



## SAMPLE RESERVATION OFFER

Event name	Wedding of name of the bride & name of the groom
Event date	Wedding date
Option date	(The offer remains valid for 2 weeks)

## PURCHASER

Customer	Name of the bride and groom Street and number Postal code and city
Contact details	E-mail address Phone number Mobile number

## YOUR CONTACT AT CAMPUS HOTEL HERTENSTEIN

Name	Event event@c-h-h.ch +41 41 399 71 71
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PART OF THE PÜHRINGER FOUNDATION GROUP

HOSPITALITY VISIONS LAKE LUCERNE AG | CAMPUS HOTEL HERTENSTEIN | HERTENSTEINSTRASSE 156 | CH-6353 WEGGIS  
T +41 (0)41 399 71 71 | WWW.CAMPUS-HOTEL-HERTENSTEIN.CH | INFO@CAMPUS-HOTEL-HERTENSTEIN.CH



## CAMPUS HOTEL HERTENSTEIN

### BOOKED ROOMS

#### Wedding date

Time	Room	Type	Setup	Pax	Technical equipment
15:30 - 16:30	Ceremony lawn <i>Hall 1</i>	Ceremony <i>Adverse wheater ceremony</i>	Ceremony	50	
16:30 - 18:00	Terrasse <i>Hall 2</i>	Aperitif <i>Adverse wheater aperitif</i>	Cocktail	50	
18:00 - 23:00	Hall 3	Dinner	Round tables	50	1 LCD projector 1 Projection screen 1 Hand-held microphone
23:00 - 02:00	Hall 3 or 4	Bar & dance	No Seating	50	

### TIMETABLE

#### Weddingdate

Time	Schedule
15:00 - 15:30	Arrival
15:30 - 16:30	Ceremony
16:30 - 18:00	Aperitif
18:00 - 23:00	Dinner
23:00 - 02:00	Bar & Dancing

### FOOD & BEVERAGE

#### Weddingdate

*Ceremony lawn or Hall 1 / 15:30 Uhr / 50 people*

#### **Water before the ceremony (our recommendation)**

We are happy to provide PET water bottles for self-service on a table before the ceremony. Billing is based on actual consumption.

Allegra 50cl PET CHF 3.00

Passugger 50cl PET CHF 3.00

*Terrasse or Hall 2 / 16:30 Uhr / 50 people*

#### **Apéro snacks**

Snacks for the aperitif, 6 pieces per guest.

→ These snacks are included in the wedding package.

#### **Drinks for aperitif**

Still and sparkling mineral water.

Different fruit juices.

→ These drinks are included in the wedding package.

#### **Wine & Beer**

Beer

Sparkling wine (house sparkling wine)

White wine selected and tasted during the menu tasting to match the meal

→ These wines are included in the wedding package.



## CAMPUS HOTEL HERTENSTEIN

*Hall 3 / 18:00 Uhr / 50 people*

### **Wedding menu**

3-course menu & dessert buffet with 5 components.

→ The menu will be defined during the detailed meeting and tasted at the menu tasting.

### **Drinks for dinner**

Still and sparkling mineral water.

Hot beverages.

→ These drinks are included in the wedding package until the end of dessert.

### **Wine dinner**

White wine

Red wine

Wines will be selected and tasted during the menu tasting to complement the menu

→ These wines are included in the wedding package up to 7.5 dl per guest.

*Hall 4 / 23:00 Uhr / 50 people*

### **Midnight snack**

If you dance, laugh and party a lot, you are guaranteed to work up an appetite again after a few hours. Then a small midnight snack is ideal. We will be happy to advise you and put together an offer tailored to your needs.

### **Bar beverages**

Please inform us about your desired bar beverages according to our separate bar menu. We recommend to choose drinks with 2-3 ingredients.

→ The beverages will be charged after consumption.

### **Allergies & intolerances**

Please clarify any allergies, intolerances, or dietary requirements your guests may have.

### **Children / Babies**

Please let us know the names and ages of your young guests and whether you require a high chair.

