



# Hotel Sacher

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## TERMS OF BUSINESS

The following will describe general terms of business for events (seminars, meetings, social gatherings etc.) at the Hotel Sacher (hereafter to be referred to as "The Hotel") which are parts of the terms of business for orders placed by you (hereafter to be referred to as "The client").

### **1. Guarantee of participants**

The Hotel will have to be informed at least two working days prior to an event of the exact number of participants if food and drink are to be served. This will be considered as the guaranteed minimum of persons the Hotel will make preparations for, the cost of which will be charged to the client.

### **2. Cancellation of events**

(unless previously agreed to otherwise)

- ) up to 30 days prior to the event/function – no cancellation fee will be charged
- ) up to 14 days prior to the event/function – a cancellation fee of 50% of the expected turnover + 50% of the room rental will be charged
- ) up to 7 days prior to the event/function - a cancellation fee of 85% of the expected turnover + 85% of the room rental will be charged
- ) Afterwards a cancellation fee of 100% of the expected turnover + 100% of the room rental will be charged

### **3. Service**

The Hotel will provide sufficient staff to service event participants. This will be in accordance with an international standard of quality. Should the client require additional staff for special services, there will be charges for each additional staff member on an hourly basis. If service is required past midnight AM, charges will be € 120,00 per hour for the entire service crew.

### **4. Prices**

Our prices for food and drink will include all applicable taxes and service charges. This will be valid until revoked. For events outside of the Hotel additional catering charges will apply.

### **5. Charges for beverage and spirits**

In the absence of other agreements charges will be made in accordance with actual consumption.

### **6. Food, beverage and spirits brought in by the client**

Without written permission from the Hotel, food, beverage and spirits cannot be brought into the Hotel for consumption on the premises.

### **7. Technical installations**

Charges for simple technical installations will be € 75,- per hour from 7 AM until 6 PM. This will include applicable tax. From 6 PM until 11 PM, as on weekends and holidays, hourly charges will increase to € 140,- tax included.



Should more complicated technical work be required companies from outside the Hotel will provide such service and the client will be charged for the cost incurred.

In the event equipment is to be operated by clients, any damage done to equipment will result in repair costs charged to the client.

#### **8. Objects of value**

Valuable objects and cash can be stored in the Hotel's rooms will be insured to a maximum amount of € 3.600,00 or to a maximum amount of € 20.000,00 if stored in the vault at the front desk.

#### **9. Music**

Should the client have plans for musical entertainment at an event we would kindly request to be informed beforehand as we will be required to inform government authorities in time for the purpose of collection of entertainment tax. Such costs will be the responsibility of the client.

#### **10. Decoration**

Hotel rooms used for events cannot be damaged and all fire regulations will have to be observed. The client will be held liable for damage to rooms or injuries to persons.

#### **11. Room charges**

Room charges previously arranged will apply only to the rooms supplied and to furniture requested by the client, as far as it is available in the Hotel. These charges will include the applicable tax of 20 %.

#### **12. Cancellation of contracts by the Hotel**

The Hotel will have the right to cancel contracts without providing reasons if:

- a) The Hotel does not receive payment agreed to on time.
- b) The reputation or the safety of the Hotel is compromised.
- c) Occurrence of Acts of God.

In no case will the client be entitled to legal action to enforce damage claims.

#### **13. Liability**

Clients will be liable, without regard to fault, for any damage caused by client, his staff, guests or other persons for whom he is responsible.

The client's liability specifically includes all damage done to the building or to the Hotel's movable property. As occasion may arise, the Hotel may require the client to obtain relevant insurance as a condition for the signing of a contract.



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#### **14. Rendering of accounts**

Accounts will be rendered on the day of the event. Accounts will become due ten days after such date. Late payment will result in a penalty of 1 % late charges per month.

#### **15. Jurisdiction**

Vienna will be agreed to as a place of jurisdiction. Austrian law exclusively will be applicable to any contract.

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