

CONFERENCES, EVENTS

HOTEL INDIGO BERLIN – CENTRE ALEXANDERPLATZ

Contents

Location.....	3
Facilities.....	4
Function rooms.....	5
Floor plan.....	6
Conference packages.....	7
Theme coffee breaks.....	8
Dinner buffets.....	9
Dinner menus.....	11
Flying food.....	13
Finger food.....	14
Beverage packages.....	15
Extract from our list of beverages.....	16
Terms and conditions.....	19

Location

The 4 Star Superior boutique Hotel INDIGO Berlin Alexanderplatz is located at the Alexanderplatz surrounded by countless shopping attractions, culture and fashion highlights. Its location at the very heart of Berlin makes it a perfect spot to start your Berlin Experience.

Waking up in the “neighborhood” design, all rooms artwork is inspired by the neighborhood of the Alexanderplatz and Eastern part of Berlin, bringing some of the creativity of the city onto the walls.

Attractions like the Brandenburg Gate, the boulevard “under the linden” or the Kaiser Wilhelm Memorial Church can be reached conveniently by public transport from Bahnhof Alexanderplatz (railway and underground).

There is a direct connection to the exhibition area Messe Berlin (Berlin Expo-Center City) as well. The international Airports Schoenefeld, Tegel and soon Berlin Brandenburg can be accessed easily with public transportation in approximately 30 to 40 minutes; the main station in about 10 minutes. The hotel is easy to find by car as well and surrounded by parking lots.

Contact

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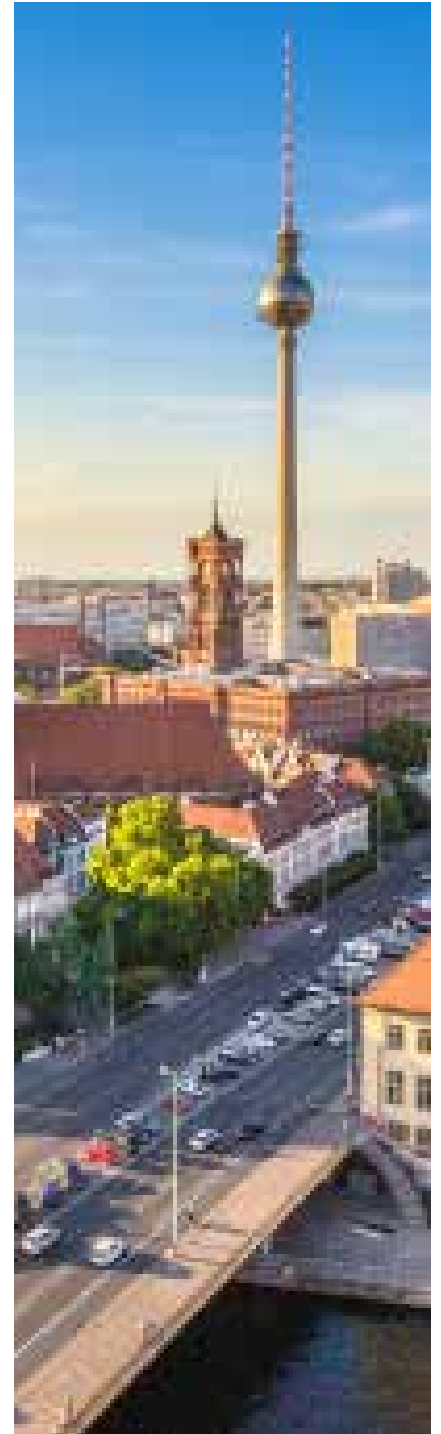
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The Alexanderplatz was named after Tsar Alexander I. in 1805 and is a stage for German history for more than 200 years. Since 1871 the public square is evolving to a transport hub. Here one can feel cosmopolitan flair.

Facilities

The hotel offers chic design combined with fantastic service. Our rooms are defined by their modern style and the fresh colours. The exceptional look creates rooms that feel like a piece of heaven in the city centre. Enjoy your stay in our air-conditioned non-smoking rooms.

Several amenities such as free Wi-Fi or coffee and tea making facilities make your business trip to a memorable stay in Berlin.

An extensive and rich breakfast is served in our **restaurant**. With a wide variety of warm and cold specialties, fresh juices and hot beverages you will have everything to start your day healthy and full of energy.

In our restaurant **La Maison de L'entrecôte** the focus is on the entrecôte meat in all its diversity. Moreover we offer a choice of international dishes and serve varying lunch meals at attractive prices.