### **Service procedure**

To ensure smooth service, we kindly ask you to take the following times into account when planning your schedule.

We require 45 minutes to serve, eat, and clear the table for the starter.

We require 45 minutes to serve, eat, and clear away the intermediate course.

We require 60 minutes to serve, eat, and clear away the main course.

We require 30-45 minutes for dessert (dessert buffet).

### **Supplement**

Please let us know if you would like us to offer you a supplement with the main course at CHF 15.00 per portion for meat and side dishes.



## CAMPUS HOTEL HERTENSTEIN

### WEDDING PACKAGES

#### Wedding package (minimum 20 guests)

1.5-hour aperitif

- Chef's choice of appetizers, 6 pieces per person
- Sparkling wine, white wine, beer, mineral water, and juices served with the aperitif
- Bar table decorations

Dinner

- 4-course menu including 5-course dessert buffet
- Wine pairing selected by our sommelier, 7.5 dl of wine per person
- Mineral water with dinner
- Hot drinks with dessert
- Wedding cake from our partner pâtisserie
- Floral decorations on the tables
- Menu cards

Miscellaneous

- Event room
- Microphone and projector
- Junior suite for the bride and groom on their wedding night
- Trial dinner for 2 people, excluding drinks

CHF 295.00 per person

#### Wedding package for children

We are happy to welcome your younger guests for CHF 245.00 per child (excluding alcohol).

#### Ceremony

In good weather, the ceremony will take place on the ceremony lawn, and in bad weather, it will take place in the hotel.

The setup for the ceremony includes benches with white covers (up to 100 people), two chairs with covers for the bride and groom, and a table to serve as an altar. The setup fee is CHF 1,500.

We are happy to offer white Napoleon chairs instead of benches for CHF 5.00 per chair in addition to the setup costs. For fewer than 50 people, there is an additional flat fee of CHF 250.00 on top of the setup costs.

#### Tables for gifts and guest books

We are happy to provide tables for gifts or the guest book at the location of your choice.

#### Easel

We are happy to provide an easel for your seating plan.

#### Chair covers and chair bows

You are welcome to rent chair covers (CHF 8.00) or chair bows (CHF 4.00) from us for your celebration.



## CAMPUS HOTEL HERTENSTEIN

### Candles

We are happy to provide electric tea lights (color of your choice) for CHF 2.00 per candle for your tables.

### Candlesticks

We are happy to provide you with our 5-arm silver candlesticks for your celebration at CHF 45.00 per piece. We have 10 pieces. (Price includes taper candles and cleaning).

### LED wall washers

To bathe your venue in atmospheric light, we recommend LED wallwashers, which can be rented from CHF 35.00 each.

Please let us know how many LED wallwashers you would like to rent. We have a maximum of 10 available.

### Table numbers

You can bring your own table numbers or obtain them from the hotel (free of charge).

### Name cards

You can bring your own name cards or obtain them from the hotel for CHF 2.00 per guest.

If the hotel is responsible for distributing the name cards, please sort them according to the exact table arrangement and per table. If this involves additional work, we reserve the right to charge CHF 75.00 per hour or part thereof.

### Floral decorations

Our wedding package includes a beautiful floral arrangement from our partner "Blumen aller Art" in Weggis. Please feel free to discuss your individual wishes directly with Ms. Monika Baumann.

BLUMEN aller ART

Luzernerstrasse 44

6353 Weggis

T +41 41 390 02 45

[info@blumenallerart.ch](mailto:info@blumenallerart.ch)

### Wedding cake

Our patisserie partner will be happy to put their experience and creativity at your disposal to bring your ideas and wishes to life. During a personal consultation, they will find out what suits you best and tailor the offer to your individual wishes.

Konditorei Confiserie Schwarzenberger GmbH

Chäsimmatt 9

6343 Rotkreuz

+ 41 41 850 10 89

[info@konditorei-schwarzenberger.ch](mailto:info@konditorei-schwarzenberger.ch)

### Photo booth

We are happy to offer you our photo mirror (an elegant photo booth in mirror format).

