

## **tristar GmbH General Terms and Conditions for Events**

### **I. Scope**

1. These terms and conditions apply to contracts relating to the rental of conference, banqueting and function rooms of the hotel for the holding of functions and events of any kind and for all other related deliveries and performances of the hotel.
2. The client's terms and conditions shall not apply unless expressly agreed in writing in advance.

### **II. Contracting partner, prices, limitation period**

1. If the client himself is not the event organiser and a commercial agent is appointed by the event organiser to organise the event, the commercial agent and the event organiser shall be jointly and severally liable to the hotel for all obligations arising from the contract.
2. The subletting of the rented spaces, areas or display cases and the invitation to and holding of interviews, sales or similar events require the prior agreement of the hotel in writing, whereby Section 540 (1) (2) of the German Civil Code (BGB) shall be waived providing the client is not a consumer.
3. The client shall be obligated to pay the agreed or standard hotel prices for these, and other services used. This shall also apply for hotel services and outlays to third parties arranged by him, including in particular any claims by copyright management companies. The agreed prices include the taxes applicable at the point in time the contract is concluded. In the event of any changes to the statutory value added tax or the introduction, amendment, or abolition of local duties on the performance object after conclusion of contract the prices shall be adjusted accordingly by a maximum of 5%. For contracts with consumers this shall only apply if the period between conclusion of contract and contract performance exceeds 4 months.
4. All contractual claims against the hotel shall expire in principle one year from the start of the statutory limitation period. These reductions of the limitation period shall not apply
  - for claims based on causes resulting from malicious intent or gross negligence by the hotel - including its vicarious agents;
  - for any damage caused by negligence from loss of life, personal injury, loss of health or loss of freedom.

### **III. Services, prices, payments, billing**

1. The hotel shall be obligated to perform the services ordered by the client and promised by the hotel.
2. The client shall be obligated to pay the agreed or standard hotel prices for these, and other services used. This shall also apply for hotel services and outlays to third parties arranged by him, including in particular any claims by copyright management companies.
3. The agreed prices include the taxes applicable at the point in time the contract is concluded. In the event of any changes to the statutory value added tax or the introduction, amendment, or abolition of local duties on the performance object after conclusion of contract the prices shall be adjusted accordingly by a maximum of 5%. For contracts with consumers this shall only apply if the period between conclusion of contract and contract performance exceeds 4 months.
4. Hotel invoices with no due date shall be payable without deduction within 10 calendar days of receipt of invoice. The hotel shall be entitled to declare overdue amounts payable at any time and demand immediate payment. In the event of default, the hotel shall be entitled to demand statutory default interest in the amount of 9 per cent above the base interest rate for transactions in which a consumer is not involved, and in the amount of 5 per cent above the base interest rate for all other transactions. In addition, in cases of default the hotel can apply a fee in the amount of EUR 2.50 per reminder letter. The hotel reserves the right to provide evidence of and assert a higher damage.
5. The hotel shall be entitled to demand a reasonable advance payment at any time. The amount of the advance payment and the payment date may be agreed in the contract in writing.
6. The client may only offset or reduce a claim by the hotel with an indisputable or legally effective claim.
7. If after signing of the contract, circumstances become apparent which, in the hotel's opinion, shed doubt on the creditworthiness of the client, the hotel shall be entitled to withdraw from the contract or to provide the agreed services only on receipt of advance payment or provision of a security.

### **IV. Cancellation by the client**

1. The client can only withdraw from the contract concluded with the hotel if a right of withdrawal is expressly agreed in the contract, an alternative statutory right of withdrawal exists, or the hotel expressly agrees to cancellation of the contract. The agreement of a right of withdrawal and any consent to cancellation of the contract must be made in writing.
2. If a deadline for withdrawal from the contract free of charge is agreed between the hotel and the client, the client may withdraw from the contract up to that date without giving rise to any

claim to payment or claims for damages by the hotel. The client's right of withdrawal shall lapse if he does not exercise his right of withdrawal vis-à-vis the hotel by the agreed deadline.

3. If a right of withdrawal has not been agreed or has already lapsed, no statutory right of withdrawal or right of termination exists and the hotel does not agree to cancellation of the contract, the hotel shall be entitled to claim the agreed remuneration even if the service is not used. The hotel must make allowance for revenues from rental of the rooms to other parties and costs saved. The client shall be free to provide evidence that the claim was not incurred or was less than the amount demanded. The hotel shall be free to provide evidence that a higher claim was incurred.

