

### GENERAL TERMS & CONDITIONS . GTC for events at the BENEN-DIKEN-HOF

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**1** In the case of closed events in the rooms provided for this purpose, a standard menu must be agreed in advance.

**2** In principle, the hotel should be informed of the final number of persons up to 20 days before the start of the event.

**3** A reduction in the number of participants free of charge is possible up to a maximum of 10% of the original number up to 5 days before the start of the event. A later reduction in the number of persons can no longer be taken into account. In this case, the basis for invoicing is the originally booked number of persons.

**4** Exceeding the number of participants is only possible up to 10% of the originally booked number and must also be notified to the hotel up to 5 days before the start of the event, as otherwise the smooth running of the event cannot be guaranteed. In this case, the basis for invoicing is the actual number of persons. The exception to this is if the maximum number of persons for the booked room is exceeded. This is not permitted at any time.

**5** Cancellations notified to the hotel in writing up to eight weeks before the start of the event are free of charge. In the case of cancellations at shorter notice, we shall charge 50% of the lost meal or arrangement turnover up to six weeks before the start of the event, 70% up to two

weeks before the start of the event and 90% up to seven days before the start of the event. If the hotel is notified in writing of the cancellation less than 7 days before the start of the event, we will charge 95% of the price. If the specific meal turnover has not yet been determined, the currently valid half-board price x number of persons shall apply.

**6** Our price calculation for food and beverages is based on the assumption that the services offered will be taken up during the service times customary in our hotel.

**7** An extension of an event beyond 1 a.m. is not possible.

**8** Restaurant Køkken can be booked exclusively. A minimum turnover of € 6,000.00 is required for an exclusive booking. If this is not reached, we will charge the difference as room rent.

**9** It is possible to taste the selected menu beforehand and fine-tune it or make changes in the course of this. The occasion can also be used to select the matching wines with the restaurant team. The costs for this are 50% of the regular price and will be invoiced separately.

**10** For the organisation of event parts without house turnover – for example an island tour – we charge a service surcharge of 10%.