

General Terms and Conditions for Event Organisation (Switzerland)

I. Scope

1. These General Terms and Conditions apply for contracts on the lease of conference, banquet and meeting space of the Hotel for the organisation of events such as conferences, banquets, seminars, meetings and other events as well as on any further supplies and services by the Hotel connected therewith, in particular the reservation of accommodation.
2. Deviating terms and conditions, also to the extent included in the General Terms and Conditions of the Contractual Partner, shall not apply unless expressly consented to by the Hotel in writing.

II. Conclusion of the Contract

1. The Contract on Event Organisation (hereinafter referred to in short as "Contract") shall be brought about by the Ordering Party's acceptance of the Hotel's offer in writing. If the Ordering Party concludes the Contract on behalf of a third party, the latter shall become the Contractual Partner of the Hotel in lieu of the Ordering Party; the Ordering Party shall in particular inform the Hotel of this fact in due time before the Contract is concluded and provide the Hotel with the name and address of the actual Contractual Partner.
2. If the Ordering Party obviously concludes the Contract on behalf of a third party or if the third party instructed a commercial agency or organiser to complete the Contract, the Ordering Party, the agency or the organiser are jointly and severally liable with the third party for any obligations resulting from the Contract. Independent therefrom, the Ordering Party is obliged to pass on all booking-related information to the third party, in particular the present General Terms and Conditions.
3. Sub- and re-leasing of the let rooms, space or glass cases as well as the invitation to job interviews, sales and other events require the prior written consent of the Hotel.

III. Services, Prices, Payment

1. The Hotel is obliged to render the services ordered by the Contractual Partner and consented to by the Hotel in accordance with the present General Terms and Conditions.
2. The Contractual Partner is obliged to pay the prices of the Hotel agreed for these services. This also applies to services and expenses of the Hotel incurred vis-à-vis third parties in connection with the event if such expenses and services have been contractually agreed upon or consented to by the Contractual Partner. Moreover, the Contractual Partner shall be liable for the payment of all food and beverages ordered by the participants of the event as well as any other costs incurred by the participants of the event.
3. The prices agreed include statutory Value Added Tax applicable from time to time. If the period between the conclusion and performance of the Contract exceeds four months, and if the prices usually charged by the Hotel for such services have increased in the meantime, the Hotel may appropriately increase the contractually agreed price, but not by more than 10 %.
4. Upon receipt, invoices issued by the Hotel shall become due for payment immediately, without deduction. The Contractual Partner shall be in default at the latest upon failure to pay within 30 days after the due date and receipt of an invoice. In the case of default of payment, the Hotel is entitled to charge consumers interests in the amount of 5 % of the invoice total. For business transactions, the default interest rate is 8 % of the invoice total. The right for the Hotel to prove a higher damage is reserved. For each reminder sent after default occurs, the Hotel may charge a reminder fee of SFR. 10.00.

5. The Hotel is entitled to request, on the conclusion of the Contract or later, a reasonable advance payment or security. The amount of the advance payment and its due date may be agreed in the Contract in writing. Moreover, the Hotel is entitled to call and declare as due claims accruing during the event by issuing an interim invoice and requesting immediate payment.
6. The Contractual Partner shall be entitled to a set-off or a reduction as against a claim of the Hotel with only undisputed or unappealable legally binding claims.

IV. Revocation on the part of the Contractual Partner, Cancellation

1. The Hotel grants to the Contractual Partner the right to revoke the Contract at any time. In this respect, the following provisions shall apply:
 - a) If the Contractual Partner revokes the reservation, the Hotel is entitled to reasonable compensation.
 - b) It is at the Hotel's discretion to claim from the Contractual Partner a lump-sum revocation compensation instead of a specifically calculated compensation. In the case of revocation more than 60 days before the date of the event, the lump-sum compensation shall amount to 50 % of the contractually agreed price for the event, in particular for the lease of the hotel space, the rooms and the provision of food and beverage. In case of revocation fewer than 60 days prior to the date of the event, the lump-sum compensation shall amount to 80 % of the contractually agreed price for the event, in particular for the lease of the hotel space, the rooms and the provision of food and beverage. The amount contractually agreed shall be calculated in accordance with the agreed number of participants. If a price for food and beverage has not yet been contractually fixed, the most favourably priced 3-course menu of the respective event offer applicable at that time shall form the basis of the lump-sum compensation. The Contractual Partner shall be free to prove that the Hotel has not suffered any damage, or that the damage incurred to the Hotel amounts to less than the lump-sum revocation compensation claimed.
 - c) If the Hotel calculates the damage specifically, the amount of such reasonable damage may total as a maximum the contractually agreed price for the services to be rendered by the Hotel, less the value of the expenses saved by the Hotel as well as the amount accruing to the Hotel from the latter's performance for any other Contractual Partners.
2. The above provisions on the compensation shall apply analogously if the Contractual Partner does not make use of the booked services and fails to notify this fact to the Hotel in due time.
3. If the Hotel has granted to the Contractual Partner an option to withdraw from the Contract within a certain period without any further legal consequences, the Hotel shall not be entitled to compensation. For the question whether the declaration of revocation is made in due time the receipt thereof at the Hotel is decisive. The Contractual Partner has to declare the revocation in writing.

