

General Contract Conditions for Meetings

Panorama Resort & Spa, Feusisberg "Hotel" (Hotel Panorama Feusisberg AG)

1. Reservation

The agreement only becomes valid after written confirmation has been sent by "Organizer" to "Hotel". If the contract will not be returned to the hotel within 10 days, the hotel has at one's disposal over the reserved dates.

2. Reduction in agreed services

Should Organizer make significant reductions to contractually agreed services, cancellation fees will be charged. Significant reductions are:

- a. Reduction in number of persons for day events. Organizer may reduce the agreed number of persons by up to 20% at any time up to 3 days prior to date of event. Additional or later cancellations will be charged.
- b. Guest rooms. Organizer may reduce the agreed number of rooms by 10% up to 14 days before arrival and by a further 10% of the number originally booked at any time up to 3 days before arrival without charge. Additional or later cancellations will be charged.
- c. Other services (including course rooms, food & beverages, excursions) which have been contractually agreed or subsequently reserved in writing (letter, fax, e-mail), may be reduced by 20% at any time up to 14 days before commencement of event, without charge. Additional or later cancellations may be charged.

Should the number of participants differ by more than 20% from the number contractually agreed upon, the hotel has the right to assign alternative rooms.

3. Cancellation Conditions

In case of a cancellation of a meeting or seminar the hotel has to be informed as quickly as possible. Needs the whole meeting to be cancelled at short notice, the hotel will charge the following amounts of the services agreed*.

180 - 60 days before event	25% of services agreed for events with 70 or more rooms and/or participants
120 - 60 days before event	25% of services agreed for events with 30 - 69 rooms and/or participants
90 - 60 days before event	25% of services agreed for events with 29 or fewer rooms and/or participants
59 - 30 days before event	50% of services agreed
29 - 15 days before event	75% of services agreed
14 - 0 days before event	100% of services agreed

* Services agreed = Seminar and overnight rates per person according to agreement, plus room rental

If no services were agreed on, we will charge the above-mentioned percentages: for daytime events based on one daily rate/person according to the tariffs, and for events with overnight stays based on the full-board rate/person according to the tariffs, plus room rental in both cases.

4. Contract Changes

Changes to agreement by Organizer will only be accepted after consultation and in writing (post, fax or e-mail). A change in the date of the event is regarded as a cancellation.

5. Deposit

The hotel reserves the right to require a deposit. For companies outside Switzerland, a deposit or credit card guarantee is always required. Your seminar advisor will inform you about the valid condition of advanced payment.

6. Equipment/Seating

The course and group rooms will be equipped as requested by the organizer and according to agreement. Requests for changes can be notified in writing up to 48 hours in advance. Our staff is at your disposal for any later changes, which will be charged at a flat rate of CHF100.- The conference room will be available one hour (at the earliest) before your event begins.

7. Damage to Fixtures & Fittings

Adhesive tape or other adhesive materials may not be used, particularly on the walls. The organizer is liable for any damage caused by inappropriate use of the facilities.

8. Extension of the Event

If the agreed duration of the event will be exceeded, the organizer is requested to advise our Seminar Department in good time. An extension is only possible after consultation and with the express agreement of the hotel.

9. Invoicing

The hotel will send an invoice including all expenses after the event. We kindly ask you to settle down the bill within 10 days. Without your counter-statement the contract address will also be the valid invoice address. The hotel reserves the right to make the validity of a reservation depending on a deposit.

10. Team Events and Third Party Services

The hotel does not accept any liability for services from third parties, even if the services were procured through the hotel.

11. Legal Domicil

On the contract Swiss law is used. Exclusive legal domicil is: Bezirksgericht Höfe, Wollerau.