## **V. Cancellation by the hotel**

1. If a right of cancellation (right of withdrawal) free of charge up to a certain point in time was agreed in writing, the hotel shall also be entitled to withdraw from the contract without giving reasons up to this point.

2. If an advance payment due is not made on time despite the payment being requested and a deadline being set, the hotel shall be entitled to withdraw from the contract.

3. Furthermore, the hotel shall be entitled to withdraw from the contract for objectively justified reasons, such as

- a. force majeure or other circumstances for which the hotel is not responsible which make performance of the contract impossible;
- b. provision of misleading or false details (e.g., the identity of the client or the purpose) when booking event areas;
- c. the hotel has justified reason to believe that use of the hotel is likely to jeopardise the smooth business operation, security or appearance of the hotel to the public, and this does not fall under the authority or organisational sphere of the hotel;
- d. there is a breach of Section II.2.

4. In the event of any justified withdrawal by the hotel, the client shall not be entitled to any claim for damages.

## **VI. Changes to the number of participants and the event time**

1. The hotel must be informed of any change to the number of booked participants of more than 5% no later than ten working days before the start of the event; the hotel must agree to the change in writing. The client will be billed for any changes made beyond this.

2. Any reduction in the number of participants, up to a maximum of 5%, of which the hotel is

informed at least 10 working days before the start of the event will be taken into account by the hotel in the invoice. For reductions greater than this, billing will be based on the originally agreed number of participants less 5%. The client shall be entitled to reduce the agreed price by the amount of the costs saved due to the lower number of participants, providing he provides evidence thereof. The client's cost savings due to the agreed 5% allowance must be taken into account when doing so.

3. In the event of an increase in the number of participants, billing shall be based on the actual number of participants. If the number of participants is exceeded by more than 5% it may not be possible to serve the desired menu unless the hotel has agreed the change in writing.

4. If the number of participants changes by more than 10% the hotel shall be entitled to set new prices and/or change the confirmed spaces. If the change exceeds the capacities available, the hotel may refuse the requested change.

5. If the agreed start and end times of the event are changed and the hotel agrees to these changes, the hotel may charge appropriate fees for any additional availability of services, unless the changes are the fault of the hotel. If the agreed start and end times of the event are changed and the hotel has to move guests to another hotel as a result, the client shall bear all costs incurred. All other claims for damages by the hotel remain unaffected.

6. For events that continue past 11pm the hotel may charge for staff costs on an itemised basis from this time onwards. Furthermore, the hotel may also charge for staff travel expenses on an itemised basis if staff have to travel home after the end of business hours and incur additional costs as a result.

## **VII. Bringing and taking away food**

The client may not bring any food and drinks to the event. Any exceptions require prior agreement with the hotel in writing. In such cases a charge will be made to cover a portion of the overheads. In the event that this clause is breached, the hotel shall be entitled to demand a fixed rate amount of compensation per participant to cover the amount that the hotel would have received for providing the service. The client shall be entitled to provide evidence that lower damages were incurred. The hotel shall not accept any liability for any injuries to health caused by the consumption of food and drinks that the client has brought with him.

## **VIII. Technical equipment and connections**

1. If the hotel procures technical and other equipment for the client at the client's request, it shall act on behalf of, with the authority of and on account of the client. The client shall be liable for careful handling, appropriate operation and proper return

of the equipment, including the hotel's own equipment. He shall indemnify the hotel against all claims by third parties arising from the provision of such equipment.

2. The use of the client's own electrical equipment while using the hotel's electricity network requires the written consent of the hotel. The customer shall bear the cost of any disruptions or damage to the hotel's facilities resulting from use of this equipment unless the hotel is responsible. The electricity costs incurred during use may be recorded and billed by the hotel at a fixed rate.

3. The client shall be entitled to use his own telephone, fax, and data transfer equipment subject to the prior written consent of the hotel. The hotel may demand a connection fee for this.

4. If suitable facilities of the hotel remain unused due to the client's own facilities being connected, a downtime fee may be charged.

5. Faults or damages to equipment provided by the hotel or other equipment shall be rectified immediately where possible at the cost of the client.

6. Official permits, requirements, and authorisations necessary for the event must be obtained by the client at his own cost and in good time. He shall be responsible for compliance with public law requirements and other provisions, compliance with noise pollution and child protection regulations and payment of GEMA fees.

## **IX.**

### **Loss or damage to items brought to the hotel**

1. Display or other items, including personal belongings are brought to the hotel and into the event spaces at the risk of the client. The hotel shall not accept liability for loss, destruction, or damage, including financial loss, unless it is caused by gross negligence or malicious intent of the hotel.

2. Decorative material brought by the client must comply with fire safety regulations. The hotel shall be entitled to demand official evidence of compliance at any time. If such evidence cannot be provided, the hotel shall be entitled to remove decorative material already in place at the cost of the client and/or to prohibit its use. The set-up and use of decorative material must be agreed in advance with the hotel due to potential damage. Otherwise, Section 1 shall apply accordingly.

3. Display and other items brought by the client must be removed immediately after the end of the event. If the client fails to do so, the hotel may remove and store the items at the cost of the client. If the objects remain in the event space, the hotel may charge an appropriate usage fee for the period that they remain there. This shall be

calculated on the basis of 150% of the proportionate rent payable for the period in which the space could not be used, plus any compensation for damage and administrative costs. The client shall be free to provide evidence that the claim asserted by the hotel was not incurred or was less than the amount demanded.

4. Other objects left behind by the event participants shall be forwarded only at the request, risk, and cost of the affected participant. The hotel shall keep the items for 3 months. After this, items shall be handed over to the local lost property office if they are of discernible value. The client shall bear the cost of storage. If there is no discernible value, the hotel reserves the right to destroy the items at the cost of the client once the storage period has expired.

5. Packaging material arising in connection with deliveries received for the event by the client or any third parties must be removed by the client before or after the event. If the client leaves packaging material in the hotel, the hotel shall be entitled to remove it at the cost of the client.

## **X.**

### **Liability of the client for damage, client's obligations of notification**

1. The client shall be liable for all damage to buildings or stock caused culpably by him or by event participants or visitors, staff and other third parties under his sphere of influence.

2. The hotel may demand that the client has appropriate securities (e.g., insurance policies, deposits, securities) in place.

3. Publications of any kind which refer to the event location must be sent to the hotel in advance for information in good time. They require the written approval of the hotel.

## **XI.**

### **Liability of the hotel**

1. The hotel shall be liable for any damage caused in the event of malicious intent and gross negligence - including by its vicarious agents - in accordance with the statutory provisions. This shall also apply for any damage caused by negligence from loss of life, personal injury, or loss of health. The hotel and its vicarious agents shall only be liable for any damage to goods and property caused by negligence in the event that a material contractual obligation is breached, however the amount shall be limited to the kind of damage typical and foreseeable at the time of conclusion of contract; material contractual obligations are those which characterise the performance of the contract and which the client is entitled to expect. If the hotel's services are defective or faulty,

the hotel shall endeavour to remedy this as soon as it becomes aware or on the complaint of the client. The client shall be obligated to contribute to a reasonable degree to rectifying the defect, to minimise the potential damage and to inform the hotel promptly of all defects and/or faults. Sections 434 et seq. and 634 et seq. of the German Civil Code (BGB) remain unaffected.

2. The hotel shall be liable for items brought by the client in accordance with the statutory provisions of the German Civil Code (BGB) up to a maximum of EUR 3,500 (Section 702 of the German Civil Code (BGB)). This liability shall be excluded if the conference spaces or repositories in which the guest leaves items are left unlocked. Liability for money and valuables shall be limited to EUR 800 in accordance with the German Civil Code (BGB) (Section 702 of the German Civil Code (BGB)). Otherwise, the provisions of Section 701 et seq. of the German Civil Code (BGB) shall apply.

## **XII. Final Provisions**

1. Verbal ancillary agreements shall only be binding if confirmed in writing. Any modification or amendment to the contractual agreements or this clause, the order acceptance or these terms and conditions shall be made in writing. Unilateral changes or additions by the client shall be ineffective.

2. The place of performance and payment for all mutual obligations is the registered office of the hotel.

3. The exclusive place of jurisdiction - including for any disputes regarding cheques and bills of exchange - for commercial transactions is the registered office of the hotel. If a contract partner fulfils the requirements of Section 38 (2) of the German Code of Civil Procedure (ZPO) and does not have a general place of jurisdiction in Germany, the place of jurisdiction shall be the registered office of the hotel.

4. German law shall apply. The application of the United Nations Convention on Contracts for the International Sale of Goods is excluded.

5. If individual provisions of these General Terms and Conditions are or become ineffective or invalid, this shall not affect the effectiveness of the remaining provisions. Otherwise, the statutory provisions shall apply. The parties undertake to replace the ineffective provision with a provision that is effective and comes closest in meaning to that of the ineffective provision.

6. If any doubts arise, the German version of these General Terms and Conditions shall apply.