

## General Conditions & Cancellation policy

Two contracting parties	Landguet Ried Foundation and the "seminar organizer"
Prices	<p>All prices are in Swiss Franc (CHF) incl. VAT. Prices are valid from 1.1.2023 to 31.12.2023</p> <p>Please note that for any contract whose execution lies outside above date range, the rates in force on the effective date of the event will apply, both for the group organizer and for the individual guests. Clients will be informed at the time when prices are revised. If they do not agree with the new price, they will have the option of modifying their reservation free of charge. Their maintaining the reservation will automatically mean their acceptance of the new prices.</p>
Room/bed quota	<p>A quota of different room / bed categories will be pre-reserved for the group of the organizer. This quota will be kept for the group organizer's group until 21 days before the start of the event. On that date, any rooms or beds not reserved by the group organizer's group, will be released and made available for sale to other groups.</p> <p>For that reason, we request group organizers to inform their participants clearly about this condition and to encourage them to reserve accommodation with Landguet Ried at their earliest convenience, and at the latest, 22 days before the start of the event.</p>
Check-in / Check-out	Check-in after 5 pm Check-out until 10 am
Minimum number of participants	The minimum number of participants for seminars is 16 overnight paying guests. Seminars with less participants are possible upon request. Special conditions apply.
Minimum duration of seminars	2 days and 2 nights. Standard seminars start with dinner and end with lunch. A surcharge of CHF 50.– per person per night will be charged for one night stays, depending on availability.

Package deals	<p>Seminars are inclusive of accommodation and three meals as a package offer. For meals that are not taken during the seminar, late arrival or early departure and for unclaimed nights, the Landguet Ried Foundation is unable to provide any discounts on the total amount.</p> <p>Participants are not allowed to bring their own food or drinks. Bed linen is included in all accommodation standards, except for camping. Towels are not included in dormitory.</p>															
Day-Guests	<p>A daily allowance of CHF 50.– will be charged per person per day for day-guests who do not stay overnight, as a contribution to the general costs of the Landguet Ried Foundation premises. This includes use of the venues infrastructure, spring water, hot teas and lunch.</p>															
Seminar reservation and terms of payment	<p>The reservation becomes binding for both parties once the contract has been signed and the warranty amount received in the Landguet Ried Foundation's bank account. The warranty amount is established on the basis of the number of participants, as per below.</p> <table><tr><td>0 – 16</td><td>CHF</td><td>500.–</td></tr><tr><td>17 – 24</td><td>CHF</td><td>1 000.–</td></tr><tr><td>25 – 49</td><td>CHF</td><td>2 000.–</td></tr><tr><td>50 – 69</td><td>CHF</td><td>3 000.–</td></tr><tr><td>70 and more</td><td>CHF</td><td>5 000.–</td></tr></table> <p>The warranty amount will be refunded to the seminar organizer once the seminar has been held and all pending costs have been settled. In case of recurrent seminars, the warranty amount will be kept as deposit for the next chronological seminar.</p>	0 – 16	CHF	500.–	17 – 24	CHF	1 000.–	25 – 49	CHF	2 000.–	50 – 69	CHF	3 000.–	70 and more	CHF	5 000.–
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17 – 24	CHF	1 000.–														
25 – 49	CHF	2 000.–														
50 – 69	CHF	3 000.–														
70 and more	CHF	5 000.–														
Payment options	<p>All payments – even from abroad – are due in Swiss Franc CHF.</p> <p>Payments are possible as follows:</p> <ul style="list-style-type: none"><li>– Cash: Swiss Franc CHF</li><li>– EU-Transfer: Costs for the transfer are at expense of the transferor</li><li>– SEPA-Transfer: Costs for the transfer are at expense of the transferor</li><li>– Cards: Maestro/ Postfinance /Mastercard/ Visa /V-Pay</li></ul>															

## Cancellation policy seminar organizers

Cancellation policy for seminar organizers  
(without having subscribed an insurance policy)

Up to 180 days before the start of the seminar	CHF 200.– administration fee
179–90 days before the start of the seminar	15% of total group revenue*
89–31 days before the start of the seminar	30% of total group revenue*
30–0 days before the start of the seminar	60% of total group revenue*

\* Total group revenue is calculated as follows:  
number of participants in the contract x number of nights x full board price in standard double room + seminar room/s

Reduction in the number of seminar participants

The seminar organizer is responsible for the full quota of places (accommodation in full board) assigned to its group. The seminar organizer takes upon itself to inform the Landguet Ried Foundation of the number of participants at 90, 60 and 30 days before the start of the seminar. Should the number of participants decrease by 20% as compared to the initial number of places in the contract reserved for the group, the following cancellation fee will apply

90 days before the start of the seminar	15%*
60 days before the start of the seminar	30%*
30 days before the start of the seminar	60%*

\* \* of the price of unsold places as originally stated in the contract

In order to avoid incurring in unnecessary penalties, the Landguet Ried Foundation strongly recommends the seminar organizer, to realistically adjust the number of participants and reserved beds 61 days before the start of the seminar, by releasing the number of beds from the quota on time, so they become available to be booked by other groups.

Postponement of your seminar

Should a seminar organizer decide to postpone its seminar within the same year, an administration fee of CHF 300.– will be charged.  
Should a seminar organizer decide to postpone its seminar to the following year in the context of the current Covid-19 situation, the cancellation fees (see above) will be applied in the running year, and will be credited to the invoice of the seminar once held in the following year, minus an administration fee of CHF 300.–.

## Cancellation policy overnight guests and day guests

### Reservations Overnight guests and day guests

Seminar participants are requested to book their room 22 days before the start of their seminar. They can book their room directly with Landguet Ried, either via e-mail on [office@landguet.ch](mailto:office@landguet.ch) or on our website: [www.landguet.ch](http://www.landguet.ch). Participants receive a booking confirmation. The same applies for day guests.

Seminar organizers can also choose to manage the rooming list following the allocation of a room quota.

### Cancellation policy overnight guests and day guests

Up to 8 days before arrival	CHF 50.– handling fee per booking
from 7 days before arrival	50% of the booked arrangement
from 2 days before arrival	100% of the booked arrangement

A minimum cancellation fee of CHF 50.– for overnight and day guests applies. In case we are able to re-allocate the room to another guest, only the minimum cancellation fee of CHF 50.– will be charged.

### Cancellation policy for Landguet Ried programmes participants

Up to 31 days before the start of the programme	CHF 20.– handling fee per booking
30–22 days before the start of the programme	15% of programme fee
21–15 days before the start of the programme	25% of programme fee
14–7 days before the start of the programme	50% of programme fee
6–4 days before the start of the programme	70% of programme fee
3–0 days before the start of the programme	100% of programme fee