Cost: CHF 900.00 (instead of CHF 1,300.00) incl. approx. 200 photos (one roll for 800 prints in 5x15cm format or 400 prints in 10x15cm format or for 200 prints in 15x20cm format) in black and white or color, including printing fee, design, and photos saved on a USB stick.

We are happy to design the layout according to your wishes with your logo.

→ Please note that the mirror cannot be moved and we will be happy to set it up at your desired location.

Recommendation: during dinner and the party afterwards.

Erstellt am: 16.03.26



## CAMPUS HOTEL HERTENSTEIN

### Tasting menu

We are happy to invite the bride and groom to sample the wedding menu. Additional guests pay the menu price of CHF 115.00. Drinks are charged to all guests according to actual consumption. The wines are tasted and selected during the tasting menu.

Please note that tasting menus are available Monday through Thursday at lunchtime and in the evening. Unfortunately, due to the increased number of guests at weekends, we are unable to offer you sufficient consultation time. Please send us your choice of dishes (maximum of 2 options from the starters, main courses, and desserts) and the number of accompanying guests (maximum of 4 people including the bride and groom), as well as who will be trying which menu and/or any children, approximately 4 weeks in advance.

### Guidelines for wedding gifts

We kindly ask you to have the gifts you have received from your guests placed in the bride and groom's room in the evening by the witnesses or family members. The hotel accepts no liability or responsibility for these gifts.

### Guidelines for rose petals and confetti cannons

Real rose petals may be scattered on the ceremony lawn, but they must be collected again after the ceremony. We are happy to take care of this task and charge CHF 75.00 per hour. The scattering of artificial rose petals is not permitted. If the ceremony takes place in the hall, it is not permitted to scatter real or artificial rose petals due to the flooring. Any resulting cleaning costs will be charged to the customer.

### Guidelines for sparklers

In general, sparklers and similar items are not permitted inside the rooms.

Outside, there is no problem with the fire alarm if you are far enough away from the doors/windows and the smoke cannot drift inside.

However, there is one condition for outdoor areas: guests must NOT place the burnt sparklers on our furniture to clap and they must be ACTIVELY collected by one of your guests in a metal container BEFORE the guests place their burnt sparklers on our bar or lounge tables.

This is because we have had several weddings in recent years where our inventory has been burned by used sparklers to such an extent that we have already had to replace various items.

It is important that all guests are instructed to keep them in their hands until they are collected by your witnesses, etc.

We know that this is an additional expense, but we have already had considerable damage (to tablecloths, etc.).

### Guidelines for fog machines or smoke machines

We ask for your understanding that fog machines are generally not permitted at our venue. As we have not had good experiences with various fog machines in recent years, our management has decided to no longer allow fog machines, sparklers, mini torches, sky lanterns, etc. LED wands or glow bracelets are also very suitable alternatives for creating a special effect.

### Guidelines for sky lanterns

Please understand that you are not allowed to release sky lanterns into the sky on our premises, as the wind often blows from the lake and there are various buildings and a forest behind our hotel.



## CAMPUS HOTEL HERTENSTEIN

### HOTEL ROOMS

<b>Stay:</b>	Weddingdate
<b>Room:</b>	1 Junior Suite for bride and groom in the wedding night
<b>Price:</b>	CHF 0.00 / included in weddingpackage

**Total costs hotel reservation:**

**CHF 0.00**

#### Accommodation price includes the following services:

- Accommodation including breakfast, service, and VAT
- Internet/Wi-Fi
- Minibar with mineral water
- Sauna & fitness
- Access to private bathing area including sun loungers
- Tourist tax included

#### Arrival / Departure

Rooms are reserved for you from 3:00 p.m. on the day of arrival and until 11:00 a.m. on the day of departure.

#### Breakfast

Breakfast is available daily from 7:00 a.m. to 10:30 a.m. in the Hertenstein restaurant.

#### Check-in information

To save time on arrival and check-in, you have the option of sending us all the necessary information in advance. All guests will receive an automatically generated email with the registration form. We therefore ask them to send us the email addresses along with the list of names. This process ensures greater convenience and efficiency for our valued guests.

