



Dorint

Kongresshotel
Mannheim

OUR FULL SERVICE FOR YOU

The Dorint Kongresshotel Mannheim in the Congress Center Rosengarten offers a comprehensive trade fair service on site, which realizes your ideas quickly and flexibly.

We support you in all gastronomic aspects of your planning. Whether special catering concepts, ambitious cuisine or modern equipment – we provide all services for your trade fair appearances.

Please fill out our order forms and then ensure we receive them as soon as possible by e-mail. This will enable us to quickly begin addressing your particular needs and requirements.

Naturally, your special needs and individual requests will be received anytime.

Your Dorint Kongresshotel Mannheim Team

Acceptance deadline for orders (without exception):
14 days prior to the official beginning of the event (first day of congress or trade fair). Please note that we charge a 25% surcharge on orders received after deadline.

The conditions agreed here are gross including the currently valid value added tax on the respective service components. Both parties agree that these conditions are based on a net calculation. Changes in value added tax or other taxes and duties that occur or are added during the event period do not affect this net basis (gross conditions less VAT). Both parties are aware that this will change the gross conditions accordingly.

The Dorint Kongresshotel Mannheim reserves the right to increase prices for offers beyond the current calendar year.

Dorint · Kongresshotel · Mannheim · Friedrichsring 6 · 68161 Mannheim

Contact: messe.mannheim@dorint.com

Tel.: +49 162 1052861 · Fax: +49 621 4106-417

dorint.com/mannheim

Dorint Hotel in Mannheim GmbH · Aachener Straße 1051 · 50858 Köln



Our delivery times*:
08.00 a.m. – 09.00 a.m.
11.30 a.m. – 01.30 p.m.
04.30 p.m. – 05.30 p.m.

ORDER FORM

You can fill this form out at your own computer and then it's a straightforward question of e-mailing it to **messe.mannheim@dorint.com** or faxing it to us on **+49 621 4106-417**.
You can reach our trade show telephone during the congress from 8:00 a.m. to 5:00 p.m. on **Tel. +49 162 1052861**. Please place your repeat orders exclusively via the trade show telephone.

Name of event:

Date of event:

Booth number:

Room name:

Name of company:

Contact person:

Phone:

E-mail:

Acceptance deadline for orders (without exception): 14 days prior to the official beginning of the event (first day of congress or trade fair). Please note that we charge a 25 % surcharge on orders received after deadline.

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Beverages

In addition to the drinks themselves, the price for a crate of beverages includes the following services:

A sufficient supply of glasses, a sufficient supply of bottle openers, a flat charge for delivery, a flat charge for collection, free cancellation, no minimum order quantity. Please note that we can only accept full crates as returns. Partly consumed crates will be invoiced as fully consumed crates.

Beverage	Price	Unit	Date:		Date:		Date:		Date:	
			Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time
Odenwald still, 0,25 l	€ 60.00	Crate à 24 btl.								
Odenwald classic, 0,25 l	€ 60.00	Crate à 24 btl.								
Odenwald still, 0,75 l	€ 70.00	Crate à 12 btl.								
Odenwald classic, 0,75 l	€ 70.00	Crate à 12 btl.								
Coca-Cola ^(1, 3, 13) , 0,2 l	€ 66.00	Crate à 24 btl.								
Coca-Cola light ^(1, 3, 10, 13) , 0,2 l	€ 66.00	Crate à 24 btl.								
Vio Bio Schorle Apfel, 0,3 l	€ 72.00	Crate à 24 btl.								
Apple juice, 0,2 l	€ 65.00	Crate à 24 btl.								
Orange juice, 0,2 l	€ 65.00	Crate à 24 btl.								
Orange juice, 1,0 l	€ 68.00	Crate à 6 btl.								
Bionade herbs ⁽²⁰⁾ , 0,33 l	€ 68.00	Crate à 24 btl.								
Bionade elderberry ⁽²⁰⁾ , 0,33 l	€ 68.00	Crate à 24 btl.								
Eichbaum Pils ⁽²⁰⁾ , 0,33 l	€ 72.00	Crate à 24 btl.								
Eichbaum active ⁽²⁰⁾ , 0,33 l	€ 72.00	Crate à 24 btl.								
Eichbaum wheat ⁽²⁰⁾ , 0,5 l	€ 77.00	Crate à 20 btl.								

