



RESERVATION OFFER

Event name Wedding 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 Mrs. Anna-Lena Riedweg
Mrs. Jacqueline Brunner
Mrs. Melanie Lang

event@c-h-h.ch

PART OF THE RESEARCH AND INNOVATION CENTER (RIC) LAKE LUCERNE

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CAMPUS HOTEL
HERTENSTEIN

BOOKED ROOMS

Wedding date

Time	Room	Type	Setup	Pax	Technical equipment
15:00 - 16:00	Lawn	Ceremony	Ceremony	60	
15:00 - 16:00	Hall 1 in the Hotel	Adverse wheater ceremony	Ceremony	60	
16:00 - 17:30	Terrasse	Aperitif	Cocktail	60	
16:00 - 17:30	Hall 2 in the hotel	Adverse wheater aperitif	Cocktail	60	
18:00 - 02:30	Hall 3 in the hotel	Dinner & Party	Round tables	60	1 LCD projector 1 microphone 1 Projection screen

TIMETABLE

Wedding date

Time	Schedule
15:00 - 16:00	Ceremony
16:00 - 17:30	Aperitif
18:00 - 22:00	Wedding Dinner
22:00 - 02:30	Bar & Dance



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FOOD AND BEVERAGES

Wedding date

Lawn or Hotel / 15:00 Uhr / 60 persons

Beverages before the ceremony (our recommendation)

We are pleased to provide PET water bottles for self-service on a table before the ceremony for your guests.

The billing is based on effective consumption.

Allegra 50cl PET CHF 5.00

Passugger 50cl PET CHF 5.00

Terrasse or Hotel / 16:00 Uhr / 60 persons

Aperitif Snacks (Wedding package)

6 pieces per guest (chef's choice in consultation with the bridal couple)

Wines Aperitif

Sparkling wine (house wine)

White wine, which will be tasted and chosen during the menu tasting.

→ These beverages are included according to the wedding package.

Beverages along aperitif

Still and sparkling mineral water

Fruit juices

→ These beverages are included according to our wedding package.

Hall / 18:00 Uhr / 60 persons

Wedding menu

Menu will be defined in a meeting with you and our head chef. On another appointment you may taste the chosen menu.

Wedding cake

Our pastry partner will gladly provide you with their experience and creativity to implement your ideas and wishes. In a personal conversation, they will determine what suits you best and customize the offer to your individual needs.

Midnight snack

Anyone who dances, laughs and celebrates will have after few hours appetite.

After a long party a small midnight snack will be perfectly.

Everything is possible, from curry sausage to hot dogs to classic cheese buffets. We will gladly advise and put together a tailor-made offer for you.

Supplement

Please inform us if we may offer you a supplement of the main course.

Dinner wines

Red wine

White wine

These will be tasted and chosen during the menu tasting.

→ These wines are included according to the wedding package up to 7dl per guest.



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Beverages along dinner

Still and sparkling mineral water

Hot beverages

→ These beverages are included according to our wedding package until the dessert is served.

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.

Allergies or food preferences

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

Allergies:

Intolerances:

Vegetarian food:

None:

VARIOUS INFORMATION

Packages

Ceremonie

The set-up for the ceremony includes benches with bench covers (up to 100 people), 2 chairs with chair covers for the bridal pair and an altar table. The set-up fee is CHF 1'500.00.

Wedding package for minimum of 20 guests

Aperitif up to 1.5 hours

- aperitif snacks Chef's choice 6 pieces per person
- sparkling wine, white wine, mineral water and fruit juices
- cocktail table decoration

Dinner

- 3 course menu & dessert buffet with 5 choices
- white and red wine, sommeliers suggestion (7 dl per person)
- mineral water, coffee, tea
- wedding cake made by our pastry chef
- flower decoration for the tables
- menu cards

Miscellaneous

- banquet room
- 1 microphone and LCD projector
- bridal suite for the wedding night
- wedding tasting menu for 2 persons, without drinks

CHF 280.00 per person

Event room

Lawn or inside the hotel for ceremony

In case of good weather ceremony will be held on the lawn, in case of poor weather in the hotel.

