

Booking request form

Name of your company/association	
Billing address	

Contact person	Email	Tel

Dates of the event	Schedules / agenda	Number of people

Meeting rooms									
							Rental at CHF		
		Theater	School	Block	U	Banquet	08:00 à 17:00	08:00 à 12:00 OU 13:00 à 17:00	18:00 à 22:00
(Optimal number of participants)	(Maximal number of participants)								
	Bureau 25 m2			8 12 max			300.-	250.-	200.-
	Smart Business 50 m2	20 30 max	12 18 max	12 18 max	12 18 max		400.-	350.-	300.-
	Atrium 40 m2	20 30 max	14 21 max	12 20 max	10 15 max	16	500.-	400.-	350.-
	Atrium 80 m2	40 60 max	28 42 max	20 30 max	18 27 max	40	900.-	750.-	550.-
	Atrium 120 m2	60 100 max	40 60 max			60	1'200.-	1'000.-	750.-
	Bambou 215 m2	120 220 max	52 110 max		28 42 max	98	1'750.-	1'500.-	1'200.-

All our meeting rooms are equipped with a beamer, screen, flipchart, sound system, multiple sockets, Wi-Fi, desk pads, notepads and pens.
 Pinboards, whiteboards and microphones on request only.

This booking request form should be sent to: sales@byf.ch
 In case of availability, we will send you a booking confirmation.
 Prices in this list are subject to change without notice.

	Mineral water 0.8L at CHF 8.- pce throughout your session
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Welcome coffee	
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	Buffet of coffee, tea, fruit juices and pastries (CHF 9.50 p. pers)
	Buffet of coffee, tea and pastries (CHF 7.- p. pers)
	Buffet of coffee, tea and fruit juices (CHF 7.- p. pers)
	Coffee and tea buffet (CHF 4.- p. pers)

Morning coffee break			Please indicate the desired time:
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	Buffet of coffee, tea, fruit juices and pastries (CHF 9.50 p. pers)
	Buffet of coffee, tea and pastries (CHF 7.- p. pers)
	Buffet of coffee, tea and fruit juices (CHF 7.- p. pers)
	Coffee and tea buffet (CHF 4.- p. pers)

Lunch			Please indicate the desired time:
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	We would like to receive a lunch offer.
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Afternoon coffee break			Please indicate the desired time:
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	Buffet of coffee, tea, fruit juices and pastries (CHF 9.50 p. pers)
	Buffet of coffee, tea and pastries (CHF 7.- p. pers)
	Buffet of coffee, tea and fruit juices (CHF 7.- p. pers)
	Coffee and tea buffet (CHF 4.- p. pers)

Appetizers			Please indicate the desired time:
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	We would like to receive a appetizer offer.
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Dinner			Please indicate the desired time:
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	We would like to receive a dinner offer.
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Additional information	
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General conditions seminars and banquets

NUMBER OF PARTICIPANTS

The number of participants must be communicated to us 14 days before the event in writing. A variation of 10% will be allowed up to 48 working hours before the event. This number will serve as the basis for invoicing.

PROVISION OF THE ROOMS

Alpha & Palmiers reserves the right to change the allocation of the meeting rooms depending on the final number of participants.

BILLING AND PAYMENT

Invoices are payable within 30 days, after which time Alpha & Palmiers is entitled to charge late payment interest.

DEPOSIT

100% of the agreed amount is due in advance, if the customer's registered office is located outside Switzerland.

CANCELLATION FEES

Up to 10 weeks before the start of the event: 100% cancellable free of charge.

Then, each week, 10% of the total amount is due and non-cancellable.

That is to say: cancellation cost 10% of the total amount the 9th week before the start of the event, cancellation cost 20% of the total amount the 8th week before the start of the event and so on.

From 5 days before the event 98% is due.

PRICE

Our prices include VAT, taxes and service.

TECHNICAL EQUIPMENT

Any technical equipment provided by the organizer or any service organized by him must be notified to our department.

These elements must comply with the law and respect the standards and practices in force.

RESPONSIBILITIES AND INSURANCE OF PROPERTY AND PEOPLE

The Alpha & Palmiers hotel declines all responsibility for damages or claims resulting from degradation, disappearance or theft.

The organizer is liable for any damage that he himself, his collaborators, his guests or his representatives may cause during the event.

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