

If no other agreement exists, the rooms are ready on the day of arrival from 5pm. The room has to be returned on departure day by 12am.