

# EVENTS IM HOTEL SCHANI WIEN



HOTEL  
**SCHANI**  
WIEN

Hotel Schani GmbH

Karl-Popper-Straße 22, 1100 Wien, Austria

Bank: HYPO Landesbank, IBAN: AT11 5800 0205 7712 2025, BIC: HYPVAT2B

Firmenbuch: FN 422514 w, Handelsgericht Wien, UID Nr.: ATU68974201

T: +43 (1) 955 07 15 30, M: events@schanihotels.com, W: schanihotels.com

## Facilities

It is much easier to take in new content when the surroundings feel right and we are comfortable and not distracted. This helps us to listen and learn more effectively. As a result, we have set up our workshop and seminar rooms with this knowledge in mind. Bright rooms with a view to the garden, lots of natural light and also sufficient artificial light make a good basis for active participation. Our workshop rooms only feature the equipment necessary to do the task and are not dominated by unnecessary gimmicks. This will make your seminar a hit.

### Schani's Ground Floor

The ground floor of Hotel Schani Wien features one seminar and event room. This room can be used flexibly and can be booked with individual seating arrangements. All technical equipment, such as sockets, printer access, scanners and other widgets -- as well as ultra-high-speed WiFi -- are provided as standard features.

### Schani's Rooftop I & II

There are two conference and event rooms on our rooftop, which can also be connected to each other. These rooms can be used flexibly and can be booked with individual seating arrangements. Both rooms feature all the technical equipment required to fulfil your needs, such as sockets, printer and scanner access, digital Samsung 55-inch flipcharts, giant media walls (170 inches), Bose Professional Audio equipment and other widgets, as well as ultra-high-speed WiFi.



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## Room Details

	<i>Dimensions</i>	<i>m<sup>2</sup></i>	<i>Location</i>	<i>Lighting</i>	<i>Other</i>
Ground Floor	14.7 x 6.2 m	91	ground floor	daylight	garden
Rooftop I & II	14.1 x 7.5 m	105	6th floor	daylight	rooftop

## Seating

	<i>Theatre</i>	<i>Banqueting</i>	<i>Cocktail</i>
			
Groundfloor	70	60	100
Rooftop I & II	99	60	140

## AV Technology

We can offer a broad range of technical equipment, such as presentation technology, audio & video tech, and lighting technology, depending on event needs. Whether for a presentation or a big party with a DJ – we will get you everything you require.

Should you require additional technical equipment, we will gladly organise it for you upon request.

## Event Packages

Are you planning your birthday, a wedding or just a large party? No problem – we will create a special individual offer for you, catering to your needs and desires.

### Minimum Consumption

We can offer our event room for up to 40 persons at a minimum consumption rate of € 2,500.

Should the consumption rate be under the agreed minimum consumption, the difference will be charged as room rental.

You can choose from the following **packages**:

	<i>SMALL</i>	<i>SMALL + Buffet</i>	<i>MEDIUM</i>	<i>MEDIUM + Buffet</i>	<i>DELUXE</i>	<i>DELUXE + Buffet</i>
Alcohol-free	✓	✓	✓	✓	✓	✓
Beer	✓	✓	✓	✓	✓	✓
Wine	✓	✓	✓	✓	✓	✓
Spritzer	✓	✓	✓	✓	✓	✓
Long drinks			✓	✓	✓	✓
Cocktails					✓	✓
3-course buffet		✓		✓		✓
<b>Price p.P. (up to 4 hours)</b>	<b>€ 40,00</b>	<b>€ 85,00</b>	<b>€ 55,00</b>	<b>€ 100,00</b>	<b>€ 70,00</b>	<b>€ 115,00</b>
<b>Price p.P. per additional hour per drinking package</b>	<b>€ 13,00</b>	<b>€ 13,00</b>	<b>€ 18,00</b>	<b>€ 18,00</b>	<b>€ 23,00</b>	<b>€ 23,00</b>

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## Buffet

You can choose between a set-buffet and a flying-buffet for your event.