#### Early Check-In / Late Check-out

Early check-in and late check-out are possible subject to availability at the following rates as a percentage of the room price:

Early check-in:

after 12:00 p.m. = 50%

before 11:00 a.m. = 80%

Late check-out

until 3:00 p.m. = 50%

after 4:00 p.m. = full room rate

Prices are subject to change at any time.

All prices quoted are in Swiss francs, include VAT, and are only applicable when booking directly through the hotel.

#### Children / Babies

Please inform us about your young hotel guests.

The following prices apply for children with or without an extra bed/children's bed/baby cot.

0–3 years: no extra charge for baby cot

4–11 years: CHF 50 extra charge per night, breakfast free of charge

12 years and older: CHF 100 extra charge per night, breakfast CHF 35.00



## CAMPUS HOTEL HERTENSTEIN

### Welcome card / gifts

Would you like us to distribute the welcome letters or gifts you have brought with you to the rooms? These will be charged at CHF 3.00 per room.

### Room reservations for guests and the bride and groom

All wedding guests are welcome to book their rooms directly via our website, in person at the reception desk, or via booking platforms.

A junior suite on the wedding night is included in the wedding package for the bride and groom. In addition, the bride and groom receive a 30% discount on the current daily rate for the night before and/or after the wedding. Please note that discounts can only be applied to standard daily rates (non-refundable rates excluded) and cannot be combined with existing special offers.

## BANQUET SERVICES

### Weddingdate

Service	Price/unit CHF	Sum CHF
1 Setup ceremony	1,500.00	1,500.00
50 Drinks ceremony - reference value	3.00	150.00
50 Weddingpackage	295.00	14,750.00
50 Drinks bar - reference value	28.00	1,400.00
50 Midnight snack - reference value	15.00	750.00
2 Night surcharge per hour, from midnight, depending on length	300.00	600.00
Minimum consumption	4.000 - 20,000.00	Depending on the premise and the day
<b>Total</b>		<b>19,150.00</b>

### Total costs banquet

**CHF 19,150.00**

*Please be informed that all charges are reference values and charged by consumption.*



## CAMPUS HOTEL HERTENSTEIN

### MISCELLANEOUS INFORMATION AND TERMS AND CONDITIONS

#### Parking garage

The underground parking garage for hotel guests is located behind the building.

CHF 20.00 for hotel guests = 24 hours

CHF 12.00 for seminar guests/day guests = 12 hours

We are happy to add the parking fee for overnight guests to the total bill if required. Please note that day guests without overnight accommodation must validate and pay for their ticket at the machine in the parking garage. It is not possible to validate tickets at the hotel.

We kindly ask you to inform your guests about the limited number of parking spaces and to form carpools.

#### Use of premises the evening before

Subject to availability, we are happy to offer you use of rooms the evening before for a fee of CHF 200.00. Please note that no support is provided for this use of rooms. Access to the room in the morning must be arranged with our event manager.

#### Time deviations

We kindly ask you to inform us in advance if there are any time deviations on site.

#### Nighttime quiet hours

To ensure quiet hours in the neighborhood, the windows and patio doors are closed at 10:00 p.m. You are welcome to remain in the hall and enjoy each other's company.

#### Surcharges for evening events

From midnight onwards, the organizer will be charged a night surcharge of CHF 300.00 per hour or part thereof, regardless of the number of guests remaining.

#### Room allocation

We reserve the right to make changes to room allocation at any time.

#### Setup adjustments

We are happy to prepare the setup you require. We reserve the right to charge an additional fee for on-site adjustments.

#### Room rental/minimum consumption

A minimum consumption or room rental fee is defined for events. The minimum turnover consists of the food and beverages consumed in the event room. If the specified minimum consumption is not reached, we will charge the difference to the food and beverage consumption.

#### Cloakroom

Guests are welcome to leave their coats in the cloakroom at reception upon arrival.

#### Smoking

Smoking is permitted in our smoking room (directly behind the bar).