V. Revocation by the Hotel

1. If a revocation right free of charge has been granted to the Contractual Partner according to clause IV para. 3 the Hotel shall likewise be entitled to revoke the Contract within the agreed period in the event of inquiries by other guests and customers asked for the booked rooms and meeting space and of

failure of the Contractual Partner to finally confirm the booking after being requested to do so by the Hotel.

2. In case an advance payment or security agreed in clause III para. 5 is not performed within a period prescribed for this purpose, the Hotel is also entitled to revoke the Contract.
3. Moreover, the Hotel shall be entitled to extraordinary revocation of the Contract for good cause, in particular, if
 - force majeure, or other circumstances which do not fall under the scope of responsibility of the Hotel make it impossible to perform the Contract;
 - misleading or incorrect specifications on fundamental facts have been used in booking events, for example with respect to the name of the organiser, or the purpose of event;
 - the Hotel has justified reason to assume that the event may impede the smooth business operations, safety, or reputation of the Hotel in the public, without such matters being attributable to the Hotel's power of control or organisation;
 - an unauthorised sub-lease or further lease according to clause II para. 3 exists.
 - the Hotel has gained knowledge that the financial situation of the Contractual Partner has considerably worsened after conclusion of contract, in particular if the guest does not pay for due claims of the Hotel or does not provide sufficient security and as a result payment claims of the Hotel appear to be endangered.
 - the Contractual Partner is no longer able to pay its debts, particularly became insolvent or a seizure cannot be enforced or if the Contractual Partner initiated judicial or extra-judicial proceedings for the settlement of debts or suspended its payments;
4. The Hotel is obliged to inform the Contractual Partner of the exercising of the revocation right in writing without delay.
5. In the above cases of revocation the Contractual Partner is not be entitled to compensation for damage.

VI. Arrival and Departure

1. The Contractual Partner is not entitled to the provision of certain specific rooms unless the Hotel has confirmed the provision of certain rooms in writing.
2. Booked rooms shall be at the Contractual Partner's disposal from 3.00 p.m. on the agreed date of arrival. The Contractual Partner shall not be entitled to an earlier provision unless it had made such agreement with the Hotel in writing.
3. Booked rooms shall be taken by the Contractual Partner or by the respective participants of the event on the agreed date of arrival by 6.00 p.m. at the latest. Unless a later time of arrival has expressly been agreed, the Hotel shall have the right to place, after 6.00 p.m., the booked rooms with other customers, without the Contractual Partner being able to claim any compensation as a result thereof. In so far, the Hotel is entitled to a revocation right.
4. On the agreed date of departure, the rooms shall be vacated and at the Hotel's free disposal by 11.00 a.m. at the latest. Thereafter, the Hotel may charge, beyond the damage incurred to it thereby, the daily room rate for the additional use of the room until 6.00 p.m., and from 6.00 p.m. 100% of the full applicable price for board and lodging. The Contractual Partner is free to prove vis-à-vis the Hotel that no damage or a considerably lower damage has been incurred to the Hotel.

VII. Change in the Number of Participants and Date of Event

1. Upon placing the order, the Contractual Partner is obliged to indicate to the Hotel the expected number of participants. Four

working days prior to the event at the latest, the Hotel shall receive notice of the final number of participants in writing so as to ensure thorough preparation. A change in the number of participants by more than 5 % shall require the Hotel's consent.

2. When charging services to be rendered by it on the basis of the number of registered participants (such as food and beverage), the Hotel shall calculate its price on the basis of the actual number of registered individuals in the case of an increase in the registered and contractually agreed number of participants. In the case of a decrease in the contractually agreed number of participants by more than 5 %, the Hotel is entitled to charge for the contractually agreed number of participants less 5 %.
3. In the case of a reduction of the number of participants by more than 10 %, the Hotel shall be entitled to reasonably increase the prices as well as to change the confirmed rooms, unless this could not be reasonably accepted by the Contractual Partner. The prices may also be changed by the Hotel if the Contractual Partner subsequently wishes to change the number of the participants, the service of the Hotel or the duration of the event, and the Hotel gives its consent thereto. If a separable part of a booked event is not used, the Hotel may request a reasonable compensation for the part not called pursuant to the provisions of clause IV para. 1 a) to c).
4. In the case of an increase in the number of participants, the calculation shall be made based on the actual number of individuals.
5. The Contractual Partner is free to prove that the Hotel's expenditure savings are higher.
6. If the agreed times scheduled for the beginning and the end of the event are postponed without the Hotel's prior written consent, the Hotel may invoice additional costs for the provision of personnel and equipment, unless the Hotel is responsible for such postponement.
7. In the case of events lasting later than 11.00 p.m., the Hotel may, unless otherwise provided, charge its personnel costs as of this time on an itemised basis. Moreover, the Hotel may invoice travelling expenses incurred to its staff on an itemised basis, if they had to leave for home outside the public transport operating hours.

VIII. Bringing along of Food and Beverage

The Contractual Partner may bring along food and beverage to the events only if this is agreed with the Hotel in writing. In these cases the Hotel may charge a service fee in order to cover the overhead costs.

IX. Holding of the Event

1. If the Hotel obtains technical or other equipment for the event from third parties for and on instruction of the Contractual Partner, it acts in the name of, on authorisation by and for the account of the Contractual Partner. The Contractual Partner is liable for careful handling and orderly return of such equipment. It shall indemnify the Hotel from any claims asserted by third parties resulting from the use of such equipment.
2. The use of electric installations owned by the Ordering Party or the Contractual Partner with the Hotel's electricity system requires its prior written consent. Disturbances or damage incurred to the Hotel's technical installations resulting from the use of such devices shall be borne by the Contractual Partner unless such damage falls within the Hotel's scope of responsibility. The Hotel is entitled to record and charge on a flat-rate basis the electricity costs resulting from such use.

3. Upon the Hotel's consent, the Contractual Partner is entitled to use own telephone, telefax and data transmission facilities. The Hotel may charge line and connection fees for such use. If the connection of own systems by the Contractual Partner leaves Hotel systems suitable for the intended purpose unused, a reasonable compensation for loss may be charged.
4. The Hotel shall endeavour to remove immediately any disturbances occurring in the technical or other equipment provided by the Hotel. Payment may not be withheld or reduced unless the Hotel is responsible for such disturbances.
5. The Contractual Partner is obliged to procure at its own costs all consents of the authorities as may be required to carry out the event. It is responsible for the adherence to these consents as well as any other provisions under public law in connection with the event.
6. The Contractual Partner is responsible for registration and invoicing vis-à-vis the competent institutions (e. g. SUISA) required within the scope of music performance and exposure to sonic waves arranged and caused by the Contractual Partner itself.
7. The Contractual Partner may use names and trademarks of the Hotel within the scope of advertising for the event only with the prior agreement with the Hotel.

X. Tangibles Brought Along

1. Should the Contractual Partner bring along exhibition pieces or other objects – even personal items – to the event rooms/the Hotel, it shall do so at its own risk. The Hotel does not accept liability for loss, destruction or damage except in cases of gross negligence, or wilful intent on the part of the Hotel.
2. Decoration material brought along must comply with the fire prevention regulations. The Hotel is entitled to request a confirmation for the above issued by an authority. Due to possible damage, the installation and mounting of objects requires prior coordination and agreement with the Hotel.
3. The exhibition pieces or other objects brought along shall be removed immediately after the end of the event. The Hotel is entitled to remove and store left objects at the Contractual Partner's expense. If the removal causes unreasonably expenditure, the Hotel is entitled to leave the objects in the room in which the event took place and to charge the respective rent for the room for the time during which the objects remain therein. The Contractual Partner is reserved the right to prove that less damage has occurred and the Hotel is reserved the right to prove that higher damage incurred.
4. Packaging material (cardboard, boxes, plastic material, etc.) stemming from the Contractual Partner or a third party in connection with the delivery of objects for the event shall be disposed of or removed by the Contractual Partner prior to or after the event. If the Contractual Partner leaves packaging material in the Hotel, the Hotel is entitled to dispose of it at the Contractual Partner's expense.

