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## PUBLICA meeting complex reservation request

Name of event	
Date	
Start	
End	

### Contact for organisation and invoicing details

First name, last name	
Organisation	
Phone number	
E-mail	

### Invoicing details

Invoicing address	
eBill account ID (if available)	





### On-site contact

First name, last name	
Phone number	
E-mail	

### Number of people attending

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### Desired seating plan

<input type="checkbox"/> Boardroom 	<input type="checkbox"/> Classroom 
<input type="checkbox"/> Theatre 	<input type="checkbox"/> U-shaped 

Alternative seating plan	
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**Basic room rental prices excluding VAT**

32 m <sup>2</sup> (max. 8 people)	Half day CHF 375.00	Whole day CHF 450.00
50 m <sup>2</sup> (max. 12 people)	Half day CHF 415.00	Whole day CHF 525.00
83 m <sup>2</sup> (max. 24 people)	Half day CHF 490.00	Whole day CHF 675.00
166 m <sup>2</sup> (max. 90 people)	Half day CHF 675.00	Whole day CHF 1,050.00

**Desired infrastructure**

ClickShare, presentation equipment and a presenter kit are provided.

<input type="checkbox"/> Hybrid meeting equipment	<input type="checkbox"/> Lectern
<input type="checkbox"/> Pin board	<input type="checkbox"/> Microphone system
<input type="checkbox"/> Flipcharts – number:	
<input type="checkbox"/> Laptops for guests – number:	
Special requests	

**Meeting complex catering**

Still and sparkling water, coffee and tea, chocolates and biscuits are included in the rental price.

<input type="checkbox"/> Croissants – number:		(CHF 1.70 each)
<input type="checkbox"/> Fruit bowls – number:		(CHF 4.00 per bowl of approx. 3-4 kg)
Special requests		

**Lunch at Fiscalia, Eigerstrasse 61, 3007 Bern (opposite the meeting complex)**

☐ Lunch menu for CHF 12.90 per person with daily meat and vegetarian options, excluding drinks

We will be happy to reserve a table for you at our self-service restaurant Fiscalia. Attendees can choose their own menu and drink from the buffet and then tell the staff at the till which event they are attending. Fiscalia will invoice you directly.

**Do you have any questions or comments?**

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**PUBLICA contacts****Tim Stucki**

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**Roger Peter**

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roger.peter@publica.ch

By sending this reservation request, you agree to the General Terms and Conditions for Room Rental.

## General Terms and Conditions (GTC) for Room Rental

### 1 Scope of application

- 1.1 These General Terms and Conditions govern the rental of PUBLICA rooms at Eigerstrasse 57 in Bern as well as all other services associated with such rental.
- 1.2 Amendments and addenda must be confirmed in writing by the parties.

### 2 Rental agreement

- 2.1 The rental agreement takes the form of a written agreement between the lessee and the lessor. The parties must agree any special equipment or requests in writing before the agreement is signed.
- 2.2 The meeting rooms are made available exclusively for the contractually agreed type of event, e.g. meetings, information events, workshops etc. Events that are directly or indirectly linked to sectarian, sexist, racist, extremist, discriminatory or otherwise offensive views are strictly prohibited.
- 2.3 The duration of use specified in the rental agreement is binding and includes the time needed to prepare and clear up the room(s). It may only be extended or postponed by agreement with the lessor, in which case additional charges may apply.

### 3 Pricing

- 3.1 Room rental, equipment and refreshments (water and coffee) are charged in accordance with the applicable rates.
- 3.2 All other services are not included in the rental price and are charged at cost. These include, but are not limited to, the following:
  - Catering
  - Additional materials or equipment
  - Additional cleaning if a room is left in an exceptionally dirty condition
- 3.3 The value-added tax rate applicable at the time the services are provided is to be applied and noted on the invoice.
- 3.4 Invoices are payable by the lessee within 30 days of receipt.

### 4 Cancellation

- 4.1 Cancellations must be submitted in writing and incur a cancellation fee payable by the lessee, which is determined by the time of cancellation as follows:
  - up to 21 working days before the rental date: no charge
  - from 20 to 6 working days before the rental date: 50% of the rental price.
  - from 5 to 0 working days before the rental date: 100% of the rental price.
- 4.2 Services provided by third parties and special services that are no longer required due to cancellation or a change in attendance are charged in all cases.

### 5 House rules

- 5.1 The lessee is responsible for the correct use of the rented room(s), including any equipment, as instructed by the lessor's staff. Any damage must be reported to the lessor on handing back the room(s).
- 5.2 All rooms, including any equipment, are deemed to be accepted as faultless if the lessee raises no objections on handover.
- 5.3 The lessee must comply with the applicable fire and other official regulations as well as the lessor's instructions.
- 5.4 The lessee and everyone attending the event must refrain from making excessive noise and behave appropriately.
- 5.5 The lessee must not make any changes to the room(s), including sticking or fastening any items to façades, pillars, walls, ceilings, furniture or other fixtures and fittings.
- 5.6 Visitors access the rooms via reception. The person in charge on behalf of the lessee must identify himself/herself on handover of the room(s) to receive a badge for access to the building.
- 5.7 The lessor can reserve a limited number of parking spaces in advance. No free parking spaces can be guaranteed until such reservation is confirmed.
- 5.8 The person(s) in charge on behalf of the lessor must be granted access to the rented room(s) at all times.

**6 Confidentiality**

- 6.1 The parties to the rental agreement are to treat all information that is not public knowledge or in the public domain as confidential. This confidentiality is to apply both before the agreement is signed and after it expires, except where there is a legal obligation to provide information.
- 6.2 Photographs, videos and sound recordings outside the rented room(s) require the lessor's written permission.
- 6.3 The lessee requires the lessor's written permission to use the rental for advertising purposes or a publication.

**7 Liability**

- 7.1 To the extent permitted by law, the lessor does not accept any liability for personal injury, damage to property or financial losses.
- 7.2 Furthermore, the lessor accepts no liability for lost or damaged property of third parties. The lessee is responsible for insuring any property brought into the room(s).
- 7.3 The lessee bears liability for any claims by the lessor that may arise from the lessee's use of the room(s) and is liable to pay compensation for any damage to or soiling of the rented room(s), including any equipment, regardless of whether such damage was caused by the lessee or by persons attending the event.

**8 Termination**

- 8.1 The lessor is entitled to terminate the rental agreement at any time without providing compensation in the following cases:
- if the reserved room(s) cannot be made available due to force majeure or other unforeseen circumstances;
  - if a disruption to its operations, damage to its building or furniture or failure to comply with the applicable rules is likely or has already occurred;
  - if its interests are harmed, in particular because an event or the person responsible for it is directly or indirectly linked to sectarian, sexist, racist, extremist, discriminatory or otherwise offensive views.

**9 Applicable law and place of jurisdiction**

- 9.1 The rental agreement is subject to these General Terms and Conditions as well as, secondarily, the provisions of the Swiss Code of Obligations.
- 9.2 The place of jurisdiction is Bern unless otherwise agreed.

Bern, 01 March 2023