The set-buffet as well as the flying-buffet consists of three courses (4 cold, 5 warm and 3 sweet).



## Additional event costs according to requirements

	<i>One-time</i>	<i>up to 4 hours</i>	<i>per additional hour</i>
Manipulation Fee (Rental of tables table clothes)	250,00	–	–
Catering manager	–	180,00	45,00
1 service staff per 25 persons	–	135,00	35,00
1 chef per 25 persons	–	160,00	40,00
1 barkeeper per 50 persons (only for deluxe package)	–	187,00	47,00

## Room rental without catering

Schani's Ground floor: EUR 990,-- / day

Schani's Rooftop I & II: EUR 2.190,-- / day

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We will charge € 20.00 for each bottle of wine and sparkling wine you bring yourself, and € 30.00 for every bottle of champagne, as a service and cleaning charge.

A total of € 2.50 per person will be charged as a service and cleaning charge for cakes and baked goods you bring yourself.

If you would rather bring your own caterer, we will charge a flat rate of € 300.00 for using the buffet equipment and as a service and cleaning charge, as well as € 2.50 per person for the plates.

## Parking

Our hotel has its own parking garage, which costs € 23,00 / 24 hours. Unfortunately, it is not possible for us to reserve a parking place in advance, as they are subject to availability.

In case there is no parking place available when you arrive, our Guest-Schanis will be happy to assist you and find an alternative at any time.

## Additional Services

### DJ

We will help you to find the right DJ for your taste in music. Should you decide to bring your own DJ we will charge a flat rate for using our music equipment of only € 150.00.

### Staff Members after Midnight

We will charge € 28.00 per staff member per hour after midnight.

### Decoration

Decorations will be supplied by the event host.

## General Information

Please note that short-term changes in the seating arrangements of the booking will entail a charge of € 250.00 for the rearrangement.

Please understand that the room(s) may be swapped with a room of the same capacity by the hotel without prior notice.

We would also like to state that smoking is prohibited in our conference and banquet facilities in line with local regulations. The prices listed include all taxes and charges.

## GENERAL TERMS & CONDITIONS HOTEL SCHANI WIEN

### 1. Scope

These General Terms & Conditions encompass all accommodation contracts concluded between Hotel Schani Wien GmbH ("Hotel Schani Wien") and third parties ("Guest"), as well as any other services and supplies provided by Hotel Schani Wien. Guests are reminded that reservation numbers given to them by third parties (e.g. internet portals) may differ from the reservation or booking numbers given by Hotel Schani Wien. Any offers by Hotel Schani Wien relating to the conclusion of an accommodation contract are subject to change and are non-binding.

### 2. Reservations/Resale

An accommodation contract is concluded upon the acceptance of a reservation made by the Guest. This agreement in the form of a reservation of rooms is binding for both parties. A reservation for rooms that have been booked, but not paid for yet, is valid until 6:00 p.m. on the day of arrival. Guests are not entitled to a specific room.

Hotel Schani Wien reserves the right to rent out booked rooms to other guests, should the reservation have expired or have been cancelled. The Guest receives a binding reservation or booking number from Hotel Schani Wien, but not necessarily a separate, written confirmation of the reservation.

The resale or subletting of reserved rooms of any kind is prohibited. In particular, the reselling of individual rooms or room contingents to third parties at a higher price than the actual hotel price is not permitted. In addition, the transfer or sale of rights vis-a-vis Hotel Schani Wien is also prohibited. In such cases, Hotel Schani Wien is entitled to cancel the reservation, especially if the Guest has given false information to a third party on the nature of the reservation and/or payment during the course of the resale/transfer. Any other use of our hotel rooms than for accommodation is expressly prohibited.

Reservations of more than nine rooms are subject to Hotel Schani Wien group regulations. A separate accommodation contract including special regulations for cancellation and terms of payment (deposit) must be concluded with Hotel Schani Wien for such reservations. Hotel Schani Wien reserves the right to refuse or cancel group reservations not subject to such group accommodation contracts.

### 3. Prepaid Reservations, Cancellations and Changes

The Guest must provide a valid credit card or select an alternative payment method provided by Hotel Schani Wien on its electronic sales channels at the time the reservation is made for the reservation to be valid. Hotel Schani Wien is entitled to check the details provided by the Guest for validity and carry out a pre-authorisation check for the credit card or alternative payment method. If booking a non-refundable rate, the full amount of the stay will be charged to the Guest's credit card or any alternative payment method selected at the time of the reservation. Non-refundable reservations cannot be cancelled, changed or refunded. If a credit card cannot be charged, Hotel Schani Wien reserves the right to cancel the reservation in question. As a result, the Guest's right to use the room shall be void.

When booking a flexible rate, the full amount for the stay will be pre-authorised to the credit card provided by the Guest for the reservation. A flexible rate reservation can be cancelled or changed free of charge until 6:00 p.m. one day before the day of arrival. For any changes to the reservation made after 6:00 p.m. on the day before the day of arrival, an extra charge of 30.00 euros per room will be added, if the desired alternative date is available. Should the daily rates for the new period be higher than those of the original reservation, the Guest will have to pay the price difference. If the desired alternative date is not available, it is not possible to change the reservation.

The credit card will be charged with the full amount for the stay, including any additional services that were booked in advance, on the day before arrival. In the event the credit card cannot be charged, Hotel Schani Wien reserves the right to cancel the reservation. This will void the Guest's right to use the room. If the Guest does not appear on the date of arrival (no show), the full amount for the first night will be charged and the Guest's right to use the hotel room will become void. Hotel Schani Wien reserves the right to cancel reservations at any time. Any damage claims resulting from such cancellations are limited to the total accommodation price for the period of the reservation.

### 4. No-Show

No-Shows will be charged with the total amount of the room reservation

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## 5. Registration Form and Transfer of Personal Data

Under the Austrian Registration Act, Guests are obliged to provide their personal data and any additional information relevant for registration truthfully and in advance via the electronic online registration portals provided by Hotel Schani Wien.

## 6. Taxes, Charges and Duties

The valid prices are total gross prices and include all official taxes, charges and duties. In case of changes in the present rates of taxes, charges and/or duties, as well as the introduction of new taxes, charges and/or duties unknown to the parties at the time the contract is concluded, Hotel Schani reserves the right to adjust its prices accordingly. Accommodation prices are listed per room and night.

## 7. Payment Methods

Valid methods of payment for accommodation are Master Card, Visa Card, Diners Card and American Express in euros, as well as any alternative payment methods in euros listed on the Hotel Schani Wien website. The provision of services against later payment is only possible with Hotel Schani's prior consent. Valid methods of payment for food and drink consumed on site, as well as for other goods and services provided by Hotel Schani Wien, are cash in euros, EC card, Master Card, Visa Card, Diners Card and American Express in euros.

## 8. Use of Reserved Rooms

Reserved rooms can be used by our Guests from 3:00 p.m. of the day of arrival until 12:00 noon of the day of departure. Guests must leave and return the undamaged room by 12:00 noon on the day of their departure at the latest. In the event that the Guest does not return the hotel room by 12:00 noon on the day of departure, he or she will owe Hotel Schani Wien lump-sum compensation equivalent to 100% of the price of an overnight stay in this room. The Guest may provide evidence that any loss or reduction in value on part of Hotel Schani Wien caused by the late return of the hotel room is non-existent or significantly lower than the lump-sum compensation. Furthermore, Hotel Schani Wien reserves the right to have the room cleared by its staff and to store all the Guest's belongings left in the hotel room in the event the Guest returns the room late or not at all. Hotel Schani Wien is not liable for any objects stored in this manner that exceed the liabilities defined in the provision for liabilities under these General Terms & Conditions (8.).

