CONFERENCES SEMINARS CELEBRATIONS

We are delighted that you have shown an interest in the CITY HOTEL Reutlingen

Running your event means a high degree of responsibility for us.

We would like to take the pressure off you - put your trust in our proven way of organising things and allow us to run your event so that you, as the host, can focus on the most important things.

In the present conference documents
I have compiled information on the most important things for you.
I am available to speak to you personally at any time
if you require further information
or for detailed consultations.



CITY HOTEL Reutlingen

Events Manager Paul Jurik

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1. Packages

- 1.1. "BASIC" package
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- 1.3. "Business" package



1.1. BASIC PACKAGE

€47.00 per person

Included:

Coffee break Selection of coffees and large selection of teas,

In the morning: ham and cheese croissants

Lunch: 2-course menu

Main course and dessert A choice of 2 main dishes

Coffee break Selection of coffees and large selection of teas,

In the afternoon: madeira cake

Conference room: A multi-functional conference room with daylight

(seating in accordance with prior individual

arrangements)

Standard technology: 1 overhead projector with screen

1 flip chart with paper and pens

3 pin boards

Writing pad and pen for each participant

For additional Group rooms are charged at

requirements: €80.00 each

Depending on requirements, technology is charged for in accordance with the system

€23.00 per person

Dinner: 2-course menu/buffet

Choice of hot, vegetarian

or cold main course

1.2. CITY PACKAGE

€51.00 per person

Included:

Coffee break Selection of coffees and large selection of teas,

In the morning: savoury oven-fresh snacks,

muesli bar

Lunch: Lunch buffet

Coffee break Selection of coffees and large selection of teas,

In the afternoon: fresh, colourful selection of fruit,

sweet Danish pastries

Conference room: A multi-functional conference room with daylight

(seating in accordance with prior individual

arrangements)

Standard technology: 1 overhead projector with screen

1 flip chart with paper and pens

3 pin boards

Writing pad and pen for each participant

For additional Group rooms are charged at

requirements: €80.00 each

Depending on requirements, technology is charged for in accordance with the system

€23.00 per person

Dinner: 2-course menu/buffet

Choice of hot, vegetarian

or cold main course

1.3. BUSINESS PACKAGE

€55.00 per person

Included:

Coffee break Selection of coffees and large selection of teas,

In the morning: savoury oven-fresh snacks,

muesli bar

Lunch: Lunch buffet

Coffee break Selection of coffees and large selection of teas,

In the afternoon: sweet Danish pastries

fresh, colourful selection of fruit

Drinks: Mineral water and apple juice in the seminar room

1 drink at lunch

(selection of 0.3 litre drinks)

Conference room: A multi-functional conference room with daylight

(seating in accordance with prior individual

arrangements)

