

Terms & Conditions of Prägebüro GmbH, Papiersaal & Folium

WHEREAS

Prägebüro GmbH rents out the Papiersaal and the Folium and takes care of the organisation and execution of your event. To help us make your event in our spaces (Papiersaal/Folium) a success, we ask you as our client to read the following Terms & Conditions and to confirm that you acknowledge them by signing this document.

Basis/formation of contract

The basis for collaboration between Prägebüro GmbH and the client is the confirmation of reservation/order and the client's signing of Prägebüro GmbH's Terms & Conditions. Additional information, such as written instructions issued by the client after this, becomes an integral part of the confirmation of reservation/order or quote.

Reservation

The reservation agreement and changes thereto regarding services of Prägebüro GmbH only become binding on Prägebüro GmbH once both Prägebüro GmbH and the client have confirmed or reconfirmed the corresponding agreements in accordance with these Terms & Conditions.

Event date options

Event date options are binding on both parties for the duration of the option term. Written confirmation to book a date must reach Prägebüro GmbH by the last day of the option term. If the option term ends and no date has been booked, Prägebüro may freely dispose of the reserved dates.

Using the Papiersaal/Folium

The client must provide Prägebüro GmbH with the detailed event programme at least 14 days before the event. Detailed requirements for the event, such as desired seating option, space decoration, technical equipment etc., must also be submitted in writing to Prägebüro GmbH at least 14 days before the event.

Number of persons

The client undertakes to confirm the definitive number of persons attending in writing to Prägebüro GmbH as early as possible, and no later than 7 business days before the event. The confirmed number of persons constitutes the basis for calculations but can still be adjusted by +/- 10% until up to 3 days before the event.

Cancellation

The client must submit cancellations or substantial order changes to Prägebüro GmbH in writing as soon as possible.

Cancellations after signing the contract and up to one month (30 days) before the planned event:

The client is charged a lump sum to the value of half the space rent as cancellation fee if the client causes the event to be cancelled.

Cancellations later than one month (30 days) before the planned event:

The client is charged the entire space rent as a lump sum. Any hours already spent on preparations and any third-party services already booked (e.g. sound engineer) are also charged. Cancellations must be made in writing to Prägebüro GmbH. Prägebüro GmbH may offset the cancellation fee against any advance payments made by the client. Should Prägebüro GmbH have reasonable grounds for believing that the client's event might jeopardise the smooth business operation, safety or reputation of Prägebüro GmbH, Prägebüro GmbH is entitled to cancel the reservation agreement at any time without compensation. This is the case, in particular, if the client has provided untruthful or incomplete information on the content and schedule of the event.

Food & beverage/catering

Our recommended catering partner is the restaurant Rüsterei located in the same building. However, there is no exclusivity, and external caterers may be contracted upon agreement with Prägebüro GmbH. External caterers must sign a separate agreement. The bars in both spaces are operated by Prägebüro GmbH.

Payment conditions

Depending on the type and size of the event, Prägebüro GmbH may ask for an advance payment. Any incidental costs and costs for equipment in the space (according to confirmation of order/quote) are invoiced to the client after the event. Any additional expenditure by Prägebüro GmbH's employees on site, such as space management, cleanup, changes to the seating arrangement etc. that have not been explicitly listed in the confirmation of order or quote are charged separately. For the booking of artists and musicians as well as for the overall planning and organisation of events that include third-party services, Prägebüro GmbH charges a 15% surcharge on their fees. After the event, the client will receive an overall statement of all expenses for services delivered on the part of Prägebüro GmbH.

Advertising

All printed materials, announcements on the internet and radio and TV broadcasts that use the name/logo of Papiersaal/Folium or Prägebüro must be submitted to Prägebüro GmbH for approval before their publication.

Any sponsorship must be discussed and approved by both parties. Posters or other advertising media as well as projections of the client's or third parties' logos may be placed inside and/or in front of the location only with the written consent of Prägebüro GmbH.