## 9. Hotel Schani Wien's Liability for Guest's Property

Hotel Schani Wien shall be liable for the Guest's property according to Articles 970ff of the Austrian Civil Law Code. Hotel Schani Wien shall only accept liability, if the Guest's property has been handed to Hotel Schani Wien or its authorised staff or stored at a designated place by them. Where Hotel Schani Wien fails to prove otherwise, it is liable for its own fault and that of its staff, as well as for strangers entering and leaving the facilities. In accordance with § 970 ff.1 ABGB (Austrian Civil Code), Hotel Schani is liable for a maximum amount as stated in the Federal Law dated 16th November 1921 on the liability of proprietors and other commercial entrepreneurs, as amended. Hotel Schani Wien shall not assume any liability in the event that the contract party or Guest does not follow Hotel Schani Wien's request to deposit his or her property at the designated storage place without delay. The maximum amount of any potential liability is limited to the Hotel's indemnity insurance limit. Any fault by Hotel Schani Wien and/or the Guest shall be taken into consideration.

Hotel Schani Wien shall not assume liability for slight negligence. Where the Guest is a business, gross negligence shall also be excluded. In this case, the Guest shall provide evidence for any fault on the part of Hotel Schani Wien. In any case, direct or indirect damages, as well as lost profits arising from any such fault shall not be compensated.

Hotel Schani Wien shall be liable for the loss of/damage to valuables, money and securities up to a maximum of EUR 550.00. Hotel Schani Wien shall only be liable for damages exceeding this amount in the event that it has taken any such items knowing about their nature and condition into its safekeeping or if the damage was caused by the Hotel or any of its staff members. Limited liability shall apply in accordance with the paragraphs above.

In the event of faults or shortcomings with regards to services of Hotel Schani Wien, the hotel will immediately act to remedy any such fault or shortcoming upon knowledge thereof or upon the Guest's objection. The Guest is obliged to contribute to a reasonable degree to rectify the fault and keep the damage to a minimum. Moreover, the Guest shall be obliged to inform Hotel Schani about the possibility of a considerably higher degree of damage as soon as possible.

The Guest shall use the hotel room with due care. Children under the age of 14 years shall be supervised during their stay at the hotel by an adult guest at all times. The Guest shall be made liable for any direct damage and/or resulting damage caused by him or her. This includes – even if caused by slight negligence – any soiling and dirt exceeding the norm, as well as any damage and costs arising from setting off the fire alarm without proper reason.

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The provision of a parking space in the hotel garage/car park to a Guest, even for a fee, does not conclude a storage contract. Hotel Schani Wien has no monitoring obligation. Hotel Schani Wien is liable for any damage according to the regulations specified in paragraph 1 of this provision. The Guest shall inform the hotel immediately of any (visible) damage or at the latest before leaving the car park/hotel garage. Hotel Schani Wien is not liable for any damage caused by other guests or third parties.

#### 10. Brought-in Food and Drink

Hotel Schani Wien allows eating brought-in food or ordered dishes in the hotel. Brought-in beverages in the hotel's public area are prohibited, as drinks can be ordered at the hotel bar. Breakfast is available in the appropriate public areas (bar, lounge). Taking away parts of the breakfast provided is not possible. Cooking in the guest rooms is prohibited.

#### 11. Non-Smoking Hotel

Hotel Schani Wien is a non-smoking hotel. As a result, smoking is prohibited in the public areas of the hotel and the guest rooms. In the event that the hotel's non-smoking policy is infringed, Hotel Schani Wien is entitled to claim damages for additional cleaning costs, including potential losses caused by a blocked room in the amount of EUR 250.00. This amount can be adjusted accordingly, if Hotel Schani Wien can prove that the damage caused is higher than this amount or the Guest can provide evidence that it is lower.

