

# general terms & conditions

## room bookings

### event locality

1. The event locality is Hall 8 (e.g. event hall, room north and room south), Dornacherstrasse 192, 4053 Basel.
2. The event locality is equipped with the following facilities (see separate factsheet with regard to furnishings).
  - a. an approximately 240 m2 event room with access to sanitary facilities
  - b. bar and kitchen with microwave oven, refrigerator, and small dishwasher
  - c. large screen, beamer, lights and sound show facility, 2 seating stands (fits 16 people each), 150 chairs, 26 banquet tables
  - d. 10 whiteboards

### event contract

1. The organizer bears the costs of the agreed rental price, excluding taxes, for the execution of the event. An adjustment of the number of persons must be announced at least 10 days before the event. Additional costs for heating, hot water and electricity are included in the rental price. The rental price includes a cleaning fee of CHF 150.00 per day. However, this flat rate does not release the organizer from an obligation to leave the hall in such a state that the hall may be cleaned without incurring any additional costs.
2. Payment of the final invoice is due immediately after the event. Should several events have taken place, the organizer can opt to settle the invoice after each event or settle after all events have taken place. All invoices should be settled within 10 days. After this period, and without further notice, you will be considered to be in arrears.

3. The landlord reserves the right to grant access to the premises only after the beginning of the rental period. All preparatory and setting-up work on the premises must be carried out within the prescribed period set down in the contract.
4. The permitted decibel sound level is 92db.
5. The lighting and sound installations are pre-configured and may not be altered. If it is established that these settings have been altered and that the wiring has been changed, a charge of CHF 200.00 to cover the cost of resetting the system will be levied.
6. The organizer is not authorized to sublet the premises.
7. The landlord must be allowed access at all times to the Hall.
8. The organizer confirms that their event is not right-wing extremist, racist, anti-Semitic, antidemocratic, or has any otherwise unconstitutional content.

### cancellation policy

1. If the event is cancelled by the organizer within the 30 days leading up to the event, however, a cancellation fee amounting to 50% of the cost of renting the premises will be charged. If the event is cancelled less than three working days before the event is due to take place, the full rental charge will be due. Events that cannot take place due to federal regulations are exempt from the fee. If the Landlord requests a deposit, access to the premises will only be permitted to the Hall after payment of this deposit.

### obligations of the landlord

1. The landlord undertakes to put the premises at the organizer's disposal at the appointed date and time.
2. The organizer undertakes to ensure that the infrastructure is checked and is in good working order.

### **obligations of the organizer**

1. The organizer undertakes to take good and due care of the premises and the inventory.
  2. In the run-up to the Event, the organizer can compile a list of discernible faults, and confirm with his signature on the present contract that the premises have no other visible defects, other than those on the above-mentioned list of faults.
  3. The organizer must leave the Hall in a cleared-up and functioning condition punctually at the stipulated time. Litter caused by the organizer's event must be disposed by the organizer.
  4. The organizer undertakes to comply with all police regulations (security measures, noise emission, opening hours, etc.) and otherwise to obtain all necessary permits. Furthermore, the organizer is obliged to comply with the Rules and Regulations pertaining to the Gundeldinger Feld area and to ensure that their guests behave accordingly. In case of any infringement of the above-mentioned policy regulations or the Gundeldinger Feld area regulations, the Landlord is entitled to close down the event and to order the immediate clearing of the Hall.
  5. The organizer is responsible for the installation and the dismantling of their setup. Moreover, they are responsible for returning the inventory to its original state.
  6. The organizer is responsible for entrance cards, tickets, communication and the guest list.
2. The fire alarm system must not be deactivated. The cost of a false alarm to the Fire Brigade is to be met in full by the the organizer.
  3. The landlord is not liable for damage caused by the organizer or the users.
  4. The organizer releases the Landlord from all responsibility for any liability claim from their workers or auxiliaries or guests of the Event in connection with the use of the Hall or the facilities. The landlord reserves the right to request a copy of the organizer's liability insurance policy.

### **further stipulations**

1. In case of dispute concerning this contract, the parties have agreed to the place of jurisdiction as the "Odentliche Gerichte von Basel-Stadt".
2. With regard to the Rental Contract and the General Terms and Conditions of Launch Labs (Schweiz) GmbH, exclusively Swiss law is applicable.

### **liability**

1. The organizer is liable for all damage caused in the hall or to its facilities by themselves or by their guests. This could, for example, encompass direct or indirect damage such as loss of profit or loss of sales when the Hall cannot be subsequently rented.