

TERMS OF GROUP ACCOMMODATION

Group

The group minimum is 11 persons. The group will be charged on one invoice

Rooming list

Please send us a rooming list of the group members no later than two (2) weeks prior to arrival with the following information:

- name of the group as well as the date of arrival and departure
- names of the persons to be accommodated
- room shares (in twin rooms)
- possible special requests (e.g. smoking)
- group leader
- estimated time of arrival at the hotel
- possible meal times (one menu/group)
- possible luggage handling

Terms of payment

Unless other agreements have been made concerning payment, the tour organiser should pay for the whole reservation prior to arrival. Please note that we will reserve the corresponding amount from the credit card company if the payment is made at the hotel.

If the tour organiser has a valid invoicing agreement, the payment is due no later than 21 day from the date of the invoice. The interest on arrears is payable at 16%. There is also invoicing charge per hotel. Please note that a partial advance billing shall be applicable when necessary.

Terms of cancellation

Cancellations of the most recently stated number of rooms can be made without costs:

	6 - 20 rooms	21 - 50 rooms	51 - 100 rooms	101 - 150 rooms
100 % of the booking	14 days prior to the arrival	28 days prior to the arrival	56 days prior to the arrival	90 days prior to the arrival
50 % of the booking	7 days prior to the arrival	14 days prior to the arrival	28 days prior to the arrival	60 days prior to the arrival
25 % of the booking	3 days prior to the arrival	7 days prior to the arrival	14 days prior to the arrival	30 days prior to the arrival

Over 150 rooms, terms of cancellation and payment will be agreed separately

Cancellation charge

If the cancellation is made after the dates mentioned above or not at all, the hotel reserves the right to charge a cancellation fee which equals to one night room rate.

Terms apply also for services ordered beforehand.

Customer's liability

The hotel is not responsible for loss or theft of items owned by company or guests. Guests are responsible for insurance against damage to hotel property and for transportation of materials to and from the hotel. Company is responsible for informing guests of this.

Assignment of the Agreement

The customer shall not assign the agreement or hand over the rented facilities to a third party without prior consent from the hotel or restaurant