Standard technology: Overhead projector with screen

1 flip chart with paper and pens

Pin board

Writing pad and pen for each participant

For additional Group rooms are charged at €80.00 each

requirements: Additional services are charged for in accordance

with the information provided in the seminar

documents

€28.00 per person

Dinner: 2-course menu/buffet

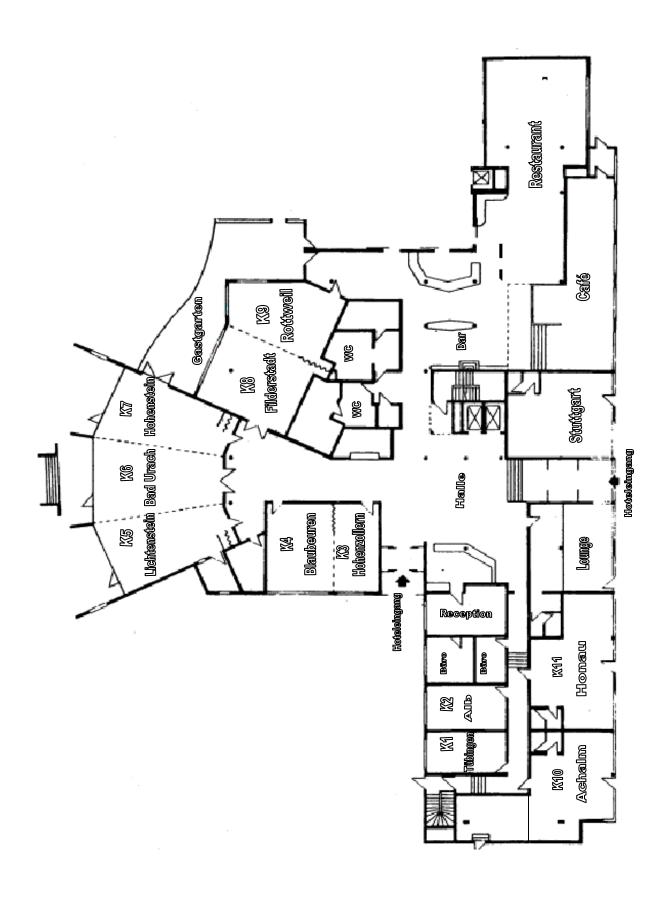
Choice of hot, vegetarian

or cold main course

2. Rooms

- 2.1 Ground plan
- 2.2 Dimensions
- 2.3 Capacities
- 2.4 Personal checklist

2.1 Ground plan



CONFERENCE ROOMS

2.2 Dimensions

Room	Length x breadth x height in metres	Surface area	Rooms combined
K1 Tübingen	7.40 x 3.50 x 3.20	26m²	
K2 Alb	7.40 x 3.50 x 3.20	26m²	
K3 Hohenzollern	7.60 x 3.80 x 3.00	29m²	K 3/4
K4 Blaubeuren	7.60 x 5.80 x 3.00	44m²	K 4
K5 Lichtenstein	10.00 x 6.50 x 3.50	65m²	K 5/6
K6 Bad Urach	10.00 x 8.00 x 3.50	80m²	K 5/6/7
K7 Hohenstein	10.00 x 6.50 x 3.50	65m²	K 6/7
K8 Filderstadt	8.00 x 7.50 x 3.00	60m²	K 8/9
K9 Rottweil	8.00 x 6.00 x 3.00	48m²	K 9
K10 Achalm		50m²	
K11 Honau		60m²	

2.3 Capacities of the rooms depending on the seating arrangements in each room

ROOM	S I Z E - - m ²	U-shaped outer (inner)	Parliament	Rows of seats	Block- shaped	Banquet Tables seating eight people (round)
K1 Tübingen	26				16	
K2 Alb	26				16	
K3 Hohenzollern	29	15	20	30	15	
K4 Blaubeuren	44	20 (30)	40	55	20	24
K3 + K4 Hohenzollern + Blaubeuren	73	30 (40)	60	80	35	48
K5 Lichtenstein	65	25	30	60	40	40
K6 Bad Urach	80	30 (50)	50	80	40	60
K7 Hohenstein	65	25	30	60	40	40
K5-K7 Licht./Bad Urach/Hohenstein	210	60 (100)	160	280	60	160/140
K8 Filderstadt	60	20	30	45	20	40
K9 Rottweil	48	16	20	25	25	24
K8 + K9 Filderstadt+Rottweil	108	40 (50)	70	110	45	80/56
K10 Achalm	50	15			15	
K11 Honau	60	25	40	50	25	