#### Internet

The Campus Hotel Hertenstein offers free Wi-Fi to all guests.

#### Pets

Dogs are not allowed inside the restaurant or in any of the seminar and banquet rooms. They must be always kept on a leash in all other indoor and outdoor areas. Dogs are allowed in some rooms upon prior notification and cost CHF 20.00 per night, excluding food.



## CAMPUS HOTEL HERTENSTEIN

### Delivery to Campus Hotel Hertenstein

You are welcome to deliver your materials to the following address:

Campus Hotel Hertenstein  
Hertensteinstrasse 156  
6353 Weggis

Please note the company name or event name so that we can assign the delivery. If you are having food delivered, please inform your supplier to leave the package at reception and not to leave it outside.

Any exhibitor goods or materials that are delivered must be insured by the organizer. The hotel accepts no responsibility for damage or theft.

### Disposal

We kindly ask you to take your equipment and documents with you after the event. If you would like us to dispose of them, we reserve the right to charge you for this service.

### Extraordinary cleaning costs

Extraordinary cleaning costs caused by program items or decorations will be charged to the customer.

### Drones

We ask for your understanding that drones are not allowed to be flown on our premises. This also applies to recordings from the lake where our facility, our hotel, the clinic building, and the campus village are visible.

### Changes to the number of participants

The organizer undertakes to notify HVLL AG of any changes to the number of participants as early as possible. HVLL AG will endeavor to allocate unused reservations to other parties on the same terms and conditions.

The valid number of participants for banquets and seminars must be communicated to HVLL AG at least 14 days before the date of the event. Any further adjustments to the number of participants that correspond to a reduction of up to 10% and are communicated up to 3 working days before the event will not be charged. Changes in the number of participants after 3 days before the event will be charged in full. A reduction in the number of participants may affect the room allocation. If more participants than communicated take part in the event, the actual number of participants will be charged.

### Cancellation policy

Cancellations of events must be communicated to Hospitality Visions Lake Lucerne AG as early as possible and in writing. The following cancellation fees apply to full cancellations of banquets, seminars, and room reservations:

Cancellation of events and room reservations:

120 to 61 days before the event: 25% of the total package price

60 to 31 days before the event: 50% of the total package price

30 to 15 days before the event: 80% of the total package price

From 14 days before the event: 100% of the total package price.

The date of receipt of the written cancellation by Hospitality Visions Lake Lucerne AG is decisive for the calculation.

### Terms and conditions

The [general terms](#) and conditions are an integral part of the offer.



CAMPUS HOTEL  
HERTENSTEIN

## PAYMENT INSTRUCTIONS

### Invoice address

Name of the bride and groom  
Street and number  
Postal code and city

### Prices

All prices quoted are in Swiss francs and include statutory value added tax. Any increase in value added tax after conclusion of the contract shall be borne by the organizer. The hotel reserves the right to adjust prices (hotel rooms, food & beverage, room rentals, etc.) for the current and coming year.

### Billing address

Please notify us of any changes to the billing address.

A processing fee of CHF 20.00 plus VAT will be charged for any subsequent changes to the billing address.

### Wedding reservations

Upon written reservation of a date, the customer agrees to pay a deposit of CHF 1,000.00. This deposit is non-refundable and will be credited to the final invoice.

### Advance payment

We will invoice you for a deposit in accordance with the general terms and conditions after conclusion of the contract.

### Advance payment Foreign address

For reservations with a foreign billing address or reservations from abroad, a deposit of 100% of the reserved service will be required. If the organizer is in default with the payment of the deposit, HVLL AG is entitled to withdraw from the contract. If the event is canceled, the deposit will be credited to the cancellation invoice.

### Payment terms

By signing the offer and/or contract, the organizer undertakes to pay for these services within the payment period stated on the invoice. Invoices from HVLL AG are due within 20 days of the invoice date without deduction and are to be paid by bank transfer in Swiss francs only. The invoice includes the services provided by Campus Hotel Hertenstein as well as any services provided by third parties on behalf of the organizer for third parties.

I hereby confirm the event in accordance with the information in the offer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature