D4

Business Village Luzern

EVENTS, SEMINARE & MEETINGS

CONFERENCE CENTRE

MORE SCOPE for YOUR EVENT

Wo BUSINESS lebt

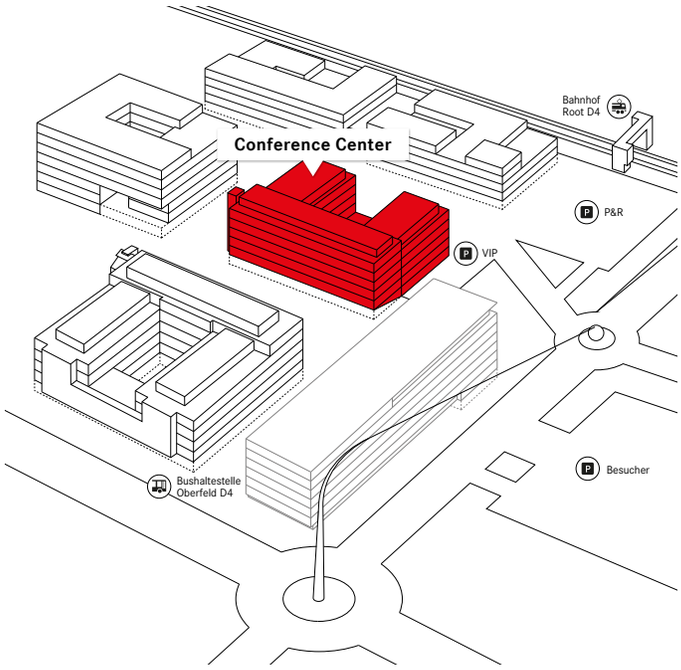
Where business meets life

LOCATION
at the Heart of Central Switzerland

- Central location, low corporate tax
- High quality of life, wide range of business and leisure facilities

A success story continues

Since it opened in 2003, more than 100 companies employing around 2,000 staff have made the 53,000 m2 D4 Business Village Luzern their domicile and watched the location continue to flourish. With the new business and residential building, Square One, which was opened in late 2019, the D4 Business Village Luzern is developing a further 11,000 m2 of office space as well as 32 maisonettes. The wide variety of services available make D4 unique: for example, the 32 co-working stations set up in autumn 2017 plus the in-house D4 Conference Centre, as well as the provision of business services to facilitate day-to-day work activities, spa and sports facilities, catering and much more complete the range of offers.



DIRECTIONS
how to get to us

- Prime location on the Lucerne–Zug–Zurich axis
- Own train station (Root D4), two nearby motorway exits and own bus stop

Top-spot Conference Centre
Situated on the Lucerne–Zug–Zurich axis, the D4 Business Village Luzern and its in-house Conferen ce Centre benefit from excellent transport links. With its own train station, two nearby motorway exits and only an approximately 45 minutes' drive from Zurich Airport, the D4 with its Conference Centre is the perfect business location at the heart of Central Switzerland.

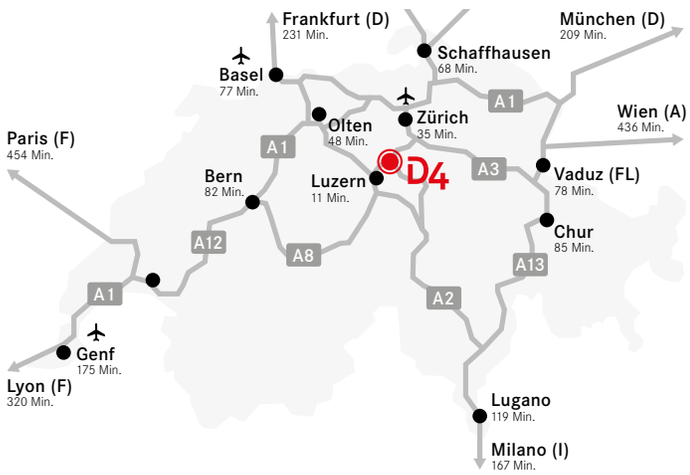
By foot
Just a two-minute walk from the Root D4 train station or the D4 Oberfeld bus stop. Please report to the main reception at D4.

By bus
Every 7 minutes from Lucerne main station: take bus towards Gisikon with line 1 direction Ebikon to Weichlen, change to bus no. 23 to the bus stop Root D4 Oberfeld.

By train
Every half hour from Zurich Airport, Zurich, Bern, Basel, Geneva and Lucerne. Change trains in Lucerne, Zug or Rotkreuz and take the S1 suburban train to Root D4.

By car
Take the A14 Zurich–Lucerne motorway, exit at Buchrain-Ebikon towards Root (1.3 km to Root D4), or exit at Gisikon-Root and follow the cantonal road towards Lucerne (3 km to Root D4). Parking spaces are available.

Parking
30 minutes' free parking, CHF 1.00 per hour or maximum CHF 10.00 per day.



EVERYTHING FROM A SINGLE SOURCE

Events and meetings made easy

- Successful meetings and events at fair prices
- Outstanding infrastructure, event equipment and in-house catering

A conference centre with an atmosphere

The atmosphere inside a room can subconsciously affect the success of a meeting. The bright and spacious meeting, conference, event and seminar rooms in the D4 Conference Centre clearly signal success. More than 10 large, variable rooms are available with an excellent infrastructure and a refreshing atmosphere. Event equipment, in-house catering and much more can be booked on request. Thanks to our motivated D4 Conference Team, everything is easily arranged for your convenience.

State-of-the-art technology

With regard to the technical equipment, the Conference Centre also leaves nothing to be desired. For example, the modular rooms are equipped with an extra-wide screen, Projector with optional dual projection and an audio system as well as a live-stream camera – all of which are controlled via a touch panel. This easy control panel dispenses with the need for on-site event technicians almost completely. Thanks to transparent pricing, only the technology and aids required will be invoiced, turning any event into a resounding success with no unpleasant surprises.

Tailored in-house catering

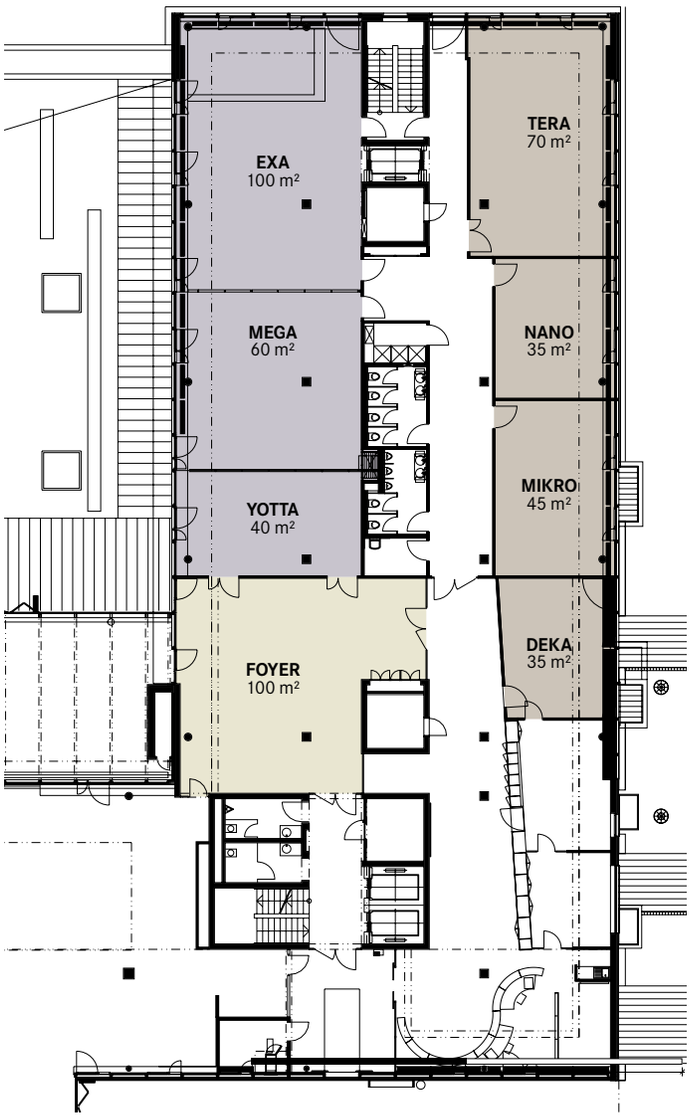
We offer a range of in-house catering services, from a coffee trolley for meetings to a fine business lunch, a stand-up buffet lunch or a drinks reception with aperitif riche. The two public restaurants in the D4 Business Village Luzern offer a broad and balanced culinary selection to suit all tastes. The Conference Centre is also open to external catering on request.

