

General Terms and Conditions (GTC) for Events at Switzerland Innovation Park Biel/Bienne

1. Scope of application

These terms and conditions apply to all bookings of rooms and additional services at Switzerland Innovation Park Biel/Bienne (SIPBB).

2. Booking & Confirmation

- A reservation is concluded by written confirmation of the booking via email or by a signed offer/confirmation.
- A reservation becomes binding only upon written confirmation by SIPBB.
- Any changes or additions also require written confirmation.

3. Purpose of Use

The premises are rented exclusively for business events (e.g. meetings, seminars, conferences). Use for private celebrations is excluded unless expressly approved in writing.

4. Rental Period

The agreed rental period includes set-up, the event itself, and dismantling. Early use or an extension requires the lessor's prior written consent and may incur additional costs.

5. Prices & Payment Terms

- All prices are net, exclusive of VAT, and stated in Swiss francs (CHF), unless expressly agreed otherwise.
- The rental price is based on the currently valid price list or the individual offer.
- Additional services (e.g. special infrastructure, furniture, personnel) are charged separately.
- Spontaneous changes or additional orders during the event are generally not possible. If, for urgent reasons, a short-notice change or additional order is required, this must be discussed in advance. Any additional effort will be charged accordingly.
- Invoices are payable within 30 days of receipt, without deductions.



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6. Usage Period & Opening Hours of SIPBB

- Rooms can only be rented on weekdays (Monday–Friday).
- **Regular opening hours of SIPBB are from 08:00 to 17:00.**
- Use of the premises **outside these hours** is generally possible but **requires additional, chargeable event supervision by SIPBB.**
- The costs for event supervision are based on the currently valid price list (see website) or the individual offer.
- An extension of the usage time is only possible with prior written agreement.
- If the agreed usage time is exceeded, additional costs will be charged based on actual effort.

7. Cancellation by the Organizer

- Cancellations must be made in writing.
- The following cancellation fees apply unless otherwise agreed:
 - **Up to 30 days before the event: free cancellation**
 - **29–15 days before the event:** 50% of the agreed room rental and booked services
 - **14–7 days before the event:** 75% of the agreed costs
 - **Less than 7 days before the event:** 100% of the agreed costs
- The date of receipt of the cancellation is decisive.
- If a cancellation results in costs for third-party services booked via SIPBB, these costs are payable in full (100%) by the organizer.

8. Catering & External Service Providers

- SIPBB does not offer its own catering service.
- A catering company of the organizer's choice may be commissioned.
- External service providers must be reported to SIPBB in advance and are liable for any damage caused.
- External service providers such as DJs or music bands may only be engaged after prior coordination. Absolute night-time quiet applies from 10:00 p.m.
- SIPBB assumes no liability for the services of external providers.



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9. Technology & Equipment

- SIPBB provides the following technical infrastructure in its event rooms:
 - Auditorium: 1 projector, 1 screen, 1 lectern, 2 speakers, 2 wireless handheld microphones, 2 wireless lapel microphones, power supply, WiFi
 - SSF: 1 projector, 1 screen, 1 lectern, 2 speakers, 2 wireless handheld microphones, 2 wireless lapel microphones, power supply, compressed air, WiFi
- A 30-minute introduction to the technical equipment is included in the rental price.
- Technical support during the event is not provided. If required, an external technician must be engaged.
- The organizer is responsible for:
 - Proper handling of the equipment,
 - Function testing before the start of the event,
 - Operation during the event.

10. Use of the Location & Obligations of the Organizer

- The organizer undertakes to:
 - Not exceed the maximum permitted number of persons,
 - Treat the premises and equipment with care,
 - Leave the premises in the agreed condition.
- In all rooms and areas, the use of materials that cannot be removed without residue is prohibited.
- SIPBB does not provide a cloakroom service. No liability is assumed for luggage or personal items left in the rooms.

11. Cleaning

- Basic cleaning is included in the rental price unless otherwise agreed.
- Additional cleaning work (e.g. after excessive soiling) will be charged according to actual effort.
- **Cleaning Fee**
 - The consumption of food and beverages in the auditorium and meeting rooms is not permitted. If food (e.g. croissants or other food items) is consumed in these rooms, a cleaning fee will be charged due to increased cleaning effort.
 - The cleaning fee is payable regardless of whether the consumption of food was announced or approved in advance.



12. Liability & Damages

- The organizer is liable for damage to rooms, facilities, furniture, and technical equipment caused by the organizer, participants, or commissioned service providers.
- The organizer is responsible for the safety of participants during the event.
- SIPBB is not liable for the loss of or damage to items brought onto the premises.

13. Data Protection

If access controls, guest lists, or video/photo recordings are used, this will be carried out in accordance with applicable Swiss data protection law. The organizer is responsible for compliance with data protection regulations for their own data processing activities.

14. Applicable Law & Place of Jurisdiction

- Swiss law applies.
- The place of jurisdiction is Biel/Bienne.