

## 1. Scope of application and definitions

These General Terms and Conditions govern the legal relationship between the guest/client/organiser, hereinafter referred to as the Principal, and the businesses of the ZFV Group. Other provisions and booking conditions may also apply in addition to these General Terms and Conditions. If there are deviations between the order and these General Terms and Conditions, the regulations stated in the order confirmation shall take precedence. The house rules of the individual event sites shall form an integral part of these General Terms and Conditions.

## 2. Performance

The ZFV Group undertakes to provide the scope of service in accordance with the order confirmation agreed with the Principal. The ZFV Group reserves the right to amend its services slightly in consultation with the Principal if there are temporary changes in market supply (e.g. lack of goods, massively increased prices), and is committed to delivering an equivalent order.

## 3. Agreement

The order is deemed to have been placed as soon as the offer or order confirmation has been reconfirmed by the Principal. If the parties have agreed nothing in writing, verbal approval is also deemed to be reconfirmation. If the reservation is made by a third party, the latter shall also become party to the order, regardless of effective authorisation by the Principal, and shall be liable for all commitments arising from the order in addition to the Principal as joint and several debtor. Offers are valid for 30 days after the issue date.

## 4. Change in the number of participants

The number of persons agreed 2 weeks prior to the event shall be binding. The definitive number of people must be notified in writing at the latest 3 working days before the event. This is the number that will be invoiced. Cancellation costs shall apply if there is a deviation by more than 10% in the number of people notified 2 weeks before the event. Full costs shall be charged for no-show participants.

## 5. Cancellation of events and reservations

The confirmed services shall be charged as follows for cancellation of definitive bookings or larger deviations in participant numbers.

- Up to 60 days before the event: CHF 200.00 administration fee
- 59 to 31 days before the event: 25% of the order value
- 30 to 14 days before the event: 50% of the services offered
- 13 to 4 days before the event: 80% of the services offered
- From the 3rd day before the event: 100% of the services offered

## 6. Advertising

Newspaper advertisements and any other commercial advertising referring to events at ZFV Group businesses require prior consent from the ZFV Group.

## 7. Principal's liability

The Principal shall be liable for any damage (personal injury or material damage), even if they are not directly to blame (e.g. theft, accident). This also applies to damage caused by third parties. The ZFV Group shall not be liable for accidents involving event participants, unless caused by ZFV Group personnel. The ZFV Group accepts no liability whatsoever for third-party services.

## **8. Prices and payment terms**

The prices confirmed in writing shall apply. These are deemed to be in Swiss francs and inclusive of VAT. Food and drink actually consumed and costs incurred shall be invoiced. Invoices are due for payment within 20 days of the invoice date. We do not accept personal cheques. Principals domiciled abroad must pay the amount stated on the order confirmation in full 7 working days before the event. If payments on account that have been agreed in writing are not paid on time, the ZFV Group shall be entitled to withdraw from the contract and invoice the Principal for any expenditures incurred up to that date. If the Principal is not the organiser, the former shall be jointly and severally liable with the organiser for the full invoice amount. The ZFV Group retains the right to provide information to third parties for credit-checking purposes and to transfer this information to third parties in the event of outstanding debts, with any administration fees being added to the amount owed.

## **9. Withdrawal by the ZFV Group**

In the event of force majeure, planned renovations or official orders and upon non-compliance with contractually agreed advance payments, the ZFV Group shall be entitled to withdraw from the contract at no cost. The ZFV Group may withdraw from the contract without compensation if it has reasonable grounds to assume that the event risks endangering smooth business operations, the security or reputation of the business.

## **10. Applicable law and jurisdiction**

These General Terms and Conditions are subject to Swiss law. The sole place of jurisdiction is Zurich. The General Terms and Conditions (GTC) and Terms of Business (TB) for Swiss Museum of Transport events shall otherwise apply.

# Notes

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## Seasonality / Food and drink selection

We use seasonal, regional products, cooked with care. On this basis we constantly adapt our range of food and drinks. We are happy to take into account your specific wishes.

## Dietary preferences / Allergies

We are also happy to amend the menu you have chosen if a guest has specific dietary preferences or allergies. Please notify us of your wishes at the latest 2 weeks before the event.

## Orders

Please notify us of your final food and drink order at the latest 2 weeks before your event. We must be advised in writing of the number of guests relevant for preparation of the menu and invoicing at least 2 weeks before the event. Deviations in the number of guests – up to a maximum of 10% – can be notified in writing at the latest 3 working days before the event. After this point the original number of guests notified shall be binding. Additional guests notified on the day of the event will always be charged.

Organisation fee	Unit	Price
We provide the first quotation free of charge.		
• Customised advice, at cost	per hour	CHF 120.00

## Minimum catering order

If your event is to be held outside of museum opening hours, we will apply a minimum catering order.

• Event in one of our outlets or conference rooms Brasserie / Mercato / Filmtheater Lounge / Conference rooms 1–3 / 5–8 / Engagement zone	per event	CHF 1,000.00
• In a museum hall Aerospace, road transport, rail transport halls / Arena / Hans Erni Museum	per event	CHF 1,000.00
• If you rent the Brasserie exclusively, the minimum order value is	per event	CHF 2,000.00

## Catering costs / Rates

Events held in the museum halls or in the Hans Erni Museum are deemed to be "catering events". We will also invoice the additional work as a one-off logistics fee.

• Event up to 49 people	per event	CHF 400.00
• Event for 50–149 people	per event	CHF 600.00
• Event from 150 people	per event	CHF 750.00
• Event from 300 people	per event	CHF 1,000.00

## Catering costs / Personnel costs

For an event in different Museum of Transport rooms, we will invoice the additional personnel costs, e.g. drinks reception in the Filmtheater Lounge, dinner in the Aerospace hall and dessert and dancing in the Coronado conference room.

If there is an extended waiting time (at least 30 minutes) without catering service planned between the drinks reception and dinner, we will invoice the personnel costs.

• Waiting staff manager / Head chef	per employee/hour	CHF 80.00
• Waiting staff / Kitchen staff	per employee/hour	CHF 50.00

**Extended stay:**

If an event runs past midnight, it will be our pleasure to arrange the official licence.

• Licence after 24:00	CHF 250	one-off fee
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In addition, the following catering fees will be charged.

• Event up to 49 people	per hour	CHF 500.00
• Event for 50–149 people	per hour	CHF 750.00
• Event from 150 people	per hour	CHF 950.00