Room plan and signs

All events are shown on the overview display at the main entrance of the Conference Centre, as well as in the form of detailed information and logos on the digital door signs outside of each room. On request, signposts can also be placed around the D4 grounds.

ROOM PLAN

Ground-floor rooms



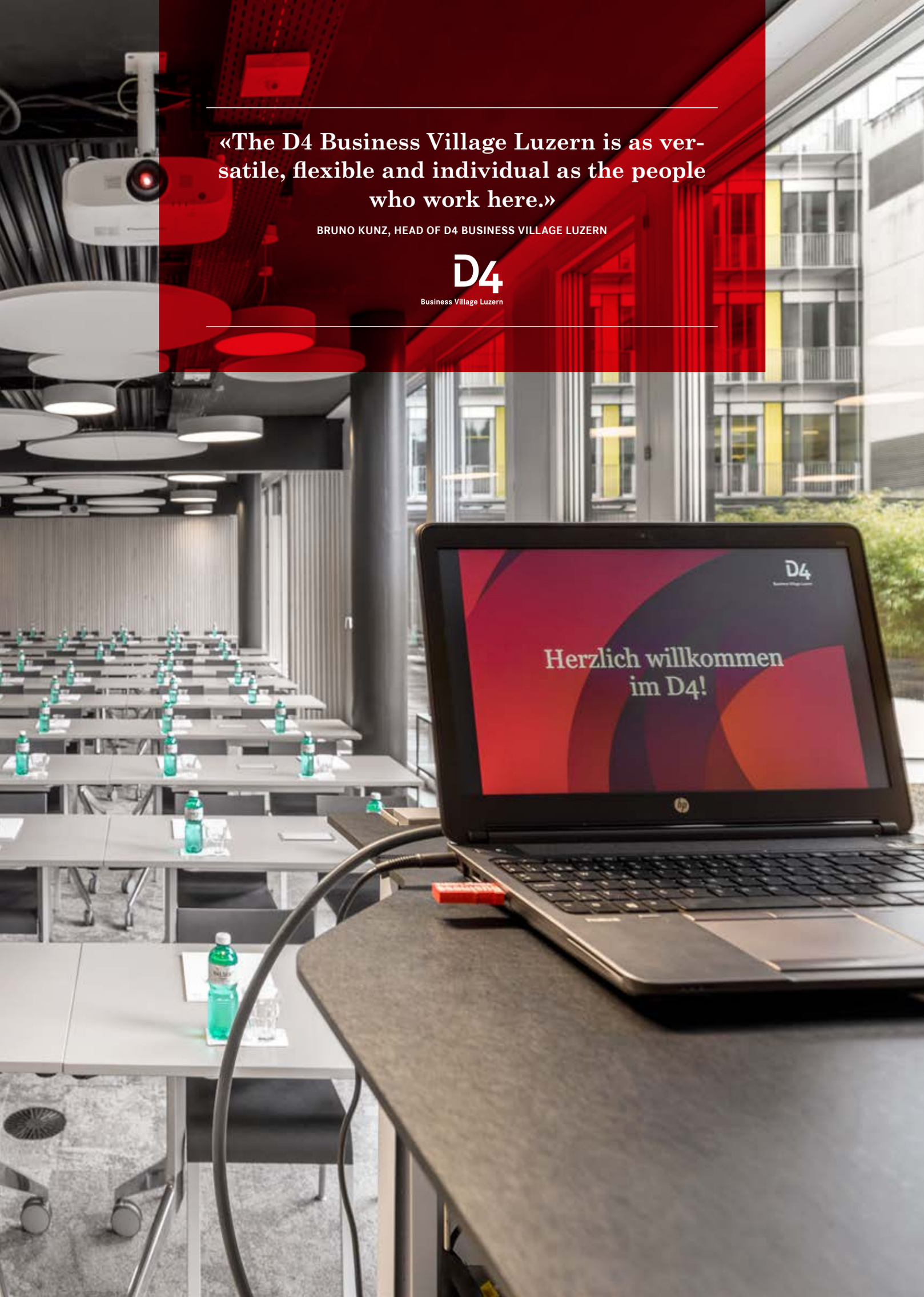
Modular room combinations

EVENT ROOM	EXA + MEGA + YOTTA	200 m²
GIGA	EXA + MEGA	160 m²
HEKTO	MEGA + YOTTA	100 m²

For catering and breaks

FOYER SMALL		100 m²
FOYER MEDIUM	YOTTA + FOYER	140 m²
FOYER LARGE	YOTTA + FOYER + Wintergarden Oasis	210 m²

ATTO, FEMTO and ZEPTO, our three smaller rooms on the first floor, complete the range of rooms available and offer the perfect setting for small team meetings.



«The D4 Business Village Luzern is as versatile, flexible and individual as the people who work here.»

BRUNO KUNZ, HEAD OF D4 BUSINESS VILLAGE LUZERN

D4
Business Village Luzern

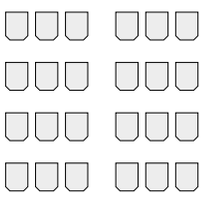
OVERVIEW

The perfect room for any occasion

Seatings options

1. Theatre
2. Seminar
3. U-shapped

1



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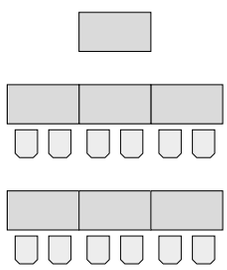

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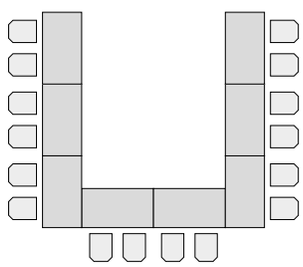

Successful meetings at fair prices

From small-scale meetings to major events, the D4 Conference Centre offers the perfect room for any occasion – tailored specifically to your requirements. Rather than being distracted by day-to-day business activities in your own office space during a seminar, meeting or event, here you will find the necessary peace and quiet and refreshing atmosphere to give free rein to your creativity and innovation. Simply choose which type of seating arrangement you require, and we will take care of the rest. Our room options at a glance:

EVENT ROOM 200 m²

Basic equipment

- 2 wall whiteboards
- 1 flip chart on wheels

Standard seating: theatre

Seating/persons

Theatre: 170 people
Seminar: 86 people
U-shaped: 52 people

Moderne technology

- Audio/video, mixer
- Projector with optional dual projection
- Headsets, microphones
- Live-stream-camera
- Extra-wide-screen
- Various resolutions/image formats
- 2 Presentation screens on wheels

GIGA 160 m²

Basic equipment
- 1 wall whiteboard
- 1 flip chart on wheels

Standard seating: theatre

Seating/persons
Theatre: 135 people
Seminar: 72 people
U-shape: 42 people

Modern technology
- Projector with optional dual projection
- Audio/video, mixer
- Headsets, microphones
- Live-stream camera
- Extra-wide screen
- Various resolutions/image formats
- 2 Presentation screens on wheels

HEKTO 100 m²

Basic equipment
- 2 wall whiteboard

Standard seating: u-shaped

Seating/persons
Theatre: 80 people
Seminar: 50 people
U-shaped: 28 people

Modern technology
- Projector
- Headsets, microphones
- Image formats 16:10
- 1 Presentation screen on wheels

EXA 100 m²

Basic equipment
- 1 flip chart on wheels

Standard seating: theatre

Seating/persons
Theatre: 85 people
Seminar: 40 people
U-shaped: 22 people

Modern technology
- Projector with optional dual projection
- Audio/video, mixer
- Headsets, microphones
- Live-stream camera
- Extra-wide screen
- Various resolutions/image formats

MEGA 60 m²

Basic equipment
- 1 wall whiteboard

Standard seating: u-shaped

Seating/persons
Theatre: 50 people
Seminar: 24 people
U-shaped: 20 people

Modern technology
- Projector
- Image formats 16:10

TERA 70 m²

Basic equipment
- 2 wall whiteboard
- 1 wall flip chart
- 1 wall pinboard

Standard seating: theatre with folding table chair (College)

Seating/persons

Theatre:	50 people
Seminar:	24 people
U-shaped:	24 people

Modern technology
- Projector
- Image formats 16:10

MIKRO 45 m²

Basic equipment
- 2 wall whiteboard
- 1 wall flip chart
- 1 wall pinboard

Standard seating: u-shaped

Seating/persons

Theatre:	30 people
Seminar:	12 people
U-shaped:	18 people

Modern technology
- Projector

YOTTA 40 m²

Basic equipment
- 1 wall whiteboard

Standard seating: u-shaped

Seating/persons

Theatre:	18 people
Seminar:	12 people
U-shapeed:	12 people

Modern technology
- Projector

DEKA 35 m²

Basic equipment
- 1 wall whiteboard
- 1 wall flip chart

Standard seating: u-shaped

Seating/persons

Theatre:	15 people
Seminar:	8 people
U-shaped:	14 people

Modern technology
- Projector

NANO 35 m²

Basic equipment
- 1 wall whiteboard
- 1 wall flip chart

Standard seating: u-shaped

Seating/persons
Theatre: 20 people
Seminar: 8 people
U-shaped: 14 people

Modern technology
- Projector

ZEPTO 25 m²

Basic equipment
- 1 wall whiteboard
- 1 flip chart on wheels

Standard seating: u-shaped

Seating/persons
Theater: 14 people
Block: 12 people
U-shaped: 12 people

Modern technology
- Projector

ATTO 20 m²

Basic equipment
- 1 wall whiteboard
- 1 flip chart on wheels

Standard seating: block

Seating/persons
Block: 11 people

Modern technology
- Projector

FEMTO 20 m²

Basic equipment
- 1 wall whiteboard
- 1 flip chart on wheels

Standard seating: block

Seating/persons
Block: 11 people

Modern technology
- Projector

CATERING
To every taste

The two public restaurants in the D4 Business Village Luzern offer a broad and balanced culinary selection to suit all tastes. From exclusive business dinners and a varied choice of menu to snacks, the tastefully decorated restaurants leave nothing to be desired.

FOYER SMALL 100 m²
with inner courtyard

Relax and enjoy your coffee breaks out in our bright foyer.

Seating/persons
High-top tables/buffet: Max. 60 people

FOYER MEDIUM 140 m²
with inner courtyard

The modern medium-sized foyer is ideal for fine stand-up buffet lunches or an evening drinks reception with aperitif riche.

Seating/persons
High-top tables/buffet Max. 100 people

FOYER LARGE 210 m²
with inner courtyard

The large foyer is best for larger-scale events, offering guests an exclusive catering experience.

Seating/persons
High-top tables/buffet Max. 170 people

EQUIPMENT AND PRESENTATION

To suit everyone

- From projectors and presentation screen to ClickShare and headsets to interpreter booths
- From flip charts to pinboards to presentation kits

Event equipment and tailored auxiliaries

Optimal use of event equipment and tailored auxiliaries are essential when it comes to perfectly presenting your event. Thanks to our modular event equipment, an on-site event technician is only required for major events, ultimately saving you money. Have a look at our range of offers:

Event equipment and auxiliaries at a glance

Event room featuring projector with optional dual projection and two presentation screens on wheels	A projector project an extra-large image of the screen from the source (notebook, etc.). Two different source screens can also be projected onto the projector screen, for instance for bilingual presentations or software surfaces. The two presentation screens on wheels reflect the source screens and, thanks to an HDMI connection, allow for additional material to be played, such as video clips. Optimal resolution: 1,920 × 1,080. HDMI/VGA connections.
Conference room projectors	All conference rooms are equipped with a projector.
ClickShare	Wireless connection from notebook to projector.
Presentation screens on wheels	The digital displays can be used as additional monitors for notebooks or for taking notes.
Live-stream-camera	Thanks to the live-stream camera on the stage, the audience is able to see the speakers close up and in real time on the presentation screens.