Our **White 5 Bar** is the perfect location to enjoy a classic or exotic cocktail in a relaxing atmosphere with trendy lounge music. We offer a big variety of international spirits and wines. You can as well enjoy a small bite from the menu, including Burger, Sandwiches and salads.

Opening hours



Breakfast
Monday until Friday
06:30 am – 10:30 am
Saturday and Sunday
07:00 am – 11:00 am



La Maison de L'entrecôte
Monday until Sunday
12:00 pm – 14:30 pm
18:00 pm – 22:30 pm



White 5 Bar
Daily
16:00 pm – 24:00 pm

Function rooms

Three conference rooms with day light are available from private meetings to company events for up to **80 persons**. In addition to the modern design all meeting spaces consist of high-quality conference technology, audiovisual equipment and a high-speed wireless internet connection. All function rooms are situated on the ground floor.

Basic facilities in function rooms

LCD projector with HDMI input, projection screen or TV screen, 1 flip chart and 1 facilitator's toolbox, writing utensils and free internet access (in the entire hotel).

Additional equipment per day

Microphone	from 33,00 EUR
Pin board	26,00 EUR
Lectern	60,00 EUR
Facilitator's toolbox	33,00 EUR
Flip chart	26,00 EUR

Expert advise per hour

Engineer	85,00 EUR
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On your request we gladly provide you with further technical equipment. Please be aware of possible price differences from external companies.



Monbijou – U-shape

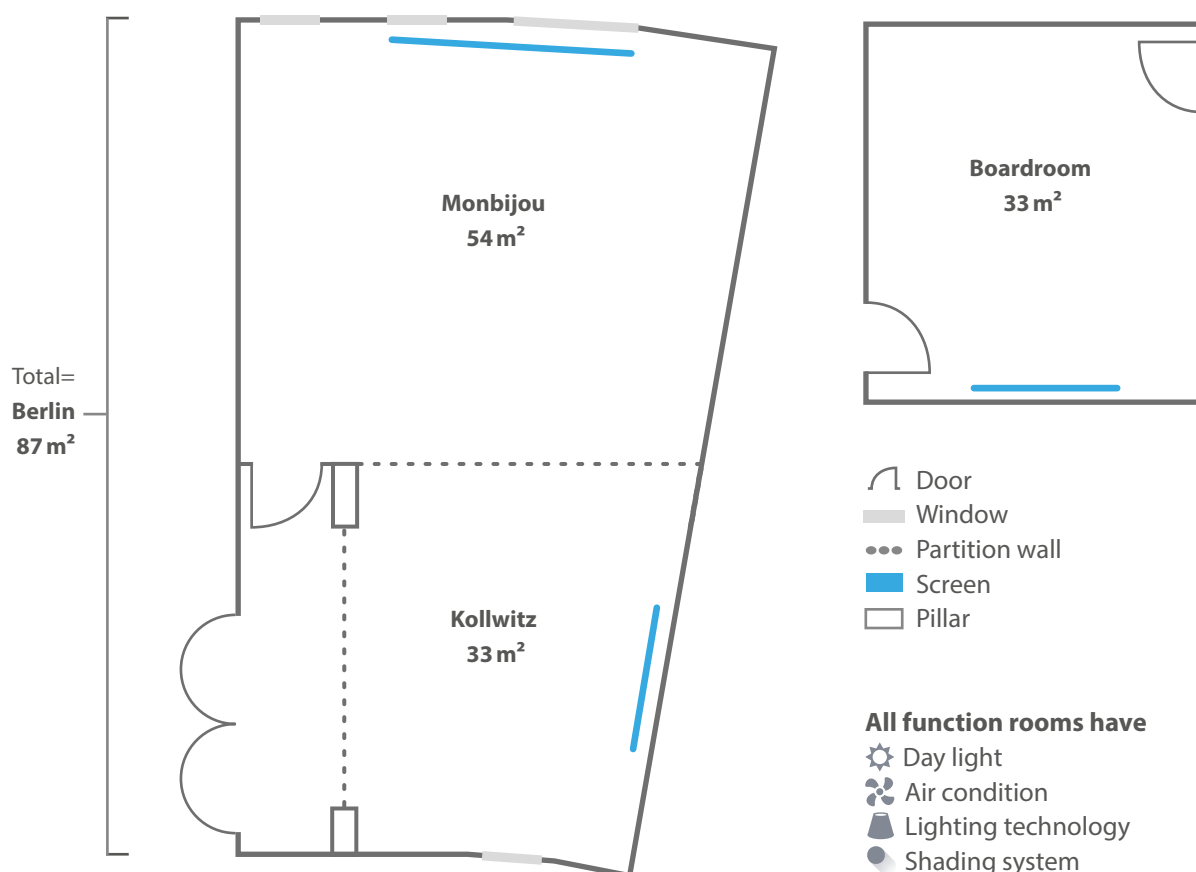


Berlin – Parliamentary



Boardroom

Room plan



Room	Block	U-Shape	Parliamentary	Banquet	Theatre	Reception	Height	Width x Length	Full day	Half day
Berlin	30	32	50	60	80	100	2,9m	8 m x 13,6m	750,00 EUR	550,00 EUR
Monbijou	16	22	36	40	40	60	2,9m	8 m x 6,6m	450,00 EUR	300,00 EUR
Kollwitz	10	12	12	20	22	36	2,9m	5,8 m x 6,3m	300,00 EUR	200,00 EUR
Boardroom	12	X	X	X	X	X	2,9m	5,4 m x 6,1 m	400,00 EUR	250,00 EUR

Conference packages

Minimum number of participants: 8 Persons

Alex

- Function room rental
- LCD projector with HDMI input, projection screen or TV screen, 1 flip chart and 1 facilitator's tool-box and writing utensils
- Lunch buffet or 2-course menu at the choice of our chef** including 1 soft drink and 1 coffee
- Limited coffee break in the morning including snacks at the choice of our chef and usage of an automatic WMF coffee machine
- Theme coffee break in the afternoon at your choice (see page 8)
- 2 soft drinks in the function room

59,00 EUR^F | 47,00 EUR^H

Mitte

- Function room rental
- LCD projector with HDMI input, projection screen or TV screen, 1 flip chart and 1 facilitator's tool-box and writing utensils
- Lunch buffet or 3-course menu at the choice of our chef** including 1 soft drink and 1 coffee
- Limited coffee break in the morning including snacks at the choice of our chef and usage of an automatic WMF coffee machine
- Theme coffee break in the afternoon at your choice (see page 8)
- Unlimited soft drinks and coffee in the function room

67,00 EUR^F | 52,00 EUR^H

Berlin

- Function room rental
- LCD projector with HDMI input, projection screen or TV screen, 1 flip chart and 1 facilitator's tool-box and writing utensils
- Lunch buffet or 3-course menu at the choice of our chef** including 1 soft drink and 1 coffee
- Extensive coffee break in the morning including snacks at the choice of our chef and usage of an automatic WMF coffee machine
- Theme coffee break in the afternoon at your choice (see page 8)
- Unlimited soft drinks and coffee in the function room

72,00 EUR^F | 57,00 EUR^H

Prices are per person and per day – ^FFull day | ^HHalf day

Information on allergenic ingredients and intolerances are given on-site.

* Half day conference packages include 1 coffee break (in the morning or afternoon).

Theme coffee breaks

Bookable individually or as part of the selected conference package at your choice.

Vitalizing

- Freshly-squeezed orange juice
- Bircher cereals in glass
- Sliced fruits
- Vegetable sticks | herb curd
- Fresh fruits

Savoury

- Wholemeal bread | herb cheese
- Mini meat balls | potato salad in glass
- Buttered pretzel | ham
- Winegrower cheese | fig mustard in glass
- Fresh fruits

Sweet

- Mini crêpes
- Sliced honey melon
- Filled cream puffs
- Chocolate cookies
- Fresh fruits

Bready

- Sandwich | pepper salami | salad | egg
- Wholemeal bread | fig mustard | Gouda cheese
- Baguette | cucumber | tomato | remoulade sauce | turkey ham
- Fresh fruits

12,00 EUR per person



Prices are per person.

Information on allergenic ingredients and intolerances are given on-site.

Dinner buffets

from 20 persons

Regional

34,00 EUR

Starter

- Leaf salad | crisp bread | herb dressing | chopped egg
- Smoked duck breast | potato beet salad | roasted walnuts
- Trout salad | beet root | horseradish curd
- Roasted bread | mushrooms | field salad | grated cheese

Soup

- Brandenburg potato soup | crispy fried bacon

Main course

- Fried loin of Mecklenburg organic pork | creamy cabbage | bread dumplings
- Fried pikeperch filet | braised Spreewald gherkins | chives potato mash
- Vegetarian pasta | onion foam | roasted onions

Dessert

- Apple strudel | vanilla sauce
- Red fruit jelly | wild berries

Mediterranean

39,00 EUR

Starter

- Pickled vegetable | Sardinian goat cheese | olive pesto
- Cooked haunch (medium rare) | pepper aioli | crispy capers
- Humus | grilled eggplant | roasted bread
- Romaine salad | Caesar dressing | parmesan cheese | crispy fried bacon

Soup

- Mediterranean vegetable soup | rosemary | crisp bread

Main course

- Beef steaks | sage | Mediterranean vegetables | fried rosemary potatoes
- Coalfish filet | lemon fennel | roasted capers | tomato polenta
- Wholemeal pasta | young vegetables | cold pressed olive oil

Dessert

- Tiramisu
- Sliced fruits
- Pastel de Nata

Prices are per person.

Information on allergenic ingredients and intolerances are given on-site.

Dinner buffets

Spicy

39,00 EUR

Starter

- Thai salad | fried beef meat | coriander
- Marinated wild salmon | pea sprouts
- Mee noodles salad | sugar peas | tomatoes | mushrooms
- Herb salad | tomatoes | ginger dressing

Soup

- Creamy potato soup | tandoori nuts

Main course

- Fried chicken | Szechuan vegetables | wasabi potato mash
- Teriyaki codfish filet | sesame swedes | coconut curry Pilaf rice
- Lentils curry | fresh coriander | naan

Dessert

- Lemon cake slice
- Rice of coconut milk | seasoned plums
- Pineapple compote

Prices are per person.

Information on allergenic ingredients and intolerances are given on-site.

Dinner menus

from 10 persons

Berlin – 3 course

- Berlin potato soup | smoked buffalo ham
- Pork with apple | top fermented beer sauce | honey vinegar carrots | grilled potatoes
- Apple strudel | vanilla sauce | berries

30,00 EUR

Country – 3 course

- Veloute of wild mushrooms | pumpernickel crunch
- Breast of corn-fed chicken | baked vegetables | rosemary potatoes
- Buffalo yoghurt | apple | almond cake

35,00 EUR

Fish – 4 course

- Young leaf salad | balsamic dressing | pickled vegetables
- Salmon trout in olive oil | artichokes | braised potatoes
- Musk duck breast | onion mustard jus | bean vegetables | potato mousseline
- Crème brûlée | marinated berries

40,00 EUR

Regional – 4 course

- Beef carpaccio | pickled sardines | parmesan cheese | capers aioli
- Sea bass filet | potato cauliflower ragout | peas juice | ham chips
- Brandenburg lamb | vincotto | roasted vegetables | potato mash with linseed oil
- Panna cotta | nougat | hazelnuts

45,00 EUR

Prices are per person.

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Dinner menus

from 10 persons

Entrecôte – 5 course

50,00 EUR

- Buffalo mozzarella | pickled tomatoes | truffle vinaigrette
- Foam soup of curry | lemon grass | shrimp
- Salmon trout in olive oil | artichokes | braised potatoes
- Entrecote | red wine | seasoned root vegetables | creamy potato
- Chocolate cake | nut ice cream | berries

Variety – 5 course

55,00 EUR

- Fried scallop | peas foam | kohlrabi
- Clear tomato soup | pesto dumplings
- Linguine | truffle shavings | parmesan cheese
- Beef filet with seasoned crust | onion sour cream mash | caponata (Sicilian aubergine dish) | jus
- Crème brûlée | marinated berries



On your request our chef gladly creates a menu according to your wishes and the season.

Prices are per person.

Information on allergenic ingredients and intolerances are given on-site.

Flying food

min. 10 dishes

Cold

3,50 EUR

- Marinated trout | Spreewald style melon
- North Sea herring | beet root | yoghurt horseradish foam
- Cold cucumber soup | smoked salmon
- Cooked beef (medium rare) | spicy tomato sauce | capers foam
- Watermelon | basil | Parma ham
- Breast of corn-fed chicken | mushroom pesto | balsamic cream
- Salad of Muscat pumpkin | chickpeas | cream cheese mixture
- Goat cheese cream | olives | figs

Warm

3,50 EUR

- Salmon filet | pine nuts | spinach
- Filet of lamb | herbs | olives asparagus | polenta
- Guinea fowl | sweetheart cabbage | Gorgonzola cheese
- Seasoned tomato soup | basil
- Root vegetables | truffles | Parmesan cheese
- Beet root risotto | goat cream cheese | kumquats

Warm Special

4,00 EUR

- Shrimp | shiitake brew | pak choi
- Scallop | pumpkin | pancetta ham
- Filet of veal | roasted potatoes | mushrooms

Sweet

3,50 EUR

- Jellied berries | vanilla
- Honey panna cotta | cherries
- Yoghurt cream | orange chocolate

Prices are per piece.

Information on allergenic ingredients and intolerances are given on-site.

Finger food

min. 5 dishes

Fish

3,00 EUR

- Salmon | orange | crêpe
- Shrimp | mango | basil
- Smoked eel | chive | bliny

Meat

3,00 EUR

- Meat ball | tarragon mustard | potato
- Beef tartar | sardine | anise
- Berlin blood sausage | yeast pastries | apple
- Smoked duck breast | white bread | baby orange
- Quail breast | sweet onion

Vegetarian

3,00 EUR

- Eggplant roulade | humus | garden cress
- Buffalo mozzarella | wild fig
- Mushrooms | lemon

Prices are per piece.

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Beverage packages

Welcome

[½ h] 7,00 EUR | [1 h] 14,00 EUR | [every additional hour] 14,00 EUR

- Prosecco
- Orange juice
- Mineral water (still, medium, sparkling)

Superior

[1 h] 20,00 EUR | [every additional hour] 18,00 EUR

- Prosecco
- White wine
- Red wine
- Mineral water (still, medium, sparkling)
- Soft drinks
- Carlsberg draft beer



On your request we provide you with a certain amount of wine, beer or water. Please feel free to contact us for your individual arrangement.

Prices are per person.

Information on allergenic ingredients and intolerances are given on-site.

Prices include the current VAT.
Subject to change.

Get together

Surprise your guests, participants or business associates right from the beginning and welcome them with a get-together on the evening of your arrival.

Select the appropriate welcome drinks from our packages and list of beverages for your event. Our chef gladly creates a dinner menu or buffet according to your wishes, upon request.

List of beverages (extract)

Aperitif

Aperol Spritz7,00 EUR

Aperol | prosecco | soda | orange slice

Lillet Wild Berry7,50 EUR

Lillet blanc | wild berry | strawberry

Hugo7,50 EUR

prosecco | elderflower syrup | soda | mint | limes

Sparkling wine

0,1l

0,75l

Prosecco, Frizzante DOC7,00 EUR28,00 EUR

Frivolo, Venetia

Geldermann Rosé9,00 EUR38,50 EUR

Geldermann Privatsektellerei, Baden

Lutter & Wegner, Gendarmenmarkt, trocken8,00 EUR32,00 EUR

Henkell & Co. Sektkellerei KG, Rheingau

Pommery Champagner, brut12,00 EUR79,00 EUR

Domaine Pommery, Reims

Pommery Champagner, rosé14,00 EUR89,00 EUR

Domaine Pommery, Reims

Information on allergenic ingredients and intolerances are given on-site.

List of beverages (extract)

Water and soft drinks	0,25l	0,75l
Gerolsteiner still medium sparkling water.....	3,20 EUR	6,50 EUR
	0,2l	
Coca Cola.....	3,20 EUR	
Coca Cola Light.....	3,20 EUR	
Coca Cola Zero.....	3,20 EUR	
Fanta.....	3,20 EUR	
Sprite.....	3,20 EUR	
Mezzo Mix.....	3,20 EUR	
Granini juice.....	3,50 EUR	
apple orange pineapple tomato passion fruit cranberry mango grapefruit banana cherry rhubarb		
	0,3l	
Granini juice spritzers.....	3,50 EUR	
Draft beer	0,3l	0,5l
Carlsberg.....	3,90 EUR	5,60 EUR
Carlsberg Alster.....	3,90 EUR	5,90 EUR
Bottled beer	0,33l	0,5l
Erdinger wheat beer dark clear non-alcoholic.....		6,50 EUR
Sommersby Cider.....	4,50 EUR	
Berliner Weisse.....	3,50 EUR	
Lübzer non-alcoholic.....	3,90 EUR	

Information on allergenic ingredients and intolerances are given on-site.

List of beverages (extract)

White wine 0,1l 0,75l

2014 Riesling Kabinett 4,90 EUR 29,00 EUR
Schloss Friedelsheim – Pfalz, Germany

2015 Silvaner QbA "Retzbacher Benediktusberg" 5,10 EUR 36,00 EUR
Pröstler – Franconia

Roséwein

2014 Cinsault, VdP trocken 4,90 EUR 29,00 EUR
Weingut Lois Eschenauer – Languedoc

Rotwein

2014 Spätburgunder, QbA trocken 5,10 EUR 31,00 EUR
Schloss Friedelsheim – Pfalz, Germany

2014 Entrecôte Pays d'Oc, Merlot Cabernet Sauvignon 5,30 EUR 37,00 EUR
Languedoc-Roussillon – France

Coffee and tea

Espresso 2,50 EUR

Double Espresso 4,00 EUR

Coffee crema 3,50 EUR

Coffee au lait 4,00 EUR

Cappuccino 3,50 EUR

Latte macchiato 4,00 EUR

Information on allergenic ingredients and intolerances are given on-site.

Terms and conditions

Date: July 2016

1. Scope

- a) These terms and conditions apply to agreements for the letting of hotel rooms as well as conference, banqueting and other function rooms of the hotel for events such as banquets, seminars, conferences, exhibitions, trade fairs etc. and for all associated goods and services provided by the hotel.
- b) Subletting of the rented rooms or any other rented object and their use for job interviews, sales or similar events shall require the prior written approval by the hotel. § 540, paragraph 1, clause 2, BGB [German Civil Code], shall not apply, unless the customer is a consumer. At any rate, the organizer must impose the general obligations contained in the agreement or these terms and conditions on any third party that organizer sublets the rooms to and point out to such third party the duties of care generally applying to a tenancy, in particular the duty to handle the rented object with care.
- c) The organizer's terms and conditions shall apply only if agreed upon in writing beforehand.

2. Defects, liability, limitation of actions

- a) The hotel shall fulfill its contractual obligations with the due diligence of a prudent businessman. Any claims to compensation on the part of the organizer shall be excluded.
- b) Losses arising from harm to life, physical injury or damage to health where the hotel is responsible for the violation of the obligation, other losses based on a deliberate or grossly negligent violation of obligations on the part of the hotel and losses based on a deliberate or negligent violation by the hotel of obligations typical for the agreement shall be excluded here from. Any violation of obligations by a statutory representative or vicarious agent shall be regarded as equivalent to violation by the hotel. In the event of faults or defects in the services provided by the hotel, the hotel shall endeavour to remedy the defect as soon as it becomes apparent, or in response to the complaint of the organizer, which must be lodged without undue delay.
- c) The organizer undertakes to take all reasonable measures to eliminate the fault and to keep any possible losses to a minimum. The organizer undertakes to advise the hotel in due time of the possibility of an exceptionally high loss.
- d) If the organizer uses a parking space in the hotel garage / on the hotel car park – including for a fee, this is done outside the agreement for the letting of hotel rooms in the context of a separate contractual relationship with the operator of the garage or car park. No custody agreement is concluded with the hotel.
- e) Messages, mail and parcels for the customer shall be handled with due diligence. The hotel will take care of delivery, storage and – if expressly desired – forwarding of same in return for a fee. Apart from that, 2. a) shall apply.
- f) Any claims against the hotel shall as a rule become statute-barred one year from the start of the standard limitation period, which starts to run when the obligee has knowledge of the circumstances giving rise to the claim, as per section 199, paragraph 1, BGB. Claims for damages shall become statute-barred independent of knowledge after five years. The reduction of the periods of limitation shall not apply to claims based on a deliberate or grossly negligent violation of obligations on the part of the hotel.

3. Services, prices, payment, offset

- a) The hotel undertakes to provide the agreed services.
- b) The organizer undertakes to pay the agreed prices or such prices as are usually asked by the hotel for the agreed and other goods and services used. This shall also apply to goods and services (including ancillary services such as consumption, telephone calls etc.) used by those accommodated in the hotel on the basis of this agreement and/or by participants in the event or by visitors.
- c) The agreed prices include the statutory value-added tax. Should the period between conclusion and fulfillment of the agreement exceed four months and should the statutory value-added tax change within that period, then the prices shall be adjusted accordingly.
- d) Should the period between conclusion and fulfillment of the agreement exceed four months and should the price the hotel generally charges for such services increase, then the price contractually agreed upon may be increased by a reasonable amount, subject however to a maximum of 5%. The maximum shall be increased by another 5% for each additional year between conclusion and fulfillment of the agreement in excess of the four months. Price changes according to point 3. c) shall not be considered.
- e) If a conference package is agreed, then it shall be understood to be per event day and participant, unless otherwise agreed.
- f) Invoices without a due date issued by the hotel shall be due and payable without deduction within ten days of receipt of the invoice. If the hotel has granted the organizer a credit period or other credit and if the organizer defaults on payment with regard to this or any other payment obligation to the hotel, then the credit period or other credit may be cancelled and all accounts receivable may be made due and payable immediately. In the event of default on payment, the hotel shall be entitled to demand the applicable statutory default interest. The hotel shall retain the right to demonstrate that it has incurred a greater loss and in that case, the customer shall retain the right to demonstrate that the hotel has not suffered as great a loss.
- g) The organizer may offset only uncontested or final counter-claims against claims by the hotel or exert a right of retention in this respect.

Terms and conditions

Date: July 2016

4. Rescission by the hotel

- a) If and in so far as prepayment is agreed with the organizer and the organizer fails to pay even after a reasonable extension set by the hotel warning that payment will not be accepted on expiry of the extension, the hotel shall at its option be entitled to rescind the agreement or claim damages for non-fulfillment. 5. b) shall apply by analogy to the assessment of the loss.
- b) Furthermore, the hotel shall be entitled to rescind the agreement for substantive cause, e.g. if
 - force majeure or other circumstances for which the hotel cannot be held responsible make it impossible or unreasonably difficult for the hotel to fulfill the agreement;
 - function rooms are booked making misleading or false statements as to material facts, e.g. regarding the person of the organizer or the purpose of the renting;
 - the hotel has justified cause to assume that the use of the hotel's goods and services may endanger the smooth running of the business, security or the hotel's reputation in the public eye, in areas the hotel is unable to control or to organize;
 - 1. b) has been violated.
- c) The organizer shall not be entitled to compensation in the event of rescission for cause by the hotel.
- d) If in the event of rescission according to points b) or c) above the hotel is entitled to compensation from the customer, then the hotel shall be entitled to claim a lump-sum. In that case 5. b) shall apply mutatis mutandis.

5. Rescission / cancellation by the organizer, planner

- a) The organizer shall only be entitled to rescind the agreement for the renting of hotel and function rooms it has concluded if this has been agreed upon in writing in the agreement. If any right of cancellation granted has not been exerted within the term agreed, then the right shall have become extinct on expiry of the term and the agreement shall remain in full force with the consequence that the organizer must pay the agreed consideration even if it does not use the goods and services ordered, in particular the function rooms reserved. The consideration shall also include a compensation for lost sales of food and beverages according to 5. b).
- b) If it has been agreed with the organizer that in the event of rescission within defined terms it must pay a compensation for lost sales of food and beverages (in the form of a defined percentage), then the relevant food sales shall be calculated in accordance with the following formula: menu price for –banquet times number of persons. If no price has yet been agreed for the menu, then the most inexpensive three-course menu in the event range valid at the agreed time of the event shall be used as basis.

For the purpose of calculating the compensation for lost beverage sales, 30% of the total food sales shall be defined as beverage sales basis, of which 80% shall be applied as compensation for lost beverage sales. If a conference flat rate is agreed, then 80% of the flat rate shall be applied as consideration owed according to 5. a).
- c) The points above take account of the deduction for expenses saved. The organizer shall retain the right to demonstrate that the hotel has not incurred the loss specified above or not as great a loss. The hotel shall retain the right to demonstrate that it has suffered a greater loss.
- d) The hotel is at liberty to make a flat damage incurred to it and to be replaced by the customer. The customer is then obligated to pay 90 % of contract agreed rate for lodging with or without breakfast, to pay 70 % for half board and 60 % for full-board arrangements. The customer is at the Liberty to show that no damages were incurred or that the damages incurred by the hotel is lower than the amount demanded.

6. Room Availability, Delivery and Return

- a) The customer has no right to be provided specific rooms
- b) Reserved rooms are available to the customer from 15:00 pm on the agreed day of arrival .The customer has no right to earlier availability
- c) On the agreed departure rooms are to provide the hotel vacated by 12:00am at the latest available. After that the hotel charges for the damage also incurred for the additional use of the room until 18:00pm 50% of the full accommodation rate (list price). From 18:00pm on 100% of the accommodation rate. Contractual claims of the customer are thus unfounded. The customer is at liberty to show the hotel, that this has suffered no or much lesser damages.