#### 12. Pets

Bringing pets to the hotel requires the prior consent of Hotel Schani Wien. Guests are obliged to inform the hotel of their wish to bring a pet in advance. Should Hotel Schani Wien agree to the bringing of a pet, this consent is only given under the premise that the pet is under the Guest's permanent supervision, in full health and poses no threat to other hotel guests or staff in any way. Pets are not allowed in the breakfast area and the lounge. There is a charge of EUR 15.00 per pet and night. Guide or hearing dogs (e.g. for the visually impaired or hard of hearing) and similar service dogs are exempt from this regulation. They can accompany their owners at any time and free of charge.

#### 13. Domestic Authority

Hotel Schani Wien reserves the right to evict guests from its premises. This will be the case, if the guest does not follow the orders given by the hotel's staff, behaves in a discriminating manner, harasses other guests or puts them in danger.

#### 14. Closing Provisions

Should one or several provisions in the accommodation contract and the General Terms & Conditions conflict with one another, the provisions of the accommodation contract shall be deemed as valid. The accommodation contract and the General Terms & Conditions include all agreements made by the parties on the contract object. There are no verbal side agreements to the accommodation contract. Any changes or amendments to the contract must be in writing. Any declarations and notifications that have to be provided as part of the accommodation contract and the General Terms & Conditions must be in written form, unless it is clearly stated otherwise. Hotel Schani Wien is entitled to transfer any rights or claims arising from the accommodation contract to third parties. Hotel Schani Wien is also entitled to have third parties fulfill any duties arising from or in context with the accommodation contract.

Should one or several provisions of the General Terms & Conditions be invalid or conflict with existing Austrian Law, any remaining provisions shall be unaffected. The invalid provision or provisions shall be replaced by a new provision which reflects the will of both parties the best. The accommodation contract is subject to Austrian Law and the UN Convention on Contracts for the International Sale of Goods. Any additions and amendments to the contract and/or the General Terms & Conditions shall be made in written form. Additions and amendments made by the Guest without the consent of the hotel are ineffective.

Vienna shall be the court of jurisdiction for all disputes between the parties arising from this contract.

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## Events

### 1. Possible Uses of Rooms Booked

Rooms that have been booked are only accessible to the contract partner within the period agreed upon in writing. Use of the room(s) for longer than this period requires the prior written consent of the hotel and will only be permitted upon agreement to an additional payment.

We reserve the right to change the room, provided this is acceptable, taking into account the interests of the hotel and the contract partner.

The hotel may charge € 28.00 plus VAT for each staff member booked per hour or for parts thereof for events that go on after midnight. The contract partner is liable for costs relating to additional services performed for event participants or third-party costs relating to the reservation.

The event facilities "Schani's Rooftop 1 & 2" are available until 2 a.m. at the latest. Loud music and entertainment are permitted until 1 a.m. at the latest. After this point of time, the volume will be reduced.

The room "Schani's Ground Floor" is available until midnight at the latest.

### 2. Decorations, Own Food and Drinks

The putting up of decoration materials or other items must be coordinated with the hotel in advance in order to prevent any damage. Any display and other items must be removed following the end of the event. Should the contract partner neglect to do this, the hotel is entitled to remove the item(s) in question and store them at the contract partner's expense.

Any transportation packaging, repackaging and other packaging materials must be disposed of by the contract partner at his or her own expense. Should the contract partner leave the packaging materials behind after the event has ended, the hotel can have the material disposed of at the contract partner's expense. All items and decoration materials and similar items brought to the event must conform with all the relevant regulations.

The hotel is not responsible for the insurance of items brought by the contract partner. The taking out insurance for the items is the sole responsibility of the contract partner.

Failures of and/or defects in the facilities provided by the hotel will be repaired or remedied as far as is possible. The contract partner cannot make any claims in connection with this.

The contract partner is, generally speaking, not entitled to bring his or her own food or drinks to the event. In special cases (e.g. birthday cakes) a written agreement can be made. In such a case, a fee will be charged.

### 3. Promotion for Commercial Purposes

Newspaper advertisements, interview invitations and sales events always require the prior written consent of the hotel. Should the event be announced publicly without the hotel's prior consent, the hotel is entitled to cancel it.

### 4. Provision of Services, Prices, Payments, Billing and Transfers

Later changes in the services to be provided may lead to changes in prices. The hotel has the right to ask for up to 100 % of the contract partner's full payment obligations once the contract has ended or as a security deposit. The size of the down payment and dates of payment may be listed in the contract.

Payment is due 14 days after the receipt of the hotel's invoice without deductions. An invoice is considered to be received by the addressee 3 days after it is sent at the latest, provided that earlier reception cannot be proven. Should the payment be delayed, the hotel will charge 12 % p.a. interest on arrears.

A reminder fee of € 10.00 will be payable for each reminder sent; invoices must be paid in cash or by credit/debit card immediately. The hotel has the right to reject foreign currencies, cheques and credit cards. Vouchers issued by travel agencies will only be accepted if a credit agreement exists or an appropriate down payment has been made. There are no refunds for services that remain unused.

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## 5. Cancellation by the Contract Partner

There are specific rules for reservations, changes and cancellations for the different price categories offered (e.g. early booking discount, best available price, ...) and different event times (e.g. conferences, events, ...), all of which can be found in the reservation confirmation.

Event cancellation conditions for contractually agreed room rent or conference flat rates:

6 weeks to 4 weeks before the event:

*20 % of all the services booked can be cancelled free of charge*

4 weeks to 1 week before the event:

*10 % of all the remaining services can be cancelled free of charge*

For all cancellations beyond this, 100% of the services ordered will be charged.

The hotel must be notified in writing of the cancellation or of reductions in services.

## 6. Cancellation/Termination by the Hotel

The hotel is entitled to cancel (Art. 918 ABGB) or terminate the contract in line with local regulations, should:

*the contract partner fail to perform a due service.*

*the fulfilment of the contract becomes impossible as a result of a force majeure, strikes or other circumstances that are beyond the responsibility of the hotel.*

*the contract partner uses the name of the hotel for advertising activities without the hotel's prior consent.*

*rooms that are the contract partner rents are entirely or partly subletted without the hotel's prior written consent.*

*the hotel has good reason to believe that the use of hotel services could jeopardize smooth business operations, the hotel's safety or image in public.*

The hotel must inform the contract partner of exercising its right to cancel/terminate the contract in writing and without delay and within 14 days after gaining knowledge of the reason for the cancellation at the latest. The cancellation of the contract on the part of the hotel does not constitute any claims for damages or other compensation by the contract partner. Any claim by the hotel for compensation for damage caused and the hotel's costs remain unaffected in the case of a justified termination of the contract.

## 7. Hotel Liability, Items Brought to the Hotel, Limitation Period

The hotel is only liable for all legal and contractual claims in cases of intentional or gross negligent behaviour.

Any liability on the part of the hotel for subsequent damage, indirect damage and third-party fault or damage is excluded.

Exemptions and limitations on liability apply equally in favour to all companies, subcontractors and assigned agents used by the hotel to fulfil its contractual obligations. They do not apply should the hotel guarantee the quality of an item or piece or work or in cases of faults that were wilfully kept secret.

The regulations stated in Article 970 ff ABGB (Austrian Civil Code) apply to items brought to the hotel by the contract partner.

Any items left at the hotel by the contract partner / overnight guests will only be forwarded at the contract partner's request, risk and cost. The hotel will keep the items for 12 months and will charge an appropriate sum for this service. Should the items have a visible value they will be handed to the local lost and found office following this period.

The general contract conditions for hotels in Austria apply to all areas not detailed separately.

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