PERSONAL CHECKLIST

for your successful in the CITY HOTEL Reutlingen

Compar	ny:	Telep	phone number:	
Contact person:		Fax number:		
Street:		Postcode/town:		
Period f	from:to:	Num	ber of participants:	
Room I	booking:			
Arrival	date:	Depa	rture date:	
	Single room	□ No	n-smoker 🗆 Smoker	
	Double room		n-smoker Smoker	
Arrivino	g here:	Techni	cal equipment	
	By own means	100	Overhead projector	
	By public transport		Slide projector	
	By transfer/shuttle service		TV/video	
	, ,		Video camera	
Confere	ence/event rooms		Monitor	
	Plenary room with m² people		Data projector	
	Group rooms for m² people		Video projector	
	Exhibition space m ²		Pin boards	
			Facilitator's kit	
Furnish	ninas		Flip chart	
Seating			Screen	
	U-shaped outer seating		Microphone system	
	U-shaped outer and inner seating		Lectern	
	E-shaped		Podium	
	Rows of seats		Telephone/fax	
	Parliamentarian			
	Block table forpeople	Proced	<u>ure</u>	
	Chairs in a circle ☐ Semi-circle		Supporting programme	
	Banquet (round tables)		Information on how to get to the hotel	
	Speakers' table forpeople		Welcome letters	
	Tables with drawers/storage compartments		Reception table	
Food ar	nd drink	<u>Other</u>		
	Seminar package		Invoicing	
	O BASIC O CITY O BUSINESS		O Self-payer O All-in-one invoice	
	O Half board O Full board		Underground parking spaces	
	Menu		○ Self-payer ○ All-in-one invoice	
	Buffet			
	Drinks at meals			
	O Self-payer O All-in-one invoice			
	Conference drinks			
	O Self-payer O All-in-one invoice			

3. Provision costs

- 3.1 Conference rooms
- **3.2** Conference technology
- Food and drink
 (Extract from our drinks and food menu)

3.1 Conference rooms

Room	Surface area	Room rental	For food and drink	⇒we add the
		Euro	consumed at a cost of	following amounts to
K1 Tübingen	26m ²	€80.00		
K2 Alb	26m ²	€80.00		
K3 Hohenzollern	29m²	€80.00	€90.00	€30.00
K4 Blaubeuren	44m²	€140.00	€210.00	€70.00
K 3+4 combined	73m²	€200.00	€300.00	€100.00
K5 Lichtenstein	65m²	€175.00	€240.00	€80.00
K6 Bad Urach	80m ²	€250.00	€330.00	€110.00
K7 Hohenstein	65m²	€175.00	€240.00	€80.00
K 5+6+7 combined	210m²	€600.00	€900.00	€300.00
K8 Filderstadt	60m²	€160.00	€240.00	€80.00
K9 Rottweil	48m²	€140.00	€210.00	€70.00
K 8+9 combined	108m ²	€300.00	€450.00	€150.00
K10 Achalm	50m ²	€110.00		
K11 Honau	60m²	€110.00		

Agreed provision costs apply only to the rooms as well as to the furniture required by you, insofar as is this available in the hotel. Technical devices are not included in the provision costs.

3.2 Conference technology

Flip chart (including paper and pens) Overhead projector (including screen and pens) Slide projector (including screen and pens) Pin board	€ 5.00 € 16.00 € 16.00 € 5.00
Facilitator's kit	€ 18.00
Video camera Video & monitor (70cm) Projection screen (2.80 x 2.80m) Microphone system (amplifier, 2 wireless microphones, 1 stand microphone) Podium (per part, 1 x 2 metres) Dance floor (20m²)	€ 45.00 € 40.00 € 55.00 € 85.00 € 13.00 € 55.00
Fax machine	€ 20.00
Projector (for seminar packages for 70 or more participants)	€ 50.00 Free
Photocopier Video projector Simultaneous interpreting system Interpreter	On request On request On request On request
Telephone/fax machine (per unit) Photocopy (per sheet) Slide copy (per sheet)	€ 0.20 € 0.25 € 1.00
Secretariat service (per hour)	€ 26.00

Obviously we would be pleased to organise additional technical equipment for you.

The prices shown are per day and according to availability.

3.3 Offers Food and drink

Conference drinks

Hot drinks:

Coffee/Kaffee Haag	Pot of 8 cups	;	€	16.50
Tea (samovar) Selection of different black teas, green to and different herbal teas	ea Pot of 8 cups A glass of tea		€	15.50 2.90
Refreshments (drinks):				
Juices	0.20 litres	from to	€ €	3,20 3.90
(apple, orange, red currant nectar, grape	efruit, peach, r	nulti-vi	tam	in)
Teinacher mineral water Teinacher mineral water	0.25l 0.50 litres		€	3,20 3,80
Teinacher mineral water	0.7 litres		€	4.90
Teinacher mineral water gourmet	0.75 litres		€	5,50
Fanta/Cola	0.20 litres		€	3,20
Schweppes Lemon and Tonic	0.20 litres		€	3,20

