

## CONTACT AND PRICES



**Caroline Hunziker**  
Marketing & Conferences & Events Manager  
+41 41 455 20 47  
caroline.hunziker@d4business-village.ch



**Joseline Sierro**  
Conferences  
+41 41 455 20 24  
joseline.sierro@d4business-village.ch



**Stephanie Gratwohl**  
Reception & Services  
+41 41 455 20 33  
stephanie.gratwohl@d4business-village.ch

Offer rooms	Room size	Standard seating	Price per day in CHF	Price per ½ day in CHF	Price per hour in CHF	Room reseating fee in CHF
EVENT ROOM	200 m <sup>2</sup>	-	990.00	-	-	120.00
GIGA	160 m <sup>2</sup>	-	890.00	650.00	-	120.00
HEKTO	100 m <sup>2</sup>	-	690.00	450.00	-	120.00
EXA	100 m <sup>2</sup>	Theatre	690.00	450.00	170.00	120.00
MEGA	60 m <sup>2</sup>	U-shaped	490.00	360.00	140.00	90.00
TERA	70 m <sup>2</sup>	Theatre	470.00	340.00	140.00	90.00
MIKRO	45 m <sup>2</sup>	U-shaped	320.00	220.00	85.00	90.00
YOTTA	40 m <sup>2</sup>	U-shaped	290.00	170.00	70.00	90.00
DEKA, NANO	35 m <sup>2</sup>	U-shaped	260.00	180.00	70.00	90.00
ZEPTO	25 m <sup>2</sup>	U-shaped	230.00	165.00	65.00	90.00
ATTO, FEMTO	20 m <sup>2</sup>	Block	210.00	160.00	60.00	-
FOYER L w. inner Courtyard	210 m <sup>2</sup>	High-top tables/buffet	450.00	-	-	-
FOYER M w. inner Courtyard	140 m <sup>2</sup>	High-top tables/buffet	250.00	-	-	-
FOYER S w. inner Courtyard	100 m <sup>2</sup>	High-top tables/buffet	150.00	-	-	-

Offer technic/equipment	Just bookable in	Price per day in CHF	Price per ½ day in CHF	Price per hour in CHF	Remarks
Projector with optional dual projection	Event room Giga/Exa	100.00	60.00	-	-
Projector	Other rooms	70.00	40.00	-	-
ClickShare	All rooms	10.00	5.00	-	-
Headsets, microphones	Event room Giga/Hekto/Exa	120.00	70.00	-	Event room only whole day
Microphones per piece	Event room Giga/Hekto/Exa	30.00	-	-	-
Interpreter booth monolingual	Event room	700.00	-	-	Technology only excl. interpreter
Whispering system	up to 20 people	300.00	-	-	Additional people upon request
Presentation screen on wheels	Other rooms	50.00	-	-	Event room Giga/Hekto
Flip chart on wheels	All rooms	15.00	-	-	-
Pinboard on wheels	All rooms	15.00	-	-	-
Presentation kit	All rooms	15.00	-	-	-
LAN connection incl. installation	All rooms	98.00	-	-	Event room /Giga/Exa/Tera incl.
WLAN	All rooms	-	-	-	Free of charge
Notebook rental	All rooms	70.00	40.00	-	-
Conference phone	All rooms	70.00	40.00	-	Incl. installation
In-room telephone line	Exclusive call fees	-	-	-	Billing hours/min.
Copy service A3/A4 / coloured/bw	All rooms	-	-	-	Price according to expenditure
Parking ticket /1 day	All rooms	9.30	-	-	Per piece

Offer support	Just bookable in	Price per day in CHF	Price per ½ day in CHF	Price per hour in CHF	Remarks
Event technician on site	-	-	-	-	On request
Evening supplement staff	All rooms	100.00	-	-	Per evening
Saturdays /holiday extra charge	All rooms	+20%	-	-	Excl. catering