Audio/video with headsets, microphones	The microphone system with mixer and maximum five headsets as well as four microphones ensure good, clear sound transmission to every single seat.
Interpreter booth monolingual	The interpreter booth is used for simultaneous interpreting and is soundproof. In some cases, simultaneous interpreting is possible without the interpreter booth.
Whispering system	Guests are provided with wireless headsets for simultaneous interpreting. They can then switch channels to choose between the original speaker and the interpreter.
Notebook rental	HP notebooks, including Microsoft Office programs, are available to rent. Special software can be installed by our IT technician subject to a fee.
Conference phone	For teleconferencing with external business partners. The speakerphone allows all participants to communicate with one another.
In-room telephone line	Ideal for telemarketing or longer conversations.
LAN connection including installation	Internet access via LAN cable connection possible on request.
WLAN	Two high-performance WLAN networks are available free of charge.
Presentation kit	For lively presentations and workshops. Equipped with writing utensils, presenter cards and much more.
Flip chart on wheels	For paper visualisations.
Self-adhesive flip chart foils	For visualisations on customised foils and presentations on smooth surfaces.
Pinboard on wheels (100 x 118 cm)	Use pins to hang up documents, plans or pictures.
Pinboard on wheels (115 x 145 cm)	Use pins to hang up documents, plans or pictures.
Folding table chair (college chair)	Stackable folding chairs with table.
Seminar tables with/without power supply (220 V) (150 x 70 cm)	Practical conference tables with or without charging station.

TURN ANY OCCASION INTO AN EVENT

Whether it is a team-building activity outdoors, a health package including a taster course in the climbing park and gym, or a visit to the interactive world of chocolate of Aeschbach Chocolatier – the D4 Conference Team caters to all your event planning and implementation needs. Naturally, we offer professional advice and support to your team and guests, too. Thanks to nearby accommodation in an attractive location, you can also rest assured that the D4 Conference Centre is the perfect place to host seminars and conferences spanning several days.

BUSINESS SERVICES

Conference, event and seminar rooms

Perfectly equipped for meetings

The bright, modern and spacious meeting, conference, event and seminar rooms are equipped with state-of-the-art technology, offering everything from projectors and microphone systems to on-site technical assistance during your event from our IT support. On request, our in-house catering service is available to serve culinary delights for any event.

Post, telephone and translations

Easing your workload

Our in-house postal service takes care of collecting, franking and distributing your business correspondence, while our eloquent and ever-friendly telephone operators take your calls as instructed. Our translation service ensures that you are also understood by your international customers. With these tasks taken care of, you have more time to focus on what is important.

Car maintenance and laundry service

For a perfect appearance

Often, there is little time left at the end of a busy day for car maintenance and laundry. Our team of D4 receptionists will be happy to take care of these matters for you. With regard to any cleaning, repair or maintenance work on your vehicle, our partner firm is on hand to carry it out as quickly as possible, and we will also gladly have your clothes professionally cleaned and pressed for you. The car rental service Mobility will ensure you stay mobile.

IT and building maintenance

Building services and maintenance under control

Benefit from a technical infrastructure of the highest standard and comprehensive IT support, ranging from planning and implementation to maintenance and training. At the D4 Business Village Luzern, we also offer a service package to help you optimally manage your space. This includes professional repairs as well as a relocation and assembly service.

LIFESTYLE SERVICES

Gastronomy

A popular meeting place

Both of our stylishly decorated restaurants provide the perfect setting for meeting customers, brainstorming, taking a break or lunching with colleagues, or meeting up for an after-work drink.

- **Mercino Ristorante e Caffè**
- **Restaurant & Bar Oasis**

Day nursery

Loving care

Qualified childcare staff ensure the well-being of children from the age of three months up to kindergarten age. Here, children can bloom and develop..

- **Kiana Kinderkrippe**

Sport and health

Daily fitness

Various sporting activities are available in the D4 Business Village Luzern to strengthen the body and mind, and the surrounding meadows and woods are ideal for cycling or jogging.

