

GENERAL TERMS AND CONDITIONS

(Are part of the rental contract)

Leasing of event rooms and other localities is subject to Volkshaus Basel Betriebs AG, Rebgasse 12, 4058 Basel (subsequently called landlord). Rental applications must be submitted to the landlord.

The following conditions apply:

Rental prices / term of rental

1. Included in the rental prices:

Use of the rented event room/location, including corresponding foyer and rest rooms during appointed time, normal illumination, heating and ventilation where existing. Cleaning for common soiling as well as standard furnishing (with existing furnishing) is included in rental fee

2. Not included and separately charged for:

Sound system, spotlights, technical equipment, technical assistance of all equipment, technical master (Bühnenmeister) for stage services, stage constructing and dismantling, further employment of technical staff, use before rental day for rehearsals, extra cleaning charges for excessively impurity in the rooms.

The landlord reserve one's right to charge all special adjustments of event room/location and other services, if not specified under I.

a. Addition for Festsaal

The fix installed technical stage and hall equipment in Festsaal belongs to our partner business Habegger AG and can be hired by the tenant (not included in room rental fees). Dismantling is possible, if desired by tenant, and will be charged by effort.

3. Term of rent

Period of rental time is contractually settled and binding

Construction and dismantling has to be done within rental period, otherwise further rental time will be charged. This also applies for further employed parties such as artists, outside companies and other people involved booked through tenant

4. Exclusivity

In default of a recorded, and by the tenant demanded exclusivity agreement, the landlord can, without further notification to the tenant, provide event rooms/location to similar or equal events on the same date.

5. Access to the event room / location

Access by the landlord is to be allowed at any time, to any event room/ location.

Adjustment of guest amount and cancellation of the event

1. Adjustment of guest amount

The tenant is kindly asked to give Volkshaus Basel the final amount of guests in written form 7 days before the event date. Aberration of at most minus 10% is tolerated without further charges.

Variation above this will be charged with price of menu as contracted, as well as an allowance of CHF 25.00 per person for beverages

We recommend a written correction 20 days before event

2. Accounting of benefits on-site

Tenant is held liable for any further food or beverages ordered by guests on-site

Should fewer guests attend the Event and it is agreed that guests will pay for their consumption; the tenant should pay the difference

3. Cancellation fees for banquets and events

In case of part or full cancellation by tenants blame, the following rules apply:

Till 90 days before event	Cancellation without any fees
90-60 days before event	50% of room rental and agreed on good for technic and food
59-15 days before event	75% of room rental and agreed on good for technic and food
14-0 days before event	100% of room rental and agreed on good for technic, food and beverages

If no flat charge has been agreed on, CHF 25.00 beverage costs will be charged per guest

If no specifications regarding goods and services for food and beverages have been made in the proposal, the following applies:

Aperitif event: CHF 30.00 per guest.

Lunch and dinner: CHF 55.00 per guest.

The tenant has to give written explanation of his cancellation. These conditions expire in case of force majeure (natural disaster etc.).

4. Rescission by Volkshaus Basel Betriebs AG

- a. Volkshaus Basel can withdraw from contract at any time without compensation in case of reasonable cause, such as security reasons, reputation or damage of remaining business operations.
- b. If payment is not made by the appointed time, the landlord has the right to prohibit use and/or further use.

Reservation process

1. Provisional reservation

Provisional reservations are free of charge and without obligation for 14 days. In case of no further requests for the specified date, reservations can be extended by further 14 days.

2. Detailed arrangements

Choice of menu, desired furnishing, specific infrastructure and wishes are to be established before conclusion of contract. This can also be settled during a meeting on-site. Therefore we ask for notification in advance.

3. Confirmation

After a first, detailed meeting, a written confirmation will be sent by fax or email. In order to avoid any misunderstandings, this has to be reviewed by tenant.

4. Definite reservation

A signed copy of the confirmation has to be sent to landlord in order to place a definite reservation

5. Accounting

An adequate time for consulting and assisting of events is included in specified prices. After consulting tenant, a fee of CHF 55.00 per hour, can be applied for more complex administration efforts.

6. General Terms

- a. Lease and services are evaluated by current rental prices.
- b. All food and drink must be provided by Volkshaus (Volkshaus Basel Betriebs AG). Exceptions are subject to negotiation with the responsible event manager of the landlord.

Further conditions

1. All food and drinks, which are raffle prizes, are not to be consumed within premises.
2. The doors will open one hour before the event begins or as agreed.

3. Cloak rooms

In case of no counter instructions, the cloak rooms are unguarded in self-service
If desired the landlord can provide staff at tenants expense.
Landlord must be informed about this during detailed meetings.
The cloak rooms may be serviced by the tenant himself.

4. Decoration

Decoration can be organised by tenant. It is forbidden, to attach any kind of decoration on walls, pillars or floors with nails, screws or tape. Any kind of damage will be charged on tenants account.

Conditions of payment

The bill is to be paid within 10 days after invoicing.

If no written and justified complaints are made within 5 days of invoicing, the tenant acknowledges the invoice as correct.

If payment in advance is a condition of the contract, the contract only becomes effective if payment is made within the time specified and in full.

Delivery of material

- a. Hauling of material has to be scheduled within business hours, if not otherwise agreed. Please agree an appointment in advance.
- b. Please be aware of the traffic control in the city. Volkshaus Basel can be approached without permit from 5 till 11am. After this each vehicle needs a permit to approach Schafgässlein. Tenant is liable to charges.

Obligation tenant

1. Security

Sufficient and competent surveillance of the event room/location, door control and medical service is the responsibility of the tenant. These arrangements have to be declared to and approved by the landlord before rental period.

In particular licensing requirements and orders of smoking and bottle prohibition have to be strictly followed. Fire extinguishers and emergency exits have to be accessible at all times.

Public events obliged to use security personnel, which will be provided by the landlord at the tenant's expense.

2. Damage in the event room / location

Any damage, howsoever caused, should be reported to the landlord and will be rectified at the tenant's cost. In case of long time rental a hand over protocol will be prepared and conducted.

3. Smoke and fire ban

It is strictly forbidden to smoke in any event room/location. Artificial smoke is also strictly forbidden. The tenant will be made liable in any case of disregard.

4. Insurance

The landlord cannot be held responsible for any goods, which are stored within premises by the tenant. Any kind of insurance for objects, instruments etc., which are stored within premises, is the responsibility of the tenant.

5. Authorisations

If authorisation by the authorities is needed for the event, the tenant has to inform the landlord in sufficient time.

6. Liability

All risks (e.g. casualty, accident, theft etc.) are the responsibility of the tenant.

7. Acoustic and laser decree

The tenant is committed to strictly obey the decree of acoustics for the protection of public against harmful sound and laser radiation. "Schall-und Laserverordnung des Schweizerischen Bundesrates vom 24 Januar 1996".

Basel, Autumn 2016

Volkshaus Basel Betriebs AG