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04.30 p.m. – 05.30 p.m.

Beverages

Orders placed for these beverages **include free provision** of the to go cups and/or requisite cups.

Beverage	Price	Unit	Date:		Date:		Date:		Date:	
			Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time
Geldermann sparkling wine ^(5,31) , 0,75 l	€ 33.50	per bottle								
House wine red, ^(5,31) , 0,75 l	€ 25.00	per bottle								
House wine white ^(5,31) , 0,75 l	€ 25.00	per bottle								

Hot beverages

Orders placed for these beverages **include free provision** of the to go cups and/or requisite cups.

Beverage	Price	Unit	Date:		Date:		Date:		Date:	
			Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time
Coffee ⁽¹³⁾ , incl. Milk ⁽²⁶⁾ and sugar	€ 16.00	per pot								
Tea (various flavours), incl. Milk ⁽²⁶⁾ and sugar	€ 16.00	per pot								

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08.00 a.m. – 09.00 a.m.
11.30 a.m. – 01.30 p.m.
04.30 p.m. – 05.30 p.m.

Food

If you order our catering, we provide corresponding plates and/or cutlery free of charge. A cancellation of the food order is not possible. All mentioned prices include the statutory value added tax.

Cakes & Co. (min. order: 5 of each kind)	Price	Unit	Date:		Date:		Date:		Date:	
			Sets	Delivery Time	Sets	Delivery Time	Sets	Delivery Time	Sets	Delivery Time
Croissants ^(20, 26)	€ 15.00	Set of 5 pieces								
Chocolate croissants (20, 24, 26, 27)	€ 17.00	Set of 5 pieces								
Oven-fresh tray-baked cake, ca. 5 x 7 cm ^(20, 22, 24, 25, 26, 27, 30, 32)	€ 20.00	Set of 5 pieces								
Blueberries muffins (20, 22, 25, 26, 30, 32)	€ 20.00	Set of 5 pieces								
Chocolate muffins (20, 22, 24, 25, 26, 27, 30, 32)	€ 20.00	Set of 5 pieces								
American brownies (2, 20, 22, 24, 25, 26, 27) ca. 5 x 7 cm	€ 21.00	Set of 5 pieces								
Mini iced cookie ^(20, 22)	€ 12.00	Set of 5 pieces								
Pretzel without butter ⁽²⁰⁾	€ 20.00	Set of 5 pieces								
Cheese pretzels ^(20, 26)	€ 25.00	Set of 5 pieces								
Pretzel-stick with butter ^(20, 26)	€ 25.00	Set of 5 pieces								

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Food

If you order our catering, we provide corresponding plates and/or cutlery free of charge. A cancellation of the food order is not possible. All mentioned prices include the statutory value added tax.

Pastry products	Price	Unit	Date:		Date:		Date:		Date:	
			Sets	Delivery Time	Sets	Delivery Time	Sets	Delivery Time	Sets	Delivery Time
Bagels ^(20,30) with:		Set of 12 pieces								
Cream cheese ^(2,26)	€ 70.00									
Turkey breast ^(1, 2, 3,4)	€ 70.00									
Salami ^(1, 2, 3, 4, 26, 28, 29)	€ 70.00									
Cheese ⁽²⁶⁾	€ 70.00									
Bagels mixed ^(1,2,3,4,20, 26,28,29,30)	€ 70.00	Set of 12 pieces								
Whole grain sandwich triangles ⁽²⁰⁾ with:		Set of 12 pieces								
Cheese ^(1, 2, 9, 20, 22, 25, 26)	€ 55.00									
Boiled ham ^(1, 2, 3, 9, 20, 22, 25, 26)	€ 55.00									
Salami ^(1, 2, 3, 9, 20, 22, 25, 26)	€ 55.00									
Chicken ^(2, 3, 9, 10, 20, 22, 25, 26, 28, 29)	€ 55.00									
Whole grain sandwich triangles mixed ^(1, 2, 3, 9, 10, 20, 22, 25, 26, 28, 29)	€ 55.00	Set of 12 pieces								
2 rye bread with salami ^(2, 3, 5, 20, 26, 29, 31)	€ 60.00	Set of 6 pieces								
2 spelt bread with gouda cheese ^(2, 20, 22, 26)										
2 spelt bread with chicken ^(2, 9, 20, 22, 26, 29)										

