

## **General terms and conditions of the Retreathaus Berghof e.V.**

The following general terms and conditions in the version dated February 1, 2019 apply to all events of the Retreathaus Berghof e.V. (as the organizer) and for registration and booking of event rooms, accommodation and meals in the Retreathaus Berghof from.

### **1. Event registration / room and catering booking:**

#### ***1.1. Events by Retreathaus Berghof e.V. (as organizer or co-organizer)***

Event registrations and room bookings are to be made in writing, using the registration form ([www.retreathaus-berghof.de](http://www.retreathaus-berghof.de)) or by e-mail to [office@retreathaus-berghof.de](mailto:office@retreathaus-berghof.de). Registration deadlines are mentioned in the event text. Registration / booking by telephone is only possible in exceptional cases. The Registration is binding upon receipt.

#### ***1.2. Venue Retreathaus Berghof for external organizers***

Only events that comply with our statutes can be accepted. The booking of the Retreathaus Berghof as an event location by external organizers is for both contractual partners binding after the reservation has been confirmed.

#### ***1.3. Room and board booking***

For events that are not organized by the Berghof, we only take the bookings of accommodation and / or meals. Your reservation is binding upon receipt of a reservation confirmation.

### **2. Program and appointment changes / appointment cancellation or postponement:**

#### ***2.1. Events by Retreathaus Berghof e.V. (as organizer)***

If an event cannot take place due to an insufficient number of participants or has to be canceled or postponed for urgent reasons we will contact you immediately and as quickly as possible. Please also note our current information on the Internet at [www.retreathaus-berghof.de](http://www.retreathaus-berghof.de). Please inform yourself before the start of the event. We will make a payment refund promptly. The room and meal bookings will be canceled free of charge. Further claims against the retreat house Berghof e.V. do not exist.

Our request: Register early. This not only secures your place, it also enables us better organization, especially with regard to possible course cancellations due to (supposedly) too few participants.

Retreathaus Berghof e.V., Am Berg 1, 63831 Wiesen

## ***2.2. Venue Retreathaus Berghof for external organizers***

For events that are not organized by the Berghof, the Berghof Retreat House serves only as an event location, agreements between the contracting parties shall apply.

## **3. Payment terms:**

Event fees and costs for accommodation and meals are in accordance with the payment conditions listed on the invoice to the account of Retreathaus Berghof e.V.

## **4. Discounts:**

For social reasons, the organizer can reduce the course fee in individual cases. The amount of the discount depends on the type of event.

## **5. Prevention / withdrawal from the event / booking cancellation:**

Withdrawal or cancellation must be made in writing, if possible by email to office@retreathaus-berghof.de. The time of withdrawal is the receipt of your message by email or letter during the normal business hours of Retreathaus Berghof e.V.

### ***5.1. Cancellation fee***

- In case of withdrawal up to 9 days before the start of the event, there is no cancellation fee for members of Berghof e.V. The fee for non-members is € 25 if no substitute participant is provided.
- In case of cancellation 3-8 days before the start of the event, 20% of the event / overnight stay will be charged if no substitute participant is provided.
- If you withdraw from the 2nd day before the start of the event, 80% of the event /accommodation and food costs are due if no substitute participant is provided.
- In the event of no-show without cancellation or early departure, 100% of the event/ accommodation and food costs are due.

### ***5.2. Venue Retreathaus Berghof for external organizers***

If the booking of the Retreathaus Berghof as an event location is canceled by an external party the rules agreed between the contracting parties apply.

## **6. Sound and image recordings:**

Sound and image recordings of any kind are permitted without written permission,