



SCHLOSS LAUFEN | RHINE FALLS EXPERIENCE

# SEMINAR DOCUMENTATION

THAT SPECIAL SETTING FOR YOUR EVENT





# INDIVIDUAL SERVICES

## ROOMS

Room	Size m <sup>2</sup>	Rental		Capacities		
		Half day	Full day	Classroom	U-shaped	Concert
Knights' Hall 1	120	400.00	600.00	40	20	80
Knights' Hall 2	120	400.00	600.00	40	20	80
Knights' Hall 1 + 2	240	800.00	1200.00	80	35	160
Castle Parlour	20	100.00	200.00	12 (block)	–	–
Round Tower	25	150.00	200.00	15 (round)	–	–

Beamer\*, screen, 1 flipchart and WiFi included

Half day: 08:00 – 12:00 or 13:00 – 17:00

Full day: 08:00 – 17:00

## TECHNOLOGY AND PRESENTATION

Flipchart	CHF	25.00
Whiteboard	CHF	45.00
Presentation wall	CHF	60.00
Presenter's case	CHF	50.00
Speaker's lectern, height-adjustable	CHF	60.00
Sony projector with laser light source, 5000 lumen and WUXGA resolution	CHF	400.00
In-house technical support during the event on request	per hour CHF	120.00

Beamer\* (Vivitek: 4200 ANSI lumen and WUXGA resolution (max.1920x1200))

Together with our partner, we will be pleased to compile a quotation for you for additional technical equipment.



# ALL-IN RATES FOR SEMINARS

## ALL-IN DAILY RATE

CHF 98.00 per person (bookable as of 6 persons)

Seminar room to accommodate the number of persons from 08:00 – 17:00  
Beamer, screen and 1 flipchart included

Fruit bowl in the seminar room  
Mineral water in the seminar room for the entire day  
Welcome coffee with croissant

Morning break with coffee, tea, fruit juice and Bircher muesli  
3-course business lunch (see «seminar menus»), excluding drinks  
Afternoon break with coffee, tea, fruit juice and pastries

## ALL-IN HALF-DAY RATE

CHF 75.00 per person (bookable as of 6 persons)

Seminar room to accommodate the number of persons from 08:00 – 12:00 or 13:00 – 17:00  
Beamer, screen and 1 flipchart included

Fruit bowl in the seminar room  
Mineral water in the seminar room for the half day  
Welcome coffee with croissant or pastries  
Morning break with coffee, tea, fruit juice and Bircher muesli  
or  
Afternoon break with coffee, tea, fruit juice and pastries

3-course business lunch (see «seminar menus»), excluding drinks

Individual requests and services are booked and charged separately.



# SEMINAR MENUS

Minimum of 10 persons for all menus, CHF 39.00 per person.

## SPRING – March to May

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Seasonal leaf salad and vegetables with seeds and croutons with Castle dressing  
Veal meatloaf with Madeira sauce, glazed carrots and Spaetzle  
Friandise Etagere

## SUMMER – June to September

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Seasonal leaf salad and vegetables with seeds and croutons with Castle dressing  
Veal Saltimbocca with herb jus, oven-roasted tomatoes and saffron risotto  
Friandise Etagere

## AUTUMN – October to November

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Seasonal leaf salad and vegetables with seeds and croutons with Castle dressing  
Veal sausage with onion sauce, green beans and pumpkin mash  
Friandise Etagere

## WINTER – December to February

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Seasonal leaf salad and vegetables with seeds and croutons with Castle dressing  
Braised beef with red wine sauce, roasted vegetables and Bramata polenta  
Friandise Etagere

## VEGETARIAN

A vegetarian main course option can be chosen from the current à la carte menu.



## SEMINAR & FUN

All-in seminars to choose from. Additional activities can be booked.

### RIDE TO THE ROCKS

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Boat trip to the rocks at the Rhine Falls  
Duration approx. 1 hour

Price on request (1 May to 30 September, daily; other months by arrangement)

### CASTLE WINE CELLAR

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Wine tasting in the Castle wine cellar with expert guidance  
For 6 to 20 people  
Duration approx. 45 minutes  
CHF 29.00 per person  
Different packages (duration and number of wines)

### ACTION AND FRESH AIR

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Walk to the Neuhausen rope park  
Parcours through the rope park, tailored to the client's requirements  
Duration approx. 3 hours

Price on request

### SMILESTONES

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Rheinfall Miniature World  
Companies and groups have the opportunity to book a guided tour of the site – even outside opening hours.  
Duration: approximately 1 h 30 mins

Price on request

### RHYALITY IMMERSIVE ART HALL

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In the shows you will enjoy a journey through fantastic visual worlds. A new kind of experience of moving images.