Hall

Ground floor, first floor or second floor with lake view



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Artist

DJ

Name:

Address:

Contact:

Number:

Date of delivery:

Time of arrival:

Equipment needed from the hotel:

Desired meal:

Desired Time:

Desired Place:

Photographer

Name:

Address:

Contact:

Number:

Date of delivery:

Time of arrival:

Equipment needed from the hotel:

Desired meal:

Desired Time:

Desired Place:

Weddingplanner

Name:

Mobile number:

E-mail:

Maid of honour/ best man

Maid of honour

Name:

Mobile number:

E-mail:

Best man

Name:

Mobile number:

E-mail:

Master of ceremony

Name:

Address:

Contact:

Number:

Date of delivery:

Time of arrival:

Equipment needed from the hotel:

Desired meal:

Desired Time:

Desired Place:



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Master of ceremony

Name:

Address:

Contact:

Number:

Date of delivery:

Time of arrival:

Equipment needed from the hotel:

Desired meal:

Desired Time:

Desired Place:

Children

Please inform us about your young guests.

Amount:

Name / age:

Children's seat:

General information

Extraordinary cleaning

Extraordinary cleaning costs which may occur by a special event or decoration, will be charged to the client.

Signage

Please tell us your desired signage.

Title:

Logo in jpeg-format:

Family name after the civil wedding

Will you change your family name after the civil wedding?

Yes

No

What will be the name after the civil ceremony?

Cloakroom

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

Internet

The Campus Hotel Hertenstein provides free WLAN to all guests.

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.

Noise ordinance

To maintain the noise ordinance at night-time, the windows facing the lake and the parking lot have to be closed at 22.00 h. Furthermore, the windows facing the terrace have to be closed at 00.00 h.



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

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.

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 flower partner.

Chair bows or covers

Please let us know if you wish to have chair covers (CHF 8.00) or chair bows (CHF 4.00).

Menu cards

Menus

Please inform us about your desired caption.

Language:

Title:

Name tags

Name tags according to your preferences will be prepared for CHF 2 per piece.

Name tag/presents for the guests

Are the name tags you are bringing connected with a small gift for your guests?



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HOTEL ROOMS

Stay:	Length of stay
Room:	1 Junior Suite for the wedding couple (in the wedding night)
Price:	Included in the wedding package

Total costs hotel reservations

Included in the wedding package

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
- o city tax

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.

Banquet room rate for individual room bookings

We offer your guests a discount of 10 percent on our room rates if the booking is made directly at our reservation department: reservation@c-h-h.ch or +41 41 399 71 71



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BANQUET SERVICES

Wedding date

Service	Price/unit CHF	Sum CHF
1 Ceremony set-up fee	1,500.00	1,500.00
60 PET water – <i>recommendation</i>	5.00	300.00
60 Wedding Package	280.00	16,800.00
60 Bar drinks - reference value	25.00	1,500.00
60 Midnight snack - reference value	15.00	900.00
X0 Minimum consumption - Hall	15,000.00	-
X Midnight surcharge per Hour	300.00	Depends on length
Total		21,000.00
Total costs banquet		21,000.00

PAYEMENT CONDITIONS

TERMS AND CONDITIONS

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

BILLING INFORMATION

	Total account	self-paying
Wedding package	<input type="checkbox"/>	<input type="checkbox"/>
Room / Breakfast	<input type="checkbox"/>	<input type="checkbox"/>
Soft drinks, additional drinks	<input type="checkbox"/>	<input type="checkbox"/>
Bar 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.

Date reservation wedding

With a written reservation of a date, the client is obligated to pay a deposit of CHF 1000.00. This deposit is non-refundable and will be accounted to the final invoice.

Invoice notice

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

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

Date

Signature