7. Changes in the number of participants and the event time

- a) A reduction in the number of participants compared to the agreed number of participants (in case of an "approximate number" the case referred to in paragraphs absolute figure is loud Agreement) needs to be notified in writing before the event starts to the Events Department and may, at the settlement, at the discretion of Hotels be recognized as reducing. Otherwise, in the contract conditions apply.
- b) In the event of an increase in the actual number of participants to the agreed number of participants, the actual number of participants remains as base for accounting purposes.
- c) Changes without the prior consent of the hotel the agreed start and / or end times, the hotel can provide adequate additional costs of provide motivation into account, it is true debt be for the hotel.

Terms and conditions

Date: July 2016

8. Food and Beverages Brought to the Premises

- a) The organizer must as a rule bring food and beverages to the event only if the hotel has approved of this in writing beforehand. Approval may be made conditional on the payment of an amount to cover overhead expenses.

9. Technical Facilities and Connections

- a) If and to the extent that the hotel procures technical and other equipment from third parties for the organizer at the latter's request, the hotel shall act on behalf and for the account of the organizer. The organizer shall assume liability for treating the equipment with due care and for its correct and proper return. The organizer shall indemnify the hotel against any third-party claims arising from the provision of such equipment.
- b) The hotel's prior consent in writing shall be required before the organizer uses the hotel's own mains supply and other networks to run its electrical and other technical equipment. If connection of the organizer's own equipment means that suitable equipment available from the hotel is not used, then consent may be made conditional on the payment of a non-use compensation. The organizer shall be liable for any disturbance or damage caused to the hotel's mains supply and other installations occurring due to the use of its equipment, unless the hotel can be held liable for this. The hotel may charge the energy costs incurred by the use of such own equipment of the organizer separately in the form of a reasonable flat-rate.
- c) If the organizer wishes to use its own telephone, fax or other communication installations, then this shall require the hotel's prior written consent. Consent may be made conditional on the payment of a connection fee.

10. Loss of or Damage to Items Brought to the Premises

- a) Exhibition or other items including personal items brought onto the premises shall be kept in the function rooms or in the hotel at the organizer's risk. The hotel does not assume any liability for loss, destruction or damage, including pecuniary loss, except for cases of gross negligence or intent on the part of the hotel. Excepted from this is damage to life and limb or health. Also excluded from this release from liability is any case in which the safekeeping is an obligation typical for the type of agreement due to the circumstances of the individual case. Except for the cases specified in sentence 4, any –custody agreement shall require an express agreement.
- b) Any exhibition or other items brought onto the premises shall be removed without undue delay after the end of the event and must not be deposited even temporarily in any other publicly accessible place at the hotel. If the organizer fails to comply with this, then the hotel shall be entitled to remove and store the items at the organizer's expense and risk. If the items remain in the function room, then the hotel shall be entitled to charge the agreed provision costs and room rent for the time the items remain. The organizer shall retain the right to demonstrate that the hotel has incurred a lesser loss, while the hotel shall retain the right to demonstrate that it has incurred a greater loss.

11. Organizer's Liability and Other Obligations

- a) If the organizer is an entrepreneur, it shall be liable for any and all damage caused to the hotel building and its facilities by the organizer, participants in the event, visitors to the event, the organizer's employees or any other third party assigned to the organizer's sphere. It shall be the organizer's responsibility to prove that it was not at fault.
- b) The organizer shall ensure that all waste is disposed of properly in accordance with the relevant legal regulations regarding separation and other treatment. If the organizer leaves waste, the hotel shall be entitled to charge the cost of –disposal according to the regulations and any associated special cleaning of the rooms.
- c) The use of external security services shall require the prior consent of the hotel.
- d) Any decorative materials brought onto the premises must comply with the requirements imposed by the fire authorities. The hotel shall be entitled to request an official certificate of this. In view of possible damage, the setting up or installation of decorative and similar materials must be discussed and agreed with the hotel beforehand.
- e) Any official permits required for the event shall be procured by the organizer in due time at his own expense. The organizer shall be responsible for compliance with public-law conditions and other regulations.
- f) If there is a reason, the hotel shall be entitled to demand appropriate securities.

12. Final Provisions

- a) Any amendment or additions to the agreement for the letting of function rooms or these Terms and Conditions shall only be valid if made in writing.
- b) Place of performance and payment shall be Berlin.
- c) German law shall apply.
- d) Should individual provisions of the agreement for the letting of function rooms and/or these Terms and Conditions be or become invalid, then this shall not affect the validity of the other provisions