

Seminar terms and conditions

The number of participants

Our flat rates for seminars are applicable to events of 4 or more participants. In case of a lower number of participants, the room rental and other extras will be charged separately. The exact number of participants must be communicated to us no later than 7 days before the respective event. The exact number is binding for us, even if fewer individuals participate. In case of a higher number of attendees, the actual number of the people attending will apply.

Provisional bookings

Provisional bookings can be held for up to a maximum of 4 weeks prior to the event. Shorter notices must be agreed upon individually.

Cancellation policy

If an event is cancelled at short notice despite having been confirmed, we will have to impose the following charges to cover our costs (if we are unable to relet the rooms/seminar rooms):

30 – 20 days prior to the event 30% of the invoiced amount

19 – 10 days prior to the event 40 % of the invoiced amount

09 – 05 days prior to the event 60 % of the invoiced amount

04 – 00 days prior to the event 80 % of the invoiced amount

Detailed arrangements

Detailed arrangements for seminars, exhibitions and other events must be made no later than 1 week before the event, in order to ensure that everything runs smoothly.

Confirmation of the event

After you receive our confirmation, please return a signed and dated copy to us. By doing so, you confirm that you accept our general terms and conditions.

Invoicing

A few days after your event, you will receive the invoice. It is payable within 30 days of the invoice date.

Liability

The facilities on the Florida premises are to be treated with care. Any damage or theft will be charged to the guest. Lost room keys will also be charged.

General

Our prices are always included the VAT. Prices are subject to change.