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Food

			Date:		Date:		Date:		Date:	
Fingerfood (min. order of 10 pieces for each type)	Price	Unit	Sets	Delivery Time	Sets	Delivery Time	Sets	Delivery Time	Sets	Delivery Time
Small veal meatball in the bowl with potato salad (20, 22, 28, 29)	€ 20.00	Set of 5 pieces								
2 saté skewers (1, 20, 25) with asia sauce (1), approx. 30 g	€ 30.00	Set of 5 pieces								
Cold meatball (20, 22, 28) in a roll with mustard (28, 29) & ketchup (28)	€ 30.00	Set of 5 pieces								
Cold mini wiener (2, 3, 28, 29) with mustard (28, 29)	€ 32.00	Set of 5 pieces								
Mini quiche, approx. 50 g, with		Set of 5 pieces								
Lorraine (2, 3, 20, 22, 26)	€ 17.50									
Tomato (3, 20, 22, 26)	€ 17.50									
Spinach feta (3, 20, 22, 26)	€ 17.50									
Mozzarella skewer (26) with tomato and pesto (22, 26, 27) in a dip glass	€ 20.00	Set of 5 pieces								
Cheese ⁽¹⁾ grape cubes im Glas, approx. 50 g	€ 20.00	Set of 5 pieces								
Delacre Tea Time biscuit mix, 1000 g	€ 55.00	1 box								
Peanuts, 28 x 50 g	€ 46.00	Set of 28 pcs.								

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04.30 p.m. – 05.30 p.m.

Food

			Date:		Date:		Date:		Date:	
Fruit	Price	Unit	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time
Fruit salad to go, approx. 150 g	€ 8.00	per portion								
Apple, green ⁽⁷⁾	€ 16.00	per kilo								
Apple, red ⁽⁷⁾	€ 16.00	per kilo								
Banana	€ 16.00	per kilo								
Pear	€ 18.00	per kilo								
Grapes, blue	€ 28.00	per kilo								
Grapes, white	€ 28.00	per kilo								

Additives

(1) artificial colouring, (2) preservative, (3) antioxidant, (4) flavor enhancer, (5) sulfuretted, (6) blackened, (7) waxed, (8) phosphate, (9) sweeteners, (10) phenylalanine source, (11) can have a laxative effect by excessive consumption, (12) genetically modified, (13) caffeine, (14) quinine

Allergens

(20) gluten, wheat and products thereof, (21) crustaceans and products thereof, (22) eggs and products thereof, (23) fish and products thereof, (24) peanuts and products thereof, (25) soybeans and products thereof, (26) milk, products thereof and lactose, (27) nuts, (28) celery and products thereof, (29) mustard and products thereof, (30) sesame seed and products thereof, (31) sulphur dioxide and sulphites, (32) lupin and products thereof, (33) molluscs and products thereof

Reorders for the following day are only possible upon request and subject to availability. Orders placed for these food dishes include free provision of the requisite plates and/or cutlery. The cancellation of an order is not possible. All mentioned prices include the statutory value added tax.

Place, date:

Order submitted by:

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Glasses

			Date:		Date:		Date:		Date:	
	Price	Unit	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time
Wine glasses, 25 pcs (1 rack)	€ 50.00	per day								
Water glasses, 36 pcs (1 rack)	€ 50.00	per day								
Champagne glasses, 36 pcs (1 rack)	€ 50.00	per day								
Beer glasses, 24 pcs (1 rack)	€ 50.00	per day								
Glasses can be ordered only by rack.										

Please notice that our beer, champagne and water glasses are branded by our contractual partners.

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04.30 p.m. – 05.30 p.m.

Equipment

			Date:		Date:		Date:		Date:	
	Price	Unit	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time	Quantity	Delivery Time
Fully automatic coffee machine*	€ 450.00	per day								
Coffee beans ⁽¹³⁾	€ 45.00	per 1 kg								
Espresso beans ⁽¹³⁾	€ 45.00	per 1 kg								
Milk ⁽²⁶⁾	€ 4.00	per liter								
Milk, lactose-free	€ 5.00	per liter								
Suggar sticks	€ 25.00	per 100 pcs.								
To go-cups	€ 30.00	per 100 pcs.								
Packed ice cubes	€ 17.50	per 5 kg								
Packed crushed ice	€ 17.50	per 5 kg								
Paper napkins	€ 20.00	per 200 pcs.								

* For the coffee machine please order a 220V connection plus power cable at the event agency m:con.

All prices indicated here are inclusive of statutory VAT.

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Order submitted by:

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GENERAL INFORMATION

Fair telephone on site: +49 162 1052861

Terms of delivery

Acceptance deadline for orders (without exception):

14 days prior to the official beginning of the event (first day of congress or trade fair).

Please note that we charge a 25 % surcharge on orders received after deadline.

Your order can only be taken in conjunction with the provision of your credit card details. For this purpose, please provide us with the credit card number, validity and verification number as indicated below.

The Dorint Credit policy includes a 100 % pre-payment of ordered goods. You will receive a deposit-invoice after we received your order. We will send you an invoice after the event.

.....
 Credit card number

.....
 Credit card expiry date

.....
 Approval code

I hereby authorise that the total invoice amount be charged to the credit card account specified above.

.....
 Name (printed letters)

.....
 Signature

On the spot orders have to be settled cash or by credit card directly.

Self-catering at trade fair stands

The Dorint Kongresshotel Mannheim has exclusive catering rights for the CCM Rosengarten and in the hotel. Should food and/or beverages are nevertheless brought in by exhibitors during the event, the Dorint Kongresshotel is entitled, irrespective of whether additional food and/or beverages are purchased from Dorint, to charge the exhibitor 10.50 plus VAT per square meter of stand space per day. € 10.50 plus VAT per square meter of stand space and day as compensation for the lost turnover. If the order value of the goods ordered from Dorint for the exhibition stand exceeds 3,000 €, then the compensation sum shall be cancelled. As a matter of principle, the presence and/or involvement of third-party caterers is prohibited.

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GENERAL INFORMATION

The exhibitor is under obligation to accept the role of joint and several debtor with responsibility for payment of all charges made by the hotel for the services outlined above. Controlling shall be undertaken by the on-site staff of the Dorint Kongresshotel Mannheim. Should you not be in attendance personally, please give us the name(s) of a person or persons authorised to sign.

Name of event:

Date of event:

Booth number:

Room name:

Name of company:

Contact person:

Invoice address:

Telephone:

Fax:

Appending your signature to this document constitutes entering into a contract, the legal basis of which is the General Terms and Conditions of Dorint GmbH as currently in force. By appending your signature, you also affirm that you have read and understood the appended General Terms and Conditions and that you are in agreement with them. The invoice for your orders placed will be sent to you after the event has ended, whereby the invoice address shall be the address you have given above.

I hereby accept the General Terms and Conditions of Dorint GmbH as printed on pp. 13.

Place, date:

Order submitted by:

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GENERAL TERMS AND CONDITIONS FOR EVENTS IN GERMAN ESSENTIAL BY DORINT, DORINT HOTELS & RESORTS AND HOMMAGE LUXURY HOTELS COLLECTION HOTELS

I. Scope

- These Terms and Conditions apply to contracts for the letting of conference, banqueting and event rooms in the respective Hotel for the purposes of holding events such as banquets, seminars, meetings, etc. and to all further related services and consignments (hereinafter referred to through-out as "services") provided by the Hotel where under Hotel it is understood all "Dorint", "Essential by Dorint" and "Hommage" hotels located in the Federal Republic of Germany regardless of the person of the operator of the hotel (hereinafter referred to as "the Hotel"). Operator can be the Dorint GmbH (AG Köln, HRB 59251), Essential by Dorint GmbH (AG Köln, HRB 98777) or 5HALLS HOMMAGE HOTELS GmbH (AG Köln, HRB 98776), a entity which is affiliated with these entities pursuant to § 15 of the German Stock Corporate Act (Aktiengesetz), a licensee of the aforementioned entities or a third party, whose hotel is managed by one of all aforementioned entities for the account of others.
- The sub-contracting or re-hire of rooms, spaces or display cabinets provided and invitations to job interviews, sales or similar events require the prior written approval of the Hotel, whereby Article 540 paragraph 1 clause 2 of the German Civil Code (BGB) shall be waived.
- The customer's own Terms and Conditions shall only apply if this has previously been expressly agreed in writing.
- For the purpose of these Terms and Conditions, customers are consumers and/or entrepreneurs as described in Articles 13 and 14 of the German Civil Code. The customer is the organiser within the framework of the contracts agreed in accordance with Clause 1, Sentence 1.

II. Contract agreement, contracting parties; liability and limitations

- The contract becomes valid when the Hotel accepts the customer's application. If the Hotel makes the customer a firm offer, then the contract takes effect from the customer's acceptance of the Hotel's offer. In either case it is open to the Hotel to confirm the contractual agreement in writing.
- The contracting parties are the Hotel and the customer. If the customer/person placing the order is not the event organiser, or if a commercial agent or organiser is engaged as event organiser, then the event organiser is jointly liable with the customer for all obligations arising from this contract, provided that the Hotel is given a declaration to this effect by the customer or the event organiser.
- The Hotel - and its vicarious agents - shall be responsible in accordance with statutory provisions for damages arising from intent or gross negligence. The same shall apply for damages caused by negligence and arising from damage to life, limb or health. In the case of material and financial damages caused by negligence, the Hotel and its vicarious agents shall only be liable if and when a fundamental contractual duty has been breached, however such liability shall be limited to foreseeable and contractually typical damages; fundamental contractual duties being such, the fulfilment of which is substantial to the contract, and on which the customer may depend. Should any faults or shortcomings arise in the services provided by the Hotel, the Hotel will make every effort to correct this if the customer has brought these to its attention or made his objections promptly known. The customer is obliged to make reasonable effort to rectify any fault or minimise any possible loss or damage, and to bring any faults or damage immediately to the Hotel's attention.
- Any claims made by the customer or a third party against the Hotel shall lapse 1 year after their declaration which initiates the normal limitation period in accordance with Article 199 paragraph 1 of the German Civil Code. Claims for compensation against the Hotel lapse at the latest after a term of 3 years from the dereliction of duty, dependent on the time of cognisance, and after a term of 10 years from the dereliction of duty, irrespective of the time of cognisance. These limitations do not apply
 - in the event of claims arising from intent or gross negligence on the part of the Hotel and/or its vicarious agents.
 - in the event of damages caused by negligence and arising from damage to life, limb or health.
 In the event of material and financial damages caused by negligence, these limitation restrictions shall not apply in cases where a fundamental contractual duty has been breached. Fundamental contractual duties are duties, the fulfilment of which is substantial to the contract, and on which the customer may depend.

III. Services, tariffs, payment, offsetting

- The Hotel is obliged to provide the services that the customer has ordered and to which it has agreed.
- The customer is obliged to pay the agreed or regular Hotel prices for these and any further services made use of. This also applies to services and expenses that he requests the Hotel to make over against third parties, especially for the requirements of copyright societies.
- The agreed prices shall be understood to include tax at the rates applicable at the time the contract was agreed. In the event of an increase, subsequent to the contract agreement, in the statutory rate of turnover tax or the new introduction, alteration or repeal of local taxes or duties relating to the subject of the agreement, then the contractually agreed price may also be increased proportionately, but only by a maximum of 5%. In cases of contracts with consumers, this shall only apply should the period between the agreement of the contract and its fulfilment exceed 4 months.
- Hotel invoices without a payment date are payable in full within 10 calendar days of receipt. The Hotel is entitled to demand payments outstanding at any time, and to require immediate payment. In the event of delay in payment, the Hotel is entitled to demand the appropriate legal late payment interest of 9% above the current basic interest rate or 5% above the basic interest rate in the case of legal transactions involving a consumer. Furthermore, the Hotel is entitled to charge a fee of € 5 for every reminder of payment arrears that it sends. The Hotel reserves the right to provide evidence of entitlement to a higher claim to damages.

- The Hotel is entitled to require an appropriate advance payment at any time. The amount of prepayment and the dates of payment may be agreed in writing in the contract.
- The customer can only offset or reduce the Hotel's payment demands by means of an unchallenged legal claim.

IV. Withdrawal of the customer (counter-order or cancellation)/failure to make use of the Hotel's services (no show)

- The customer's withdrawal from a contract agreed with the Hotel is only possible if such right of withdrawal is expressly agreed in the contract or in the General Terms and Conditions for Events, if some other statutory right of withdrawal applies, or if the Hotel expressly agrees to the cancellation of the contract. The agreement of a right to withdrawal and any such agreement to the cancellation of the contract each require to be submitted in writing.
- Provided that a date for withdrawal from the contract without penalty has been agreed in writing between the customer and the Hotel, the customer may withdraw from the contract without penalty up to this date, without the Hotel making any claim for payment or compensation. The customer's right to withdrawal is extinguished if he does not exercise his right to withdraw vis-à-vis the Hotel by the agreed date.
- If a right of withdrawal has not been agreed or has already expired, then no statutory right of withdrawal or cancellation shall be deemed to apply, and should the Hotel not agree to cancellation of the agreement, then the Hotel retains the right to claim the agreed payment even if the services have not been utilised. The Hotel is obliged to balance against its claim income from other rental made of the rooms and from expenses saved. The expenses saved in each case can be applied as a flat-rate as defined under sentence 3 - and in the case of events including overnight stays as defined under clause IV No. 3 (3) of the General Terms and Conditions for Hotel Accommodation - deviating from the flat-rate expenses saved specified in clause IV No. 3 (4) of the General Terms and Conditions for Hotel Accommodation - in accordance with the following sliding scale.
- Free cancellation options for the customer (portion of the agreed total amount)***

Persons/Conference Fee = pax / Roomnights = RN					
bis 15 pax/RN		16 - 30 pax/RN		31 - 50 pax/RN	
up to 21 days before arrival	100% free of charge	up to 28 days before arrival	100% free of charge	up to 42 days before arrival	100% free of charge
up to 14 days before arrival	50% free of charge	up to 21 days before arrival	50% free of charge	up to 28 days before arrival	50% free of charge
up to 7 days before arrival	25% free of charge	up to 14 days before arrival	25% free of charge	up to 21 days before arrival	25% free of charge
up to 1 day before arrival	max. 1 Rooms and/or 1 participants free of charge	up to 7 day before arrival	10% free of charge	up to 14 days before arrival	10% free of charge
		up to 1 day before arrival	max. 2 Rooms and/or 2 participants free of charge	up to 1 day before arrival	max. 2 Rooms and/or 2 participants free of charge
51 - 100 pax/RN		101 - 150 pax/RN		151 - 250 pax/RN	
up to 90 days before arrival	100% free of charge	up to 120 days before arrival	100% free of charge	up to 150 days before arrival	100% free of charge
up to 42 days before arrival	50% free of charge	up to 90 days before arrival	50% free of charge	up to 120 days before arrival	50% free of charge
up to 28 days before arrival	25% free of charge	up to 42 days before arrival	25% free of charge	up to 90 days before arrival	25% free of charge
up to 14 days before arrival	10% free of charge	up to 21 days before arrival	10% free of charge	up to 42 days before arrival	10% free of charge
up to 1 day before arrival	max. 3 Rooms and/or 3 participants free of charge	up to 7 days before arrival	5% free of charge	up to 21 day before arrival	5% free of charge
		up to 1 day before arrival	max. 3 Rooms and/or 3 participants free of charge	up to 1 day before arrival	max. 4 Rooms and/or 4 participants free of charge
251 - 350 pax/RN		351 - 500 pax/RN		> 500 pax/RN	
up to 180 days before arrival	100% free of charge	up to 240 days before arrival	100% free of charge	individual	
up to 150 days before arrival	50% free of charge	up to 180 days before arrival	50% free of charge		
up to 120 days before arrival	25% free of charge	up to 90 days before arrival	25% free of charge		
up to 60 days before arrival	10% free of charge	up to 60 days before arrival	10% free of charge		
up to 14 day before arrival	5% free of charge	up to 14 days before arrival	5% free of charge		
up to 1 day before arrival	max. 4 Rooms and/or 4 participants free of charge	up to 1 day before arrival	max. 5 Rooms and/or 5 participants free of charge		

* The sliding scale can only be applied once, with the exception of the possibility of reducing the agreed number of participants one day in advance according to the last scale. Addition of event days. e.g., 100 persons on 3 days fall into the cancellation group 100 pax/RN and

not the group for 300 pax/RN. If different numbers of persons are booked on different event days, the higher number of persons shall be decisive. The same applies if the number of rooms and conference participants are different. The percentages apply accordingly to other event-related services such as room hire, additional food and beverages or booked workshops. In the event of an agreed shortfall in the minimum turnover, which is made up of the conference flat rate, additional drinks or conference technology, the difference to the agreed minimum turnover will be invoiced as room hire. In the event of complete cancellation and thus failure to achieve the minimum turnover, the latter will be invoiced in accordance with the above-mentioned table.

- The portions of the event/overnight stays to be cancelled free of charge represent the flat-rate saved expenses. The hotel is therefore entitled to charge the customer for the parts of the event/night that can no longer be cancelled free of charge and to retain and to retain them from the deposit, insofar as this has been paid.
- The customer is entitled to provide evidence that such claims have not arisen or are unjustifiably high. The Hotel is entitled to provide evidence that a higher claim has arisen.

V. Withdrawal by the Hotel

- Provided that the customer's right to withdraw without penalty within a particular time period has been agreed in writing, the Hotel is also for its part entitled to withdraw without penalty within this time period if applications from other customers for the event rooms reserved under contract are to hand, and the customer does not waive his right to withdraw within an appropriate set deadline when contacted by the Hotel.
- The Hotel is also entitled to withdraw from the contract if an advance payment as agreed or as demanded in accordance with III. paragraph 5 is not made, even after an appropriate period of grace set by the Hotel has elapsed.
- Furthermore, the Hotel is entitled to withdraw from the contract given materially justified cause, especially in the event that
 - an act of God or other circumstances beyond the control of the Hotel make the fulfilment of the contract impossible.
 - events are booked giving a misleading or a false description of essential facts relating to them (e.g. in respect of the customer or the purpose).
 - the Hotel has good grounds for supposing that the event might jeopardise the smooth running of the Hotel's operations, or the safety or the reputation of the Hotel in the public eye in a way that is beyond the control or scope of the Hotel's organisation.
 - there is any breach of I. paragraph 2.
 - the purpose and/or the occasion of the event is in contravention of the law.
- If the Hotel justifiably withdraws, the customer shall have no claim for compensation.

VI. Changes to the number of participants and the timing of the event

- If there are variations in numbers upwards, the actual number of participants will be invoiced.
- If numbers of participants vary upwards or downwards by more than 10 %, the Hotel is unilaterally entitled to recalculate the agreed price and to change the rooms confirmed, unless this is, in any given case, unacceptable to the customer.
- Should the agreed times for the beginning and end of the event be adjusted, and should the Hotel agree to these variations, then the Hotel may make an appropriate charge for its willingness to provide additional services unless the Hotel is to blame for this.

VI.a) Special provision to clause IV above (and clause IV of the General Terms and Conditions for Hotel Accommodation Contracts insofar as relevant in connection with the event) for events until 31.12.2021 (event start date is decisive)

- The following cancellation conditions apply to events including and not including overnight stays held until 31.12.2021 as defined under clause IV No. 3 (3) of the General Terms and Conditions for Holding Events and General Terms and Conditions for Hotel Accommodation, and deviating from the flat-rate expenses saved specified in the GTC from clauses IV No. 4 and from clause IV No. 3 (4) of the GTC for Hotel Accommodation:

Cancellation options free of charge Customer (share of agreed total volume)**

(Persons/Conference Fee = pax / Roomnights = RN)							
up to 25 pax/RN		26 – 50 pax/RN		51 – 200 pax/RN		201 – 500 pax/RN	
up to 7 days before arrival	100% free of charge	up to 14 days before arrival	100% free of charge	up to 21 days before arrival	100% free of charge	up to 28 days before arrival	100% free of charge
up to 1 day before arrival	10% free of charge	up to 7 days before arrival	50% free of charge	up to 14 days before arrival	50% free of charge	up to 14 days before arrival	50% free of charge
		up to 3 days before arrival	25% free of charge	up to 7 days before arrival	25% free of charge	up to 7 days before arrival	25% free of charge
		up to 1 day before arrival	10% free of charge	up to 2 days before arrival	10% free of charge	up to 2 days before arrival	10% free of charge

** The number of persons/RN in each case refers to the real group size and is not an addition of the event days. E.g., 100 persons on 3 days fall into the cancellation group 100 pax/RN and not the group for 300 pax/RN. If different numbers of persons are booked on different event days, the higher number of persons shall be decisive. The same applies if the number of rooms and conference participants are different. The percentages apply accordingly to other event-related services such as room hire, additional food and beverages or booked workshops. In the event of an agreed shortfall in the minimum turnover, which is made up of the conference flat rate, additional drinks or conference technology, the difference to the agreed minimum turnover shall be invoiced as room hire. In the event of complete cancellation and thus failure to achieve the minimum turnover, the latter will be invoiced in accordance with the above-mentioned table.

- This sliding scale can be applied cumulatively, i.e. in succession, by the customer, whereby the then applicable percentage to be cancelled free of charge only relates to the portion of the event remaining after the previous cancellation. In the event of a (full) cancellation, the Hotel must have received a written notice of cancellation (e.g. by e-mail) by the specified cancellation date, otherwise the last scale of the flat-rate expenses saved will be applied.
- The portions of the event/overnight stays that can be freely cancelled represent the flat-rate expenses saved. The Hotel is therefore entitled to invoice the customer for those portions of the event/overnight stays that can no longer be freely cancelled and to withhold them from the deposit, provided this has been paid.
- The customer is free to prove that the charges have not at all arisen or not arisen to the extent demanded.

After 31.12.2021, the provisions of clauses IV of the General Terms and Conditions for Holding Events shall apply.

b) Special provision to clauses IV, V and VII above (and clauses IV, V and VI of the General Terms and Conditions for Hotel Accommodation Contracts insofar as relevant in connection with the event) for events until 31.12.2022 (event start date is decisive) due to the coronavirus, pandemic situations and force majeure

- If, due to legal or official requirements (e.g. in the form of regulations, general rulings or administrative acts) the booked event is not allowed to take place in the booked form at the event location due to coronavirus or similar serious reasons of force majeure (external circumstances for which the Hotel is not responsible), the Hotel shall be entitled to offer the customer an alternative form of holding the event (e.g. a seated meal instead of a buffet, etc.) and an alternative event date (event period), which may only be rejected for just cause. If such an adapted service is not possible or reasonable or if it is rejected for just cause, both parties are entitled to cancel the event free of charge. The right to cancel free of charge does not apply if the legal or official requirement within the meaning of sentence 1 that conflicts with the event is exclusively the responsibility of the organiser or is directed at the organiser as the addressee.
- Should an event participant/traveller be unable to attend the booked event date due to official travel/entry bans or quarantine orders (including upon return from the booked destination country) due to coronavirus or similar global pandemics according to the definition of the WHO, their room/event package may be cancelled free of charge irrespective of the provisions of clauses IV No. 4 and VII a), provided that it has been proven by the guest that it is objectively impossible for the event participant/traveller to travel/enter the country for the aforementioned reasons. Concerns on the part of the guest or official recommendations to refrain from travel or events do not constitute a right of withdrawal free of charge.
- In all other cases, irrespective of coronavirus and similar global pandemics according to the definition of the WHO, the provisions of clause VII a) remain valid for events until 31.12.2021 and the provisions of clauses IV and VI of the General