Offer catering	Description	Price per day in CHF	Price per ½ day in CHF	Price per pers. in CHF	Remarks
Mineral water in the room	0.5l Pet	-	-	3.70	Per piece
Orange juice	1.0l glass bottle	-	-	10.20	-
Coffee & baked goods	-	10.20	5.10	-	Per person
Coffee & mineral water	0.5l Pet	14.00	7.00	-	Per person
Coffee, mineral water & baked goods	0.5l Pet	19.50	9.75	-	Per person
Coffee break package morning	Coffee/tea, 0.5l mineral water, fruit juice, croissants/breads, fruits & chocolate	-	13.45	-	Per person
Coffee break package afternoon	Coffee/tea, 0.5l mineral water, fruit juice, pastries, variations of fruits & nuts	-	13.45	-	Per person
Happy Box	Mini cheese cake, Caramel popcorn, Hello-chocolate, coffee/mineral water	23.20	11.60	-	Per person
Power Box	Freshly cut pineapple, yoghurt with honey and mango, nut variation, cranberry bar (vegan & gluten-free), orange- & multivitamin juice, coffee/mineral water	32.50	16.25	-	Per person
Self-service lunch	Main course, incl. softdrink	-	-	18.60	Per person
Business lunch served	3 course menu	-	-	35.30 - 44.55	Per person
Sandwich lunch	1 sandwich, small mixed salad, chocolate, fruit & 0.5l mineral water	-	-	15.30	Per person
Standing lunch/ Standing Aperitif	On request According to offer	-	-	-	Per person

Rental material for external use	Describe	Price per piece/day in CHF	Price per piece/ ½ day in CHF
Projector mobil		50.00	25.00
Pinboard mobil	115 x 145 cm	15.00	-
Canvas mobil		25.00	15.00
Flip chart mobil		15.00	-
Seminar table	150 x 70 cm	15.00	-
High-top table aluminium	Round	8.00	5.00
Party bench garnish	table with 2 benches	20.00	-
brochure rack with case	foldable	10.00	-
Projector trolley on wheels	for mobile projector	5.00	-
Lounge chair on wheels	leather red & black	10.00	-
Coat rack on wheels	for about 50 coats	10.00	-
Folding table chair	with trolley 13 pc.	5.00	-
Event chair	with trolley 25 pc.	2.00	-
Table loudspeaker (portable speaker)		40.00	-

# GENERAL TERMS AND CONDITIONS (GTC)

The following provisions constitute an integral part of any reservation confirmation:

## 1. RENTAL OBJECTS

### 1.1 Object description

The lessor lets the rooms, event equipment and infrastructure in the above-mentioned Conference Center as separately indicated in the attached offer/confirmation to the customer. The rental object including infra-structure will be handed over to the customer in working and ready-to-use condition for the agreed period of time. The rental object including furnishings is considered accepted in perfect condition if the customer states no objections during handover. Subsequent complaints do not qualify for room rent reduction or re-fusal of payment. When required by the lessor or the customer, an on-site

inspection before and after use will take place. Room cleaning is included in the room rent. The lessor assumes no obligation for any items brought by the customer, their representatives, conference participants and visitors. In case of urgent work to be executed the lessor has to be given access to the reserved rental object at any time. The subsequent description of purpose lays down in a binding form the customer's right of use only but does not describe the rental object's condition at the beginning of the rental period.

## 2. INTENDED PURPOSE

### 2.1 Use

The customer is entitled and obliged to use the objects listed in the offer/confirmation including defined services and related infrastructure with care and essentially as a space for events, seminars, workshops and/or meetings. The intended activity must not present any serious disturbance or endangerment of safety and order for the lessor. Substantial extension, limitation and/or change of purpose is

subject to prior written consent of the lessor as well as subletting the rental objects or parts thereof. If the customer intends to transfer the tenancy to a third party they have to submit, together with the application for consent, all the relevant information about the subsequent tenant as well as any arrangements established with them including any collateral agreements.

## 3. LIABILITY FOR DAMAGE

### 3.1 Rental objects and furnishing

The customer shall be liable for any damage to the provided rental objects and furnishings insofar that it has been caused by the customer, their representatives, conference participants and visitors.

### 3.2 Exhibition material

The D4 Business Village Luzern shall not be liable for any exhibition material.

### 3.3 Fire/Police

The customer must strictly comply with all fire safety regulations relevant for events. The lessor points out the comprehensive smoking

The customer shall also be liable for the loss of user charges and other ensuing costs if the rental object cannot be used temporarily due to such damage or the repair thereof.

ban in all the rental objects. Emergency exits must be kept clear at all times. They may only be used in case of emergencies.

## 4. CONTRACT CONTENT

### 4.1 Commencement of rent/rental period/rental fee

Commencement of rent shall be defined according to agreement. The rental period shall be concluded as a fixed-term contract pursuant to Art. 255 para. 2 of the Swiss Code of Obligations. The contract expires according to agreement (description in offer/confirmation) without written notice. The rent for the room includes general lighting, usual cleaning and the use of the technical equipment designa-

ted as free of charge. With special arrangements, however, cleaning costs may be charged separately or additionally. The prices can be seen on the current price lists of the Conference Center or on-site, however, without guarantee. Unless otherwise indicated prices are stated in Swiss francs excluding VAT and are subject to change.