- **Caesar‘s Fitness**
- **Climbing park**
- **Naturopathic practice for kinesiology**
- **Physio Well - physiotherapie and massage therapy**

Beauty

Looking good

Various spa oases offer a number of beauty and health services. Because only those who feel good can achieve their maximum potential.

- **Arnet Hairdesign**
- **Beauty Nails - nailbar**

CONTACT AND PRICES

Business Village Luzern

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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 m²	–	990.00	–	–	120.00
GIGA	160 m²	–	890.00	650.00	–	120.00
HEKTO	100 m²	–	690.00	450.00	–	120.00
EXA	100 m²	Theatre	690.00	450.00	170.00	120.00
MEGA	60 m²	U-shaped	490.00	360.00	140.00	90.00
TERA	70 m²	Theatre	470.00	340.00	140.00	90.00
MIKRO	45 m²	U-shaped	320.00	220.00	85.00	90.00
YOTTA	40 m²	U-shaped	290.00	170.00	70.00	90.00
DEKA, NANO	35 m²	U-shaped	260.00	180.00	70.00	90.00
ZEPTO	25 m²	U-shaped	230.00	165.00	65.00	90.00
ATTO, FEMTO	20 m²	Block	210.00	160.00	60.00	–
OMEGA *	200 m²	–	400.00	200.00	–	–
* In addition to the basic flat rate per person			20.00 p.p.	10.00 p.p.	–	–
* Package from 25 people			990.00	540.00	–	–
FOYER L w. inner Courtyard	210 m²	High-top tables/buffet	450.00	–	–	–
FOYER M w. inner Courtyard	140 m²	High-top tables/buffet	250.00	–	–	–
FOYER S w. inner Courtyard	100 m²	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 day in CHF	Price per pers. in CHF	Remarks
Mineral water in the room	0.5 l Pet	–	–	3.70	Per piece
Orange juice	1.0 l glass bottle	–	–	10.20	–
Coffee & baked goods	–	12.10	6.05	–	Per person
Coffee & mineral water	0.5 l Pet	15.80	7.90	–	Per person
Coffee, mineral water & baked goods	0.5 l Pet	21.40	10.70	–	Per person
Coffee break package morning	Coffee / tea, 0.5 l mineral water, fruit juice, croissants/breads, fruits & chocolate	–	14.40	–	Per person
Coffee break package afternoon	Coffee / tea, 0.5 l mineral water, fruit juice, pastries, variations of fruits & nuts	–	14.40	–	Per person
Happy Box	Mini cheese cake, Caramel popcorn, Hello-chocolate, coffee/mineral water	25.10	12.55	–	Per person
Power Box	Freshly cut pineapple, yoghurt with honey & mango, nut variation, cranberry bar (vegan & gluten-free), orange- & multivitamin juice, coffee/mineral water	34.40	17.20	–	Per person
Self-service lunch	Main course, incl. softdrink	–	–	19.50	Per person
Business lunch served	3 course menu	–	–	39.00 - 48.00	Per person
Sandwich lunch	1 sandwich, small mixed salad, chocolate, fruit & 0.5 l mineral water	–	–	17.20	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 OBECTS

1.1 Object descripton

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 lesser or the customer, an on-site inspection before and after use will take place. Room cleaning is included in the room rent. The lesser 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 lesser 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 lesser. Substantial extension, limitation and/or change of purpose is subject to prior writ-ten consent of the lesser 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 includ-ing 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. The customer shall also be liable for the loss of user charges and other ensuing costs if the rental object cannot be used tempo-rarily due to such damage or the repair thereof.

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 lesser points out the comprehensive smoking 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 ac-cording to agreement (description in offer/confirmation) without written notice. The rent for the room in-cludes general lighting, usual cleaning and the use of the technical equipment designated 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. Un-less otherwise indicated prices are stated in Swiss francs excluding VAT and are subject to change.

4.2 Defination 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 ser-vices listed therein. The lessor reserves the right to cancel the reservation any time without liability for dam-ages 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

he 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 custom-er 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).

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 num-ber of people given at the latest by 12.00 o‘clock on the preceding 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 confirmed 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.

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