



Hotel zum Storchen

# Banqueting documentation

## General conditions



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## 1. General information

### 1.1 Detailed information

Please let us have detailed information regarding your choice of menu and beverages, seating arrangement, schedule, decoration and technical aids at least 10 days before the event.

In order to be able to plan the arrangements for your event well, including the timing, please let us have your schedule when discussing the detailed planning. The times form a fixed part of the contract and may only be changed by prior agreement.

### 1.2 Number of guests

The **exact and binding number of participants** (guaranteed number) must be notified to the Hotel zum Storchen **no later than 24 hours or one working day in advance**. This number of guests serves as the basis for calculating the charge. For additional guests, the terms agreed in this respect apply.

### 1.3 Prices

Our prices include service and VAT (7.6%). We reserve the right to adjust prices.

### 1.4 Choice of menu

The menu will be compiled in line with your wishes. Our banqueting department or head chef will be pleased to advise you and answer any questions you may have.

### 1.5 Flowers and decoration

Our banqueting rooms are not decorated as a general rule.

We will be delighted to order special floral arrangements from our florist. These will be designed in line with your ideas, wishes and specified budget.

If you decide to order the decoration from us (in-house decoration), we will make **a charge of CHF 4.00 per participant**. In this case, we are unable to comply with special wishes on the part of the organiser.



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### **1.6 Menu cards and seating plan**

We print your menus free of charge – with or without logo and menu text. Special wishes can be accommodated for a commensurate additional charge.

On request, we will be pleased to save you the trouble of distributing place cards. Please let us have them arranged according to table together with a seating plan. **We charge CHF 2.00 each** for distributing the place cards.

### **1.7 Music**

Please note that we are unable to accept amplified live music at events. We will be pleased to let you have information on artists who have already been well received in the Hotel zum Storchen.

On request we will be pleased to provide our upright piano **for a charge of CHF 250.00**.

### **1.8 Late night extension**

We will be pleased to obtain official approval for an extension of closing time up to a maximum of 02:00 on request.

After 24.00, we charge the following supplements:

For private parties in the Rôtisserie:

**Late night extension incl. obtaining official approval CHF 900.00 inclusive**

For events in the other banqueting rooms:

**Late night extension incl. obtaining official approval CHF 500.00 inclusive**



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### **1.9 Parking facilities**

The hotel does not have any parking spaces of its own. Guests may be delivered via Münsterhof to the hotel entrance at any time. The following parking facilities are available in the vicinity:

Münsterhof

Urania multi-storey car park (open until 02.00)

### **1.10 Cloakroom**

Cloakroom service is provided as standard; however we are unable to accept any liability.

### **1.11 Deliveries**

Materials for the events may be delivered and collected between 7.00 and 11.00, Monday to Friday.

### **1.12 Restrictions concerning capacities**

We would like to draw your attention to the fact that the maximum occupation numbers stated for the various rooms are those legally prescribed by the fire safety authorities and may not be exceeded.



## 2. General terms and conditions of business

The following terms and conditions apply to the rental of conference and banqueting rooms between the HOTEL ZUM STORCHEN, hereinafter referred to as the Landlord, and the guest, hereinafter referred to as the Customer.

### 2.1 Reservation / Rental / Services

The reservation of conference and banqueting rooms, agreement of other deliveries and services become binding on written confirmation by the Landlord and written acknowledgement by the Customer. The Landlord reserves the right to withdraw from an outstanding offer until he is in possession of a signed copy of the contract.

### 2.2 Cancellation terms

In the event of cancellations by Customers, the following costs incurred up to that moment are due:

- Up to 14 days before the date of the event, cancellation is free of charge.
- In the event of short notice cancellations within 14 to 6 days before the event date, we charge **a flat rate cancellation fee of CHF 500.00 or the agreed room rate.**
- If the cancellation **occurs within five days** of the date of the event, in addition to the flat rate cancellation fee of CHF 500.00 or the agreed room rate, the Landlord charges the customer **50 % of the agreed Food & Beverage services.** If Food & Beverage services are yet to be agreed, the amount is at a rate of CHF 50.00 per person.
- The number of guests notified 24 hours in advance serves as the charging basis, even if fewer participants attend the event.

Agreed special services that become useless or have already been occasioned are always to be paid for (including the costs arising from them).

If the Landlord has cause to believe that the event threatens to interfere with the smooth running of the business, safety or his good reputation, he is entitled to cancel the event without compensation.



### **2.3 Payment terms**

The Landlord's invoices are payable net within 30 days of the date of invoice. The Landlord is entitled to demand advance deposits or a guarantee by means of credit card details.

As a general rule, invoices will only be issued for amounts in excess of CHF 350.00 and only to addresses in Switzerland. For events with foreign addresses, the Landlord will accept payment only by credit card or cash.

The Landlord does not grant commissions on any seminar, banqueting or Food & Beverage services.

### **2.4 Damages**

The customer is liable for any loss or damage caused by his employees, support staff or event participants. It is his responsibility to conclude appropriate insurance. The Landlord may demand to see an insurance certificate. To prevent damage to walls, the application of decorations and other materials is to be agreed in advance with the Landlord. The customer undertakes to ensure that any material of this type complies with the fire safety regulations. The Landlord is entitled to demand evidence to this effect.

The Landlord is only liable for loss or damage of the customer's property in the event of negligence.

### **2.5 Third-party services**

Where the Landlord agrees to obtain technical or other facilities from third parties for the Customer, the Landlord is acting on behalf of and for the account of the Customer. The Customer is responsible for careful handling and orderly return, and indemnifies the landlord against any claims by third parties.

### **2.6 Food & Beverages**

Food and beverages are to be obtained from the Landlord. In special cases (national specialities, etc.) this requirement may be waived in return for service charge or an alternative agreement concluded in writing.

### **2.7 Newspaper and other advertising**

Newspaper and other advertising relating to events on the Landlord's premises always require his prior written approval. In the event of unauthorised publication, the Landlord is entitled to cancel the event, in which case paragraph 2.2 Cancellation terms applies.



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## **2.8 Liability**

The Landlord declines all liability for theft or damage of objects, clothing and materials brought by the customer.

## **2.9 Court of jurisdiction / Applicable law**

Zurich is agreed as the place of fulfilment and court of jurisdiction. The Landlord is however entitled to take legal action against the customer at his place of residence.

These provisions and any contracts concluded based upon them are subject to Swiss law.

Should one of these provisions prove ineffective, this doubtful provision has no bearing on the validity of the remaining provisions. On the contrary, it will be replaced by another valid provision that comes as close as possible in meaning.

Any differing agreements are valid only if made in writing.

Hotel zum Storchen, Zurich, 1 January 2010

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