### 4.2 Definition of rental units

#### ½ day mornings

morning to noon (08.00 am – 12.30 pm): duration of use longer than 12.30 pm is charged as 1/1 day!

#### ½ day afternoons

noon to afternoon (12.30 pm – 05.00 pm): duration of use longer than 05.00 pm is charged as 1/1 day!

#### 1 day all day

morning to early evening (08.00 am – 05.00 pm): duration of use ending after 05.00 pm is charged as 1/1 day plus an evening surcharge of CHF 100.00 excl. VAT)

#### ½ day evenings

early evening to night (05.00 pm – 10.00 pm): duration of use starting at 05.00 pm is charged as ½ day plus an evening surcharge of CHF 100.00 excl. VAT

#### Event room

The modular three-part event room for 170 pax may only be booked for 1/1 day.

#### Business hours

The Conference Center is open from Monday to Friday from 08.00 am to 05.00 pm.

#### Special hours

Saturdays/Sundays and public holidays may be booked on request.

Duration of use longer than 2 hours is charged as ½ day.

### 4.3 Reservations

The lessor confirms the booking of the rental objects including services for the customer via email. Unless the customer states objections within three days after receipt, the confirmation shall be binding for the services listed therein. The lessor reserves the right to cancel the reservation any time without liability for damages if:

due to force majeure neither the confirmed rental object/services nor adequate replacement can be provided or serious disturbance or endangerment of safety and order may be expected due to the intended event.

#### 4.4 Arrangements Details

Usually the details of the event have to be discussed with the lesser at least two weeks before the event.

#### 4.5 Receipt of key/badge to rental object

The customer may only fetch and return the key to the rental object at the reception desk (Platz 4, N1) from Mon-Fri 08.00 am - 05.00 pm. Other return arrangements need to be agreed beforehand with the lessor.

#### 4.6 Parking (Outdoor visitor parking area)

Die ersten 30 Minuten im Parking sind kostenlos. Nach 30 Minuten ist der Stundenansatz CHF 1.00 pro Stunde. Der Kunde kann am Empfang Ausfahrtstickets zum Pauschalpreis von CHF 10.00 beziehen.

#### 4.7 Wegbeschrieb vor Ort

The first 30 minutes of parking are free. After 30 minutes the parking fee is CHF 1.00 per hour. The customer can obtain exit tickets at a flat rate of CHF 10.00 at the reception desk.

#### 4.8 Directions on site

The customer instructs their event participants to park only in the visitor parking area (outdoor parking area) indicated on the route map (see [www.d4business-village.ch](http://www.d4business-village.ch)).

### 5. CATERING

#### 5.1 In-house catering

In-house catering is organised by the restaurant Oasis (SV Group). Prices can be seen on the reservation confirmation or directly on the catering offer. The lesser has no influence on the pricing by the SV

Group. Catering shall be directly invoiced by the SV Group. Prices are subject to change.

#### 5.2 Condition

The customer informs the lesser of the exact number of people attending the event at the latest by 12.00 o'clock on the day preceding the event. The last-mentioned number of people for catering or the number of people given at the latest by 12.00 o'clock on the prece-

ding day will be charged to the customer even if fewer people attend the event. If more people are present than have been announced, the additional catering costs will also be charged to the customer.

### 6. ADDITIONAL SERVICES

#### 6.1 Infrastructure/services

Additional services of the lessor used by the customer such as telephone, fax, photocopier, etc. are to be re-imbursed separately according to local or agreed rates. Further infrastructure such as event

equipment and event aids will be charged in addition to room rent. Services such as secretarial, reception or event supervision services will be charged separately.

### 7. CANCELLATION COSTS

#### 7.1 Room rent and catering

No cancellation costs for room rent and catering will be charged until 48 hours before the day of the event. With the exception of costs incurred by especially rented infrastructure. If the event is cancelled within less than 48 hours 50% of the con-

firmed price will be charged. By Cases of „No Show“ (fail to appear) or cancellation under 24 hours will be charged at the offered or confirmed prices, respectively.

### 8. INVOICING

#### 8.1 Invoicing

Invoicing occurs after the day of the event but within a month at the latest.

#### 8.2 Value added tax

VAT rate is 7.7%. The prices of the Conference Center are excl. 7.7% VAT and those of catering incl. 7.7% VAT.

#### 8.3 Payment terms

Payment shall be made within 30 days from date of invoice.