Price on request



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# GENERAL TERMS AND CONDITIONS



## 1 SUBJECT OF THESE GENERAL TERMS AND CONDITIONS

These General Terms and Conditions (GTCs) govern the provision of rooms for the holding of events and the supply of other services agreed upon in conjunction with the holding of events by Schloss Laufen, hereinafter referred to as the "Castle".

## 2 OBLIGATIONS OF THE CLIENT

### 2.1 Number of participants

The client and the Castle agree on the envisaged number of event participants (agreed number of participants) in the order confirmation. The client will inform the Castle no later than five (5) working days prior to the event of the fixed number of event participants (fixed number of participants). If the fixed number of participants is less than the agreed number of participants, the remuneration will be based on the fixed number of participants. If the effective number of event participants is less than the fixed number of participants, the remuneration will still be based on the fixed number of participants. If the fixed number of participants is not notified in time, the order confirmation will be regarded as definitive. Changes to meals on the day of the event will be charged in addition to the already confirmed number of meals. The number of participants can be increased at any time, providing that the necessary capacities are available, with the Castle's agreement.

### 2.2 Conclusion of the contract and contract modifications

The present contract comes into effect through the client's punctual (option date) acceptance of the Castle's written quotation. The organiser accepts the quotation by countersigning the Castle's written confirmation (in writing by fax/post or on a scan of the written order confirmation which is then to be sent to the Castle by e-mail). Any subsequent modifications to the content of the written confirmation must be made in writing or by e-mail. Oral agreements or modifications are not valid.

### 2.3 Terms of payment

The remuneration is due, without any deductions, within a period of ten (10) days of the invoice being issued. If the client fails to meet this deadline, the Castle reserves the right to charge the client default interest at a rate of 5% p.a. plus dunning fees of CHF 50.00. The Castle is entitled to request advance payment by the client of a sum of up to 100% of the probable remuneration at the time of signing the contract confirmation, or by agreement. The Castle does not send any invoices abroad. If the client has their head office/residence abroad, up to 100% of the expected sales will be invoiced as an advance payment. The final invoice will be drawn up at the end of the event.

### 2.4 Liability for payment

If the client is not the organiser at the same time, the client must similarly sign the order confirmation and thus also counts as the person placing the order with the Castle. The client is, in particular, jointly liable with the organiser for the entire remuneration. This liability also covers additional services taken up by the event participants, unless direct payment has been expressly agreed on.

### 2.5 Cancellation by the client

If the event is cancelled for reasons for which the client is responsible, the client undertakes to refund the following costs, in so far as no cancellation conditions to the contrary have been specified in the contract:



- up to the 90th day prior to the start of the event, free of charge. For weddings on a Saturday: from the 270th to the 90th day prior to the start, 30% of the probable loss of sales
- from the 89th day to the 60th day prior to the start of the event: 40% of the probable loss of sales
- from the 59th day to the 20th day prior to the start of the event: 60% of the probable loss of sales
- from the 19th day to the 10th day prior to the start of the event: 80% of the probable loss of sales
- as of the 9th day prior to the start of the event: 100% of the probable loss of sales

If the written confirmation does not contain any details of the cost for the agreed provision of food, the following rates will apply for the above:

- aperitif event/snack: CHF 30.00 per agreed person
- midday or evening meal: CHF 80.00 per agreed person

#### 2.6 Reduction in the number of participants

If the number of participants deviates by more than 10% from the agreed number of participants two weeks prior to the event, the Castle will be entitled to charge for the notified number of guests.

### 3 START AND END OF THE EVENT

The start and end of the event will be agreed on in the order confirmation. Subsequent changes to the agreed times require the Castle's agreement.

### 4 SERVICE AND SERVICE TIMES

The regular service times are the opening times published by the Castle. Longer opening times count as extended opening hours, for which the Castle has to obtain a licence from the authorities. The cost of this licence is listed on the Castle's price lists. The time worked by personnel outside the regular service times will be charged at the hourly rates set out in the Castle's price lists or in the written confirmation.

### 5 FOOD AND DRINK

Food and drink for the event will be provided exclusively by the Castle.

Third-party suppliers are not permitted. If food and drink is provided by the organiser/client without the Castle's written agreement, the Castle will be entitled to charge the organiser/client for the lost sales.

### 6 OPTION DATES

Option dates are binding on both parties. After the option dates have expired, the Castle is entitled to otherwise dispose of the reserved event rooms without further ado.





## 7 LIABILITY AND LOSSES FOR DAMAGE

The client is liable towards the Castle for losses and damage to the fixed and mobile inventory that are caused by their employees and/or participants at the event.

### 7.2 Non-acceptance of liability for items brought to the Castle

The Castle does not accept any liability for the loss of or damage to items brought to the Castle by the client or by participants at the event.

### 7.3 Use of decoration material

No additional decoration material may be used without the express consent of the Castle. The client is responsible for ensuring that the decoration material that they use with the Castle's consent complies with the regulations issued by the fire authorities. The client is liable towards the fire authorities. Decoration material brought in by the client must be collected again immediately after the end of the event. Decoration material that is not collected will be disposed of by the castle at the client's expense. The client/organiser is not permitted to make any changes to structural and technical installations provided by the Castle. For specific events, such as exhibitions, installations and fittings may only be set up with the Castle's prior written consent. Display cases and advertising spaces may not be covered over or removed.

## 8 CALLING IN THIRD PARTIES/REIMBURSEMENT OF EXPENSES

The Castle is entitled to transfer its obligations resulting from the contract to third parties for the latter to perform independently. In such a case, the Castle undertakes to carefully select and instruct these third parties. All services provided by third parties will be invoiced to the client with a coordination supplement of 15%. The client/organiser is responsible for ensuring that the specifications as per the contract and the present GTCs are notified to all third parties that they bring in (orchestra, entertainers, band, exhibitors, decorator, etc.) and are complied with by these third parties.

If the Castle obtains technical installations or other third-party services for the client, it will act on behalf of the client and at the client's expense. The client undertakes to refund the Castle for all the expenditure incurred and implementations it has executed in the correct manner and to release the Castle from the obligations it has entered into. The client is liable for the careful handling and orderly return of the technical installations rented on his/her behalf.

## 9 PAYMENT OF FEES

The organiser is responsible for copyright fees, especially for music and picture material, and is liable for payment of the costs if these are used.

### 9.1 Guarantee

Malfunctions in the technical installations provided by the Castle will be rectified by the Castle's technical service and do not entitle the client to a reduction in the remuneration. If it proves impossible to rectify a malfunction, the remuneration will be reduced by the amount of the rent



for the technical installation. Any further claims are expressly excluded.

#### 10 FOOD AND DRINK / CHANGES IN THE RANGE OFFERED

Food and drink must be obtained from the Castle as a matter of principle. The Castle retains the right to adjust its services (goods or price) in the event of short-term changes in the market offerings, such as due to a lack of goods on the market or to greatly increased asking prices. In such cases, the Castle undertakes to provide the client with an equivalent substitute service.

#### 11 WITHDRAWAL BY THE CASTLE

If the client has been granted, in writing, the right of withdrawal within a specific period of time, the Castle shall also be entitled to withdraw from the contract during this same period of time if enquiries are received from other clients for the contractually booked rooms and the client does not waive their right of withdrawal when contacted by the Castle. If the advance payment has not been made even after the expiry of an appropriate time extension set by the Castle, including the threat of refusal of performance, the Castle shall be entitled to withdraw from the contract. If the client's written reconfirmation has not been submitted even after the expiry of an appropriate time extension set by the Castle, including the threat of refusal of performance, the Castle shall be entitled to withdraw from the contract. The Castle is also entitled to withdraw from the contract for an objectively justified reason, for example if:

- force majeure or other circumstances beyond the Castle's control make it impossible to fulfil the contract
- events have been booked with misleading or incorrect details of key facts, e.g. the client or the purpose
- the Castle has ethical or moral reservations
- the event violates valid law in Switzerland
- the Castle is justified in assuming that the use of the Castle's services could endanger the smooth running of the business, or the safety or the reputation of the Castle amongst the public, without this being within the Castle's sphere of control or organisation.

The Castle must inform the client without delay that it is exercising its right of withdrawal. The client will not have any claim for compensation from the Castle, except in the case of intent or grossly negligent conduct on the part of the Castle.

#### 12 LIABILITY OF THE CASTLE

The Castle is only liable towards the organiser/client in the event of wilful or grossly negligent contractual or non-contractual damage. The burden of proof rests with the organiser/client. All further liability is expressly excluded.

#### 13 APPLICABLE LAW AND VENUE

The current contractual relationship is subject exclusively to Swiss law. The courts of Zurich shall be the competent courts.