



## RESERVATION OFFER

Event name	Meeting
Event date	Event date
Option date	[The offer remains valid for 2 weeks]

## PURCHASER

Customer	Company name contact person Street and number Postal code and city
Contact details	E-mail address Phone number mobile number

## YOUR CONTACT AT CAMPUS HOTEL HERTENSTEIN

Name	Mrs. Anna-Lena Riedweg Mrs. Birte Cordes Mrs. Mandy Flemming  event@c-h-h.ch
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PART OF THE RESEARCH AND INNOVATION CENTER (RIC) LAKE LUCERNE

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CAMPUS HOTEL  
HERTENSTEIN

BOOKED ROOMS

Event date

Time	Room	Type	Setup	Pax	Technical equipment
09:30 - 10:00	Foyer	Welcome coffee	Cocktail	7	
10:00 - 18:00	Seminar room	Meeting	Chair circle	7	1 Flip chart & Pin board 1 Presentation case 1 TV-screen mobile 72"
12:00 - 13:30	Restaurant	Lunch	Given seating	7	
15:00 - 15:30	Foyer	Coffee break	Cocktail	7	
19:00 - 23:00	Restaurant	Dinner	Given seating	7	

Event date

Time	Room	Type	Setup	Pax	Technical equipment
08:00 - 18:00	Seminar room	Meeting	Chair circle	7	1 Flip chart & Pin board 1 Presentation case 1 TV-screen mobile 72"
10:00 - 10:30	Foyer	Coffee break	Cocktail	7	
12:00 - 13:30	Restaurant Hertenstein	Lunch	Given seating	7	
15:00 - 15:30	Foyer	Coffee break	Cocktail	7	
19:00 - 23:00	Private Dining or Restaurant	Dinner	Given seating	15	

Event date

Time	Room	Type	Setup	Pax	Technical equipment
08:00 - 16:00	Meeting room	Meeting	Chair circle	15	1 Flip chart & Pin board 1 Presentation case 1 TV-screen mobile 72"
10:00 - 10:30	Foyer	Coffee break	Cocktail	15	
12:00 - 13:30	Restaurant	Lunch	Special arrangement	15	
16:00 - 16:30	Foyer	Coffee break	Cocktail	15	



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## TIMETABLE

### Event date

Time	Schedule
09:30 - 10:00	Welcome coffee (instead of coffee break morning)
10:00 - 18:00	Meeting
12:00 - 13:30	Lunch
15:00 - 15:30	Coffee break afternoon
15:00 - 19:00	Check-in
19:00 - 23:00	Dinner

### Event date

Time	Schedule
07:00 - 08:00	Breakfast
08:00 - 18:00	Meeting
10:00 - 10:30	Coffee break morning
12:00 - 13:30	Lunch
15:00 - 15:30	Coffee break afternoon
19:00 - 23:00	Dinner

### Time

### Schedule

07:00 - 08:00	Breakfast
08:00 - 16:00	Meeting
10:00 - 10:30	Coffee break morning
12:00 - 13:30	Lunch
16:00 - 16:30	Coffee break afternoon



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FOOD AND BEVERAGES

Event date first day

Foyer / 09:30 Uhr / 7 persons

Welcome coffee (instead of morning coffee break)

Coffee and tea

Fruit juices

Nut and dried fruit mix

Fresh seasonal fruit

Croissants

Two savoury components chef's choice

Restaurant Hertenstein / 12:00 Uhr / 7 persons

Lunch Set menu chef's choice

2-course set menu chef's choice

A dessert chef's choice can be chosen for CHF 9.00 per person.

Daily delegate rate complimentary beverages during lunch

Still and sparkling mineral water

Soft drinks

Coffee / tea

Foyer / 15:00 Uhr / 7 persons

Coffee break afternoon

Coffee and tea

Fruit juices

Nut and dried fruit mix

Fresh seasonal fruits

Two more components chef's choice

Restaurant Hertenstein / 19:00 Uhr / 7 persons

Banquet menu

Groups up to 10 guests may choose the food on spot from our menu.

Beverages dinner

White wine

Redwine

Still and sparkling mineral water, CHF 9.00

Soft drinks, 33cl, from CHF 4.50

Coffee / Tea, from CHF 4.50



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Event date second day

**Foyer / 10:00 Uhr / 7 persons**

**Coffee break morning**

- Coffee and tea
- Fruit juices
- Nut and dried fruit mix
- Fresh seasonal fruit
- Croissants
- Two savoury components chef's choice

**Restaurant Hertenstein / 12:00 Uhr / 7 persons**

**Lunch Set menu chef's choice**

- 2-course set menu chef's choice
- A dessert chef's choice can be chosen for CHF 9.00 per person.

**Daily delegate rate complimentary beverages during lunch**

- Still and sparkling mineral water
- Soft drinks
- Coffee / tea

**Foyer / 15:00 Uhr / 7 persons**

**Coffee break afternoon**

- Coffee and tea
- Fruit juices
- Nut and dried fruit mix
- Fresh seasonal fruits
- Two more components chef's choice

**Private Dining or Restaurant / 19:00 Uhr / 15 persons**

**Banquet menu**

- We appreciate the choice of your menu and ask you to choose a standardized menu.

**Beverages dinner**

- White wine
- Redwine
- Still and sparkling mineral water, CHF 9.00
- Soft drinks, 33cl, from CHF 4.50
- Coffee / Tea, from CHF 4.50



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Event date third day

Foyer / 10:00 Uhr / 15 persons

Coffee break morning

- Coffee and tea
- Fruit juices
- Nut and dried fruit mix
- Fresh seasonal fruit
- Croissants
- Two savoury components chef's choice

Private Dining or Restaurant / 12:00 Uhr / 15 persons

Lunch Set menu chef's choice

- 2-course set menu chef's choice
- A dessert chef's choice can be chosen for CHF 9.00 per person.

Daily delegate rate complimentary beverages during lunch

- Still and sparkling mineral water
- Soft drinks
- Coffee / tea

Foyer / 16:00 Uhr / 15 persons

Coffee break afternoon

- Coffee and tea
- Fruit juices
- Nut and dried fruit mix
- Fresh seasonal fruits
- Two more components chef's choice

VARIOUS INFORMATION

Packages

Daily delegate rate

CHF 105 per person including following services

- one meeting room suitable in size, up to 10 hours
- one LCD projector and screen or one flat screen TV
- one flipchart and one whiteboard
- one presentation suitcase
- pads and pens
- two coffee breaks
- mineral water during the meeting
- 2 course lunch chef's choice with appetizer buffet, including non-alcoholic beverages

A dessert chef's choice can be chosen for CHF 9.00 per person.

Packages less than 7 people

Our packages are valid from 7 people. If less than 7 people attend the meeting, an extra charge of CHF 200.00 will be added as room rent.



## CAMPUS HOTEL HERTENSTEIN

### Room size

We allocate a room with 18-21 sqm for groups up to 8 people and a room with 42-44 sqm for groups up to 15 people, which is included in our delegate packages.

### Event room

#### Seminar room

First floor or second floor with lake view, 42-44 sqm

→ Chair circle (no tables)

#### Meeting room

First floor with lake view, 63 sqm

→ Chair circle (no tables)

### Allergies or food preferences

Please inform us of any allergies or intolerances your guests may have.

Allergies:

Intolerances:

Vegetarian food:

None:

### Transfers

Any transfers are organised and paid by the guests.

### General information

#### Extraordinary cleaning

Extraordinary cleaning costs which may occur by a special event or decoration, will be charged to the client. (see terms and conditions)

#### BAG Guidelines

By signing this offer, you confirm that you will comply with the guidelines of the Government for the current situation.

The Campus Hotel Hertenstein reserves the right to cancel this event if adapted guidelines and instructions from the Government do not enable or allow this event to be held.

The organizer / tenant undertakes to comply with the applicable corona measures.

Masks are required in the hotel.

#### Signage

Please tell us your desired signage.

Title:

Logo in jpeg-format:

#### Pens and writing pads

Pens and writing pads are available on each place in the room.

#### Cloakroom

Guests may leave their coats in the cloakroom at the reception.

#### Pets

Dogs are not allowed inside the restaurant, all conference and banqueting rooms. In all other indoor and outdoor areas, they must be leashed at all times. With an advance notice, dogs are allowed in some rooms and costs CHF 20 per night excluding food.

#### Internet

The Campus Hotel Hertenstein provides free WLAN to all guests.



## CAMPUS HOTEL HERTENSTEIN

### Minimum consumption

The minimum cost consists of the food and beverages consumed during the event.

If the above minimum consumption is not reached, we will charge the difference to the food and drink consumption as a rental fee.

### Garage

Behind the hotel is an underground car park for the hotel guests.

CHF 20.00 for hotel guests = 24 h

CHF 12.00 for seminar guests/ guest for a day = 12 h

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

If required, we will gladly book the parking fee for overnight guests on the master invoice. Please note that the day guests/seminar guests without overnight stay have to validate and pay the ticket in the parking garage at the ticket/pay machine. Ticket validation is not possible at the hotel.

### Smoking

Enjoy a select cigar and the digestif of your choice in our smoking lounge behind the bar.

### Room allocation

Room allocation is subject to change at any time.

### Special case of cancellation free of charge for the event of instructions from the authorities to contain the corona pandemic:

If the Federal Council, a cantonal or communal authority orders appropriate measures, the cancellation of the entire event due to the corona pandemic is free of charge. Excluded from this situation are voluntary cancellations or cancellations based on internal company decisions.

### Late night supplement

A late-night supplement will be charged from midnight onwards at an hourly rate of CHF 300.

### Room disposal on the eve of your event

If you wish to enter your event room on the eve of the event, we are happy to grant access for a fee of CHF 200.00 given the availability of the room. Please be aware that there is no staff member included in the rent. An early morning access has to be discussed with our event manager.

### Prepayment

We will invoice you for a deposit, as declared by the general terms and conditions once the contract has been signed.

### Flowers and decoration

Contact details for flower decoration.

### Menu cards

#### Buffet labels

All dishes will be marked with buffet labels.

Please choose the language of your choice:

#### Menus

Please inform us about your desired caption.

Language:

Title:





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HERTENSTEIN

## HOTEL ROOMS

**Stay:** For 2 nights  
**Room:** 7 rooms for single use (run of house)  
**Price:** CHF 166.00 -264.00 / Rate (Prices vary depending on the season)

**Stay:** For 1 night  
**Room:** 8 rooms for single use (run of house)  
**Price:** CHF 166.00 – 264.00 / Rate (Prices vary depending on the season)

### Total costs hotel reservations

CHF 3,608.00

### Inclusive the following services

- o breakfast, service and taxes
- o minibar with soft drinks
- o internet / WIFI
- o access to private lake swimming area including sunbeds
- o fitness room & sauna

### Arrival / Departure

The rooms are to your disposal from 15.00 h and until 11.00 h at your departure.

### Breakfast

The breakfast is served daily from 7.00 h to 10.30 h at the Restaurant Hertenstein.

### Guest list/ VIPs

Please provide us your guest list mentioning any VIPs.

### Lake view

On request and availability, we are pleased to confirm rooms with lake for a surcharge of CHF 20.00 per room and night.

## BANQUET SERVICES

### Thursday, 27. May 2021

Service	Price/unit CHF	Sum CHF
7 Daily delegate rates	105.00	735.00
7 Beverages for Dinner - reference value	50.00	350.00
7 Dinner - reference value	80.00	560.00
Total for 27.05.2021		1,645.00

### Friday, 28. May 2021

Service	Price/unit CHF	Sum CHF
7 Daily delegate rates	105.00	735.00
15 Beverages for Dinner - reference value	50.00	750.00
15 Dinner - reference value	80.00	1,200.00
Minimum consumption - Private Dining	1,000.00	-
Total for 28.05.2021		2,685.00

### Saturday, 29. May 2021

Service	Price/unit CHF	Sum CHF
15 Daily delegate rates	105.00	1,575.00
Total for 29.05.2021		1,575.00
<b>Total costs banquet</b>		<b>5,905.00</b>



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PAYEMENT CONDITIONS

TERMS AND CONDITIONS

The [general terms and conditions](#) are part of the contract.

BILLING INFORMATION

	Total account	self-paying
Seminar costs	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>
Room / Breakfast	<input type="checkbox"/>	<input type="checkbox"/>
Soft drinks	<input type="checkbox"/>	<input type="checkbox"/>
Alcoholic beverages	<input type="checkbox"/>	<input type="checkbox"/>
Extras (Bar, Telephone, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

Invoice address

We kindly ask you to provide us your correct invoice address.

Invoice notice

Please provide us any invoice additional such as references, PO numbers etc.

Authorized to sign

Name:

Herewith I confirm the event according to the above-mentioned details, furthermore I agree to the [general terms and conditions](#).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature