

## **GTC Richemont Gastronomy**

(Seminar, Banquet, Hotel and Restaurant)

### **1. RESERVATIONS**

Made reservations of our premises are binding. Capacities released by the customer can be resold. Provisional reservations are possible, but must definitely be decided upon request. Essentially, Richemont Gastronomie confirms the room category, but no specific room. Special requests are gladly received and considered if possible.

### **2. PACKAGES**

Seminar packages are only valid for a minimum of 5 persons. If the number of persons is lower, we charge the individual services.

### **3. NUMBER OF PARTICIPANTS**

The number of participants registered up to 2 working days (48 h) before the event is the basis for the billing. We guarantee a goodwill of +/- 5%. However, if fewer persons than registered participate, the expenses for the last valid number of participants will be charged. If the number of participants is higher than the definite number of persons, the actual number will be charged.

### **4. CANCELLATION POLICY**

Cancellation of seminar and/or banquet reservations must be communicated in writing to the Richemont Gastronomy and Hotel by the organizer.

If the reservation is cancelled in full, we charge the following fees:

up to 60 days before the event:	no cancellation fees
59 to 21 days before the event:	25% of the reserved services
20 to 15 days before the event:	50% of the reserved services
14 to 4 days before the event:	75% of the reserved services
3 to 0 days before the event:	100% of the reserved services

### **5. BILLING**

Richemont Gastronomie reserves the right to demand advance payments. Unless otherwise agreed, we will provide you with a total invoice for all agreed services after your stay and thank you for your payment within 30 days net.