XI. Liability of the Contractual Partner

1. The Contractual Partner shall be liable for any damage incurred in the building or to furniture by the participants, or visitors of the event, employees, any other third parties within his scope of responsibility, by himself or by his legal representatives.
2. The Hotel may request the Contractual Partner to provide reasonable security in order to cover any possible damage (e.g. insurance, guaranty deposits, guarantees).

XII. Liability of the Hotel, Limitation

1. If any interference with the performance of any obligation or if defects in the services of the Hotel occur, the Hotel will, on immediate complaint of the Contractual Partner, endeavour to remedy the same. If the Contractual Partner fails culpably to notify a defect to the Hotel, this shall not result in a right to reduce the contractually agreed remuneration.
2. Subject to the statutory provisions, the Hotel shall be liable for all damage arising from injury to life, limb and health as well as in the case of a guarantee given by the Hotel and for malicious non-disclosure of defects.
3. For all other damage not covered by XII clause 2 and caused by slight negligence on the part of the Hotel, its legal representatives or its agents, the Hotel shall be liable only if such damage is attributable to a material contractual obligation having been breached in a manner jeopardising the purpose of the contract. In these cases liability shall be limited to the damage typically foreseeable for this contract type.
4. The foregoing limitations of liability shall apply to all damage claims, irrespective of their legal ground, including claims in tort. The foregoing limitations and exclusions of liability shall also apply to any claims for damages of a Contractual Partner against employees or agents of the Hotel.
5. In case of booked rooms for objects brought in, the Hotel shall be liable vis-à-vis the overnight participants according to the statutory provisions, i.e. up to a maximum of SFR. 1 000.00 provided that the Hotel is without fault. If valuables (jewellery etc.), cash or security papers are not handed over to the Hotel for deposit, the liability of the Hotel is limited to gross negligence or wilful intent. In any these cases the Hotel's liability shall be limited to a maximum of SFR. 5 000.00. This limitation shall also apply for the in-room safe.
The Hotel recommends depositing cash and valuables in the central hotel safe at the reception. Liability claims of the Contractual Partner lapse if the Contractual Partner does not immediately notify the Hotel of the damage upon notice thereof.
6. If the Contractual Partner is – even against payment – provided with a parking space in the garage or the car park of the Hotel, this shall not constitute the conclusion of a contract of bailment. The Hotel shall not have any surveillance obligations for the vehicles. If vehicles or the contents of vehicles parked or otherwise situated on the Hotel premises are lost or damaged, the Hotel shall be not liable unless the Hotel has caused such damage by wilful intent or gross negligence. This also applies to vicarious agents of the Hotel. The damage must be claimed vis-à-vis the Hotel on departure from the Hotel at the latest.
7. Wake-up services shall be performed by the Hotel with the greatest care. Claims for damages shall be excluded, except in cases of gross negligence or wilful intent.
8. The Hotel treats with care messages, mail and consignment of goods for the Contractual Partner and its participants. The Hotel shall ensure delivery, storage and, upon request and against payment forwarding of the same as well as of found items upon inquiry. Claims for damages are excluded, except in cases of gross negligence or wilful intent. The Hotel is entitled to hand over the aforementioned objects to the local lost property office after a storage period of one month at the latest and charging a reasonable fee.
9. The statutory provisions for limitation periods shall apply. To the extent legally permissible, claims for damages become finally time-barred within 6 months after departure.

XIII. Final provisions

1. Changes or amendments of the Contract, in the acceptance of the offer or to these General Terms for Event Organisation shall be made in writing. Unilateral changes or modifications on the part of the Contractual Partner shall be invalid.
2. Place of performance and payment shall be the registered office of the company, Steigenberger Hotels Aktiengesellschaft, Zürich.
3. Exclusive place of jurisdiction in business transactions shall be the registered office of the company, Steigenberger Hotels Aktiengesellschaft, Zürich. However, the Hotel is also entitled

to institute complaints and other legal proceedings also at the general place of jurisdiction of the Contractual Partner.

4. The laws of Switzerland shall apply.
5. Should individual provisions of these General Terms and Conditions for Event Organisation be or become invalid or void, the validity of the remaining provisions shall not be affected thereby. Rather, the affected provision shall be reduced in its content to a permissible extent. In addition, the statutory provisions shall apply.

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