3.3 Finger food

Minimum order of 10 pieces/depending on selection

Cold:

Buttered pretzels	Piece	€ 2.90
Bread rolls with a savoury spread	Piece	€ 3.80
(Sausage, cheese or fish salad)		

Pumpernickel with:

Egg cream filling	Piece	€ 2.80
Fresh herbed cream cheese	Piece	€ 2.80
Herring cutlets	Piece	€ 3,60
Salmon mousse	Piece	€ 3,60

Baguette canapes with toppings:

Choice of French bread or wholemeal bread

French brie cheese and grapes	Piece	€ 3.70
Milanese salami with pickled vegetables	Piece	€ 3.70
Cooked ham, mandarin oranges	Piece	€ 3.70
Parma ham, grated parmesan	Piece	€ 4,10
Roast beef on Waldorf salad	Piece	€ 4.50
Soft cheese with pepper	Piece	€ 4,10
Trout mousse with apples and walnuts	Piece	€ 4.80
Marinated salmon with graved salmon sauce	Piece	€ 4.80
Duck liver terrine with orange	Piece	€ 5,40
Pork medallions with cheese mousse	Piece	€ 5,60

Finger food (continued)

Minimum order of 10 pieces/depending on selection

Hot

Chicken wings	3 pieces	Portion	€ 4,30
Puff pastry filled with	salmon and dill	Piece	€ 2.90
Alsatian tarte flambe Bacon and sour crea	-	Piece	€ 2.90
Meatballs with hot ch	nilli sauce	2 pieces	€ 2.90
Mini spring rolls	3 pieces	Portion	€ 3,20
Croissants filled with	ham and cheese	Piece	€ 2.90
Quiche Lorraine		Piece	€ 2.80
Baked shrimps in par	nada	Piece	€ 3.80
Savoury pastries, on four different varieties	e portion consisting of es	Portion	€ 4.80

Vegetarian break-time snacks

Vegetarian puff pastry parcels filled with spinach, leeks or tomatoes	Piece	€ 2.90
Cream cheese jalapenos Fresh cheese in a chilli pepper with a crispy cru	Portion st	€ 3.80
Spicy onion rings Onion rings in batter	Portion	€ 3.80
Broccoli and cheese nuggets in batter	Portion	€ 3.80
Mozzarella sticks in spicy batter	Portion	€3.80

We also serve tasty dips/sauces for you:

sweet, spicy, curry or barbecue

Finger food (continued)

Minimum order of 10 pieces/depending on selection

Sweets

Braided yeast bun	Piece	€ 2.80
Madeira cake	Piece	€ 2.80
Small Danish pastries	Piece	€ 2.80
Tea cakes	Portion	€ 3,20
Croissants	Piece	€ 2.80
Raspberry cream tarts	Piece	€ 3.80
Black Forest cherry roll	Piece	€ 3.90
Mini cream puffs with vanilla cream	3 pieces	€ 2.90
Apple tart with cinnamon sugar		
Vanilla sauce	Piece	€ 3.80
Cheese cake	Piece	€ 3.90
Fruit cake	Piece	€ 3.90
Tarts	Piece	€ 4.90

4. A description of the hotel

- 4.1 Furnishings
- 4.2 Map with directions to the hotel





4.1 Facilities

Service

- 24-hour reception
- Washing service within one day
- Wi-fi
- Rental car booking
- Sauna and fitness
- City bikes
- Underground car park with 80 parking spaces

Rooms

- 74 standard rooms with bath/shower/WC on 4 floors
- 81 comfort rooms and apartments,
- 4 studios (2- and 3-rooms apartments)
- Hair dryer and cosmetic mirror
- Satellite TV, radio and pay TV
- Mini-bar
- Wi-fi
- **Private fax machine** on request (analog)
- Large work and storage spaces
- Non-smoking rooms (3 floors)

Food

- Varied and large breakfast buffet
- **Business lunch and dinner** with international, regional and vegetarian specialities
- Garden terrace, restaurant and bar
- **Event rooms** for companies and family celebrations

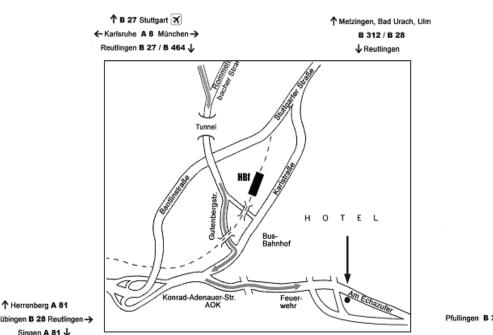
CITY HOTEL Reutlingen

Am Echazufer 22 D-72764 Reutlingen, Germany

> Tel.: 07121-924 0 Fax: 07121-924 444

E-mail address: bankett@city-hotel-reutlingen.de

4.2 Map with directions to the hotel **CITY HOTEL Reutlingen**



←Tübingen B 28 Reutlingen → Singen A 81 ↓

Pfullingen B 312 →

When coming from Stuttgart via the A8 motorway, take exit No. 52, "Stuttgart By car: Degerloch",

onto the B 27 in the direction of Reutlingen/Tübingen, then onto the B 464 in the direction of Reutlingen.

From the entrance to the town, travel in the direction of the centre onto the B 312 in the direction of Pfullingen.

The CITY Hotel Reutlingen is located on the right by the town exit.

When coming via the A 81 motorway, take exit No. 28, "Herrenberg", onto the B28 as far as Tübingen.

Follow the "Reutlingen" road signs there. The city centre exit will take you automatically

onto the B132. The CITY Hotel Reutlingen is located on the right by the town exit.

Centre: 3 minutes. Train station: 5 minutes. Stuttgart Airport: 30 minutes.

<u>Public</u>	From the main train station in Stuttgart (hourly from 7am to 11pm) DB regional
transport:	express in the direction of Tübingen,
	from the main train station in Reutlingen take the number 8 to the bus stop in
	Georgenstrasse (every half hour from 5am to 11pm)

Centre: 10 minutes. Train station: 10 minutes. Stuttgart Airport: 90 minutes.

5. Supporting programmes and leisure time offers

Would you like your guests to remember their stay in Reutlingen for as long as possible?

And for your event to be an unforgettable experience..? Then we have just the right thing for you.

Follow in **Michael Schumacher's footsteps** and race around the track in the **Go-Kart Motodrome**. Take part in neck-and-neck races, with everyone against each other. Who will be the winner? (Also possible for groups, with an awards ceremony and prizes).

Nine-pin bowling. **Bowl** like the world champions!

Become a **punting professional** and create your own "**punting diploma**". To increase your strength there's a hearty snack in the punt. (Only from May to October.)

Visit the **SI-Centrum in Stuttgart** - there's a lot to see there The **hugely successful musicals "Dance of the Vampires"** and

- "We Will Rock You" await you
- Let yourself really be spoiled in the **Schwabenquellen** spa/waterpark complex
- Play a round of black jack in the **casino**
- Visit the numerous **restaurants** and **pubs**

Would you like to play golf like the professionals? No problem! On the nearby golf course you will be initiated into the high art of holing balls.

Would you like to learn about the **beautiful cultural sights in the region**? Then don't waste any time - numerous caves, castles and towns are waiting to be explored by you. For example:

- **Wimsen Cave** The only cave it is possible to navigate by punt in Germany
- **"Bear and Mist Cave"** Unique stalactite and stalagmite caves and wonderful natural monuments in the Swabian Alps
- **Hohenzollern Castle**, where Emperor Wilhelm II once bestrode the parguet floor
- **Lichtenstein** Castle, Wilhelm Hauff's fairy tale castle
- **Bebenhausen Monastery,** a cistercian monastery, one of the most important and most impressive monastery complexes in south-west Germany
- During an interesting guided **sightseeing walk around the town**, discover **Reutlingen's** somewhat different side or the **University Town of Tübingen** (multilingual tours are also possible).

or, or, or...

Talk to us. Together we'll find whatever is right for your event.

General terms and conditions for events

I. Scope of application
The General Terms and Conditions apply to contracts and the provision on a rental basis of conference, banqueting and event rooms in the hotel for the running of events such as banquets, seminars, conferences, etc. as well as for all other associated services and supplies provided by the hotel. The subletting or leasing of the rooms, surface areas or showcases and invitations to interviews, sales events or other types of events require the prior written permission of the hotel.

Business conditions of the event organiser only apply if they were expressly agreed beforehand in writing.

- II. Conclusion of contract, contractual partners, contractual liability

 The contract is concluded when the hotel accepts the event organiser's order (confirmation); these are contractual parties.

 2. If the customer is not the event organiser itself or if a commercial mediator or organiser is engaged by the event organiser, then these together are
- joint and severally liable with the event organiser for all obligations arising from the contract.

 3. The hotel is liable for its obligations arising from the contract. This liability is limited to deficiency in performance which, except in the area typical of its performance, is put down to intent or gross negligence on the part of the hotel. Furthermore, the event organiser is obliged to inform the hotel in good time of the possibility of exceptionally significant damage occurring.

III. Services, prices, payment

- III. Services, prices, payment

 1. The hotel is obliged to provide the services requested by the event organiser and promised by the hotel.

 2. The event organiser is obliged to pay the prices agreed with the hotel for these services. This also applies to services provided and expenses incurred by the hotel for third parties in connection with the event.

 3. The agreed prices include all applicable VAT. If the time between conclusion of the contract and the event exceeds 4 months, and if there is an increase in the prices generally calculated by the hotel for services of this kind, then the contractually agreed price can be increased appropriately, though by 10% at most.

 4. Hotel bills without a due date are payable without deduction within 10 days of receipt. In the case of arrears, the hotel is entitled to charge interest 4% higher than the respective bank rate of the German Bundesbank. The event organiser reserves the right to assert lower damages, while the hotel reserves the right to assert higher damages.
- reserves the right to assert higher damages
- 5. The hottel is entitled to request an appropriate advance payment at any time. The amount of the advance payment and the payment deadlines can be agreed in writing in the contract.

IV. V. Withdrawal by the hotel

- 1. If the advance payment is not made, including after a suitable grace period set by the hotel with threats of withdrawal, the hotel is entitled to withdraw from the contract.
- Withdraw from the contract.

 2. Furthermore, the hotel is entitled to withdraw extraordinarily from the contract for objectively justifiable reasons, for example if

 * Events are booked while providing misleading or false details of important facts
 e.g. by the event organiser or related to the purpose of the event;
 the hotel is justified in assuming that the event can endanger the smooth running of the hotel, its security or its reputation with the public
 without the hotel's managerial or organisational staff being to blame for this.

 * A violation of 1.2 above exists
- The hotel must inform the event organiser without delay that it is exercising the right of withdrawal.
 The event organiser will have no claim to compensation against the hotel except in cases of intentional or gross negligent behaviour by the hotel.

- V. Withdrawal by the event organiser (cancellation)

 1. If the event organiser withdraws, the hotel is entitled to bill for the agreed rent if subletting is not possible.
- 1. If the event organiser withdraws, the hotel is entitled to bill for the agreed rent if subletting is not possible.

 2. If the event organiser withdraws between the eight and the fourth week before the date of the event the hotel is entitled, in addition to the rental price, to bill for 35% of the turnover lost on the food, and to bill for 70% of the turnover lost on the food if withdrawal occurs at a later time.

 3. The turnover on the food is calculated according to the following formula:

 Menu price for a banquetx

 the number of people:

 If no price was agreed for the menu, the most inexpensive 3-course menu for the respective valid event offer is used as a basis.

 Expenses saved in accordance with Nos. 2 and 3 are thus satisfied. The event organiser reserves the right to request proof of lower damages, while

- the hotel reserves the right to provide proof of higher damages.

VI. Changes to the number of participants and the date of the event

- 1. The banqueting department must be informed of a change to the number of participants of more than 5% at the latest 5 working days before the event begins; the hotel's permission is required for this.

 2. A reduction in the number of participants by a maximum of around 5% is recognised by the hotel when billing takes place. For deviations above and
- beyond this, the originally registered number of participants less 5% is used as a basis 3. If a deviation upwards occurs, the actually number of participants is charged for.
- Where deviations of more than 10% are concerned, the hotel is entitled to reset the agreed prices as well as to switch the confirmed rooms, unless this is unreasonable for the event organiser.
 If the times when the event begins or ends are postponed without the prior written permission of the hotel, the hotel can bill for the additional costs
- of the related work, unless the hotel is at fault.

VII. Food and drink brought by the event organiser

As a rule, the event organiser may not bring food and drink to events. Exceptions to this rule require a written agreement with the banqueting department. In such cases a contribution to cover the overheads will be billed for.

VIII. Technical equipment and connections

- 1. If the hotel obtains technical and other types of equipment from third parties for the event organiser at its instigation, it acts on behalf of, on the authority of and for the account of the event organiser. The event organiser is liable for the careful handling and the proper return of same. It releases the hotel from all third-party claims arising from the provision of this equipment.

 2. The use by the event organiser of its own electrical systems while also using the hotel's electricity supply mains requires the hotel's written permission. To the extent that the hotel is not responsible for them, faults or damage to the system's technical systems caused by use of these devices occur at the event organiser's expense. The electricity costs arising from this use may be calculated and charged by the hotel in the form of a flat-rate
- 3. With the hotel's agreement, the event organiser is entitled to use its own telephone, fax and data transferral equipment. The hotel can request a connection charge for this.
- 4. If suitable systems in the hotel are not used because the event organiser is connecting its own systems, the hotel can charge a fee for non-use.

 5. Whenever possible, faults in the technical equipment or other equipment provided by the hotel are remedied immediately. Payments cannot be withheld or reduced if the hotel is not responsible for these faults.

IX. Loss of or damage to objects brought by the event organiser

- 1. Exhibition-related objects or other types of objects, including personal objects, brought along by the event organiser are used in the event rooms in the hotel at the event organiser's risk. Except in cases of gross negligence or intent on its part, the hotel assumes no liability for their loss, destruction or damage.
- 2. Decorative materials brought by the event organiser must be in accordance with the fire safety regulations. The hotel is entitled to request offical proof of this. Due to possible damage, the installation and affixing of objects must be agreed in advance with the hotel.

 3. The exhibition-related objects or other types of objects must be removed without delay after the end of the event. If the event organiser fails to do
- so, the hotel may remove and store the objects at the event organiser's expense. If the objects remain in the event room, the hotel can charge for room rental for the duration. The event organiser reserves the right to request proof of lower damages, while the hotel reserves the right to provide proof of higher damages.

X. Event organiser's liability for damages

- 1. The event organiser is liable for all damage to buildings or stock caused by participants in or visitors to the event, employees, other third parties
- 2. The hotel can request that the event organiser provide appropriate securities (insurance, deposits, guarantees)

- 1. Changes or amendments to the contract, order acceptance or these Terms and Conditions for Events must be made in writing. Unilateral changes or amendments by the event organiser are ineffective.

 2. The place of performance and payment is the location of the hotel.
- 3. The exclusive place of jurisdiction for commercial transactions also for cheque and exchange disputes is the location of the hotel. If a contractual partner fulfils the requirements of § 38, Paragraph 1 of the ZPO (Swiss Civil Code) and has no general place of jurisdiction in Germany, the place of jurisdiction is the location of the hotel.

4. German law applies.

If individual provisions of these General Terms and Conditions for Events become ineffective or void for, the effectiveness of the remaining provisions is unaffected thereby. The statutory provisions apply.

Addendum for the CITY Hotel for events continuing after midnight

Events that continue beyond midnight on the day of the event are charged for at a rate of €26.00 per hour and service person present.