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## Terms and Conditions

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# St. CHARLES HALL

BESONDERE MOMENTE AM VIERWALDSTÄTTERSEE

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## Procedure, Inventory, Suppliers

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Latest 30 days prior event date the Organizer of the event must present a detailed time schedule and layout of the event setup. This should include a bad weather scenario. Additionally, a list of all suppliers including name and cell phone numbers as well as a complete list of arrival and departure times is required.

The decision on the scenario (bad or good weather) must be presented to the administration latest by 08:00 a.m., the day before the event. This is especially important for weddings.

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## Catering

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We offer a list of recommended caterers. Other caterers can be accepted however this must be discussed in advance with the administration of the St. Charles Hall. In such case a prior visit of the caterer is a must and non-negotiable.

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## External Furniture Rental and Technic

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The St. Charles Hall will help you with recommendations for furniture suppliers and technical support suppliers.

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## Event Management

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During the entire event including construction and deconstruction periods the presence of at least one event manager of St. Charles Hall is mandatory. The manager is responsible for proper handling on location. The event organizer and their guests act upon their instructions and directives. At larger events the presence of additional event managers will be obligatory at a rate of CHF 60.00 per hour.

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## Final Event Meeting and Checklist

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Latest one month prior the event a final event meeting takes place.

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## Delivery Trucks & Coaches

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Due to the narrow gateway, delivery trucks and coaches may not enter the property. The maximum weight for smaller delivery vehicles is 3.5 tons.

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## Pickups

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Pickups of belongings after the event during night time are not allowed. The punctual pickup from external suppliers shall be organized for the morning after the event (only office hours) and must be agreed upon prior with management of the St. Charles Hall.

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## Noise Abatement

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The Villa St. Charles Hall is situated in a residential area and as such must adhere to local noise abatement rules. From 10pm noise outside the Villa must be avoided. All windows towards parking lot and dance hall must remain closed from 10pm onward.

To ensure adherence of the noise abatement our event staff will take regularly noise measurements. Any directives and instructions by our event staff must be followed strictly to ensure no complaints from neighbours.

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## Garbage and Waste

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Garbage and waste must be taken care of and removed by the organizer.

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## Candles

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Candles, sparkler candles and similar candles may only be used in agreement with the management of the Villa St. Charles Hall.

You may use your own candles on the outdoor premises of the Villa, however, these must be placed inside a storm glas.

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## Dancing

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Due to the precious floors and carpets a special dance-floor must be assembled. This will be done by St. Charles Hall staff.

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## Parking

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On the premises parking is only allowed on the gravel lot. Parking is limited to approx. 20 cars. Information about additional parking lots in the area can be obtained upon request.

The event organizer is responsible for the correct parking of their guests and to make sure noise levels remain low when departing during night time to ensure noise abatement.

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## Maximum Event Duration

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Guests must leave the villa by no later than 00.30h. An extension of the event duration will not be permitted. Times for a possible dismantling of the infrastructure (catering, furniture etc.) by external service providers directly after the event has to be discussed in advance.

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## No Smoking

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Due to the invaluable halls, artwork, carpets and more smoking is strictly prohibited. This includes any other form of smoke such as table bombs, dry ice, smoke machines etc. Sparkling candles for cakes must be notified to management in advance.

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## Fireworks

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At least 14 days prior the event approval at the respective authorities must be obtained. Only baroque fireworks (almost noise-less) are allowed. Acceptable areas for the firework display will be assigned by the administration of the Villa St. Charles Hall.

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## Sky candles

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Due to security reasons sky candles are not permitted.

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## Children

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Children are very welcome, however, due to the rare artworks and precious furniture it is not a playground for children. Because the event organizer is liable for any damages, we strongly recommend organising a caretaker for all children on site.

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## Pets

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Pets, especially dogs are not allowed. In the park dogs must be on a leash.

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## Damages und Losses

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During the event as well as during assembly / disassembly the organizer is fully liable for all damages and losses even when third parties caused the damages or losses.

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## Payment Conditions

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Per signature below 50% of the total fee will be due immediately. The difference will be due 30days after receipt of the final invoice.

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## Cancellation Fees

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Up to 180 days prior the event 30% of the total will be due.

179 to 90 days prior the event 50% of the total will be due.

89 to 30 days prior the event 80% of the total will be due.

29 days or less prior the event 100% of the total will be due.

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## Contract

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The terms and conditions are part of the contract and are considered read, understood and agreed upon per signature of the organizer.

Meggen, October 2023