Safety regulations

The following mandatory provisions/rules must be observed:

- The organiser of the event is responsible for the implementation of any Covid protection measures currently in force. Prägebüro GmbH is happy to support its clients in an advisory capacity. The client will be asked for a separate signature to this effect on the day of the event.
- The client is responsible for ensuring that the number of persons admitted does not exceed the maximum defined for the specific set-up in the Papiersaal and Folium. The maximum numbers of persons as agreed with Prägebüro GmbH are binding.
- Only materials of low inflammability may be used for decoration.
- Technical equipment and lighting may only be operated by Prägebüro GmbH or persons authorised by Prägebüro GmbH.
- Confetti cannons and similar are not permitted.

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- Nothing must be glued/stuck to the walls (plasterwork), pillars, wedding arch or floor.
- Please take note before the event of the additional terms and conditions (separate PDF document).

The client is liable for damages arising from non-compliance with or violation of these rules.

Fire protection

The client/organiser of the event undertakes to observe Prägebüro GmbH's fire protection regulations. In particular, exits, emergency exits and escape routes must be kept clear at all times. Costs arising from fire alarms falsely set off by guests at the client's event are fully borne by the client.

Bouncers and security personnel

During nights without legal closing hours, public events and large-scale events, it is obligatory to use security personnel from our partner security firm, ISG. The costs (hours worked, allowances etc.) are borne by the client directly [or are charged to the client through us].

Noise prevention

The City of Zurich's noise prevention ordinance must be observed at all times. Fines, fees and other consequential costs and damages arising from intervention by the authorities during the client's event are borne by the client.

Night surcharge

Prägebüro GmbH charges a night surcharge after midnight. For the space rent of Papiersaal/Folium and for obtaining official overtime permits, we charge a lump sum of CHF 150.- for every additional hour or part thereof.

Space management

Space Management supervises, monitors and coordinates the contractually agreed schedule and hands the space over to the client. If desired, Space Management will also coordinate with external suppliers. The basic space rent includes half a day of space management (site visits, meetings, contracts, orders and handover/acceptance of the spaces). Incidents and services exceeding this budget will be reported to the client and are charged separately (hourly rate CHF 75.-/h).

Insurance/liability

The client is fully liable in all cases for damage to the spaces and the furnishings in them. The client is also liable for objects brought to the event. The client is obliged to take out sufficient private or business liability insurance for this. Liability of Prägebüro GmbH for minor negligence or for the actions of its employees is excluded.

Smoking/smoking room

It is possible to rent an extra smoking room on the second floor.

Smoking is prohibited in all other rooms, in the staircases and on the fire escape.

Cleaning

Cleaning is not included in the basic rent. The costs depend on the level of soiling and on whether a cleaning machine needs to be used and are borne by the client.

Waste disposal

Disposal of special types of waste, such as decorations or brochures brought by the client, is the client's responsibility. The client must take such waste away with them immediately after the event. Prägebüro GmbH can provide waste containers upon the client's request for a fee of CHF 150.- per container.

Parking/delivery

Sihlcity has its own metered parking garage for 850 cars available to all Sihlcity visitors. You can buy 24h exit tickets for CHF 20.- per ticket from Prägebüro GmbH. We would also like to point out that Sihlcity is readily accessible by public transport (S4, SN4, buses 33 and 89, trams 13 and 5). We do not have our own parking. Delivery of material to our spaces is via the general Sihlcity underground point of delivery.

Place of jurisdiction and applicable law

These Terms & Conditions are an integral part of the contract governing the legal relationship between the client and Prägebüro GmbH. Swiss substantive law applies exclusively. The place of jurisdiction is the City of Zurich.

The undersigned confirms that he or she has read and understood these Terms & Conditions and accepts them, or accepts them on behalf of the client.

Company Name (block letters)

Place Date Signature

Papiersaal

Folium

Date & time of set-up _____

Date & time of event _____

Date & time of dismantling _____

