

General Terms and Conditions (GTC)

The general terms and conditions are part of the agreement entered into by the Organiser upon making a reservation at the Villa Garbald Seminar Centre. The Organiser agrees to the terms and conditions, and by confirming the reservation accepts liability for their observance. Any general terms and conditions of the Organiser do not apply.

1. Reservation

1.1 Reservation and the reservation confirmation must be made in writing (e-mail) to take effect.

1.2 Arrival/departure: Rooms are generally available to the guests from 15:00 hrs. on the day of arrival. On the day of departure, rooms must be vacated after breakfast.

2. Number of participants (minimum eight)

2.1 Upon making a reservation, the Organiser is required to announce the expected number of participants.

2.2 The final number of participants must be announced no later than 48 hours before arrival.

2.3 If the actual number of participants is lower than the number announced upon reservation, the Organiser will be charged for the number of participants announced.

3. Terms of payment

3.1 All invoices must be paid by deposit, or in cash upon departure. Credit cards are not accepted.

3.2 On departure, the organiser is required to check if all extras have been paid. If individual consumption (honesty bar/wine) is at the expense of participants, it is to be paid in cash on site.

4. Cancellation

4.1 Cancellations must be made in writing (e-mail) by the Organiser to the Management. Cancellation in oral form is not accepted.

4.2 Cancellation terms

<u>Period before arrival</u>	<u>Cancellation costs</u>
up to 60 days	free of charge
59 – 31 days	25% of infrastructure costs
30 – 15 days	50% of infrastructure costs
14 – 7 days	80% of infrastructure costs
Less than 7 days	100% o infrastructure costs

4.3 If, after a cancellation, the Seminar Centre is booked for the same period and at the same terms by a third pary, no cancellation costs will be charged.

4.4 Management reserves the right to revoke the reservation confirmation for operational reasons without compensation.

5. Liability

5.1 Posting of information material outside the conference room is subject to approval by the Management. Inside the conference room, information material is to be affixed without causing damage to walls or window frames (e.g. by use of drawing pins, screws, etc.)

5.2 On departure, the seminar infrastructure must be checkedby the Organiser together with the Management. The Organiser is responsible for the proper use and return.

5.3 The Organiser is liable for damage, gross negligence, or loss of equipment and inventory caused during the event.

5.4 Insurance of personal items and equipment is the Organiser's sole responsibility. The Seminar Centre declines all liability for theft of or damage to such items caused by guests and/or third parties.

5.5 In the event of force majeure, the Organiser is not entitled to damages.

October 2018

Management of the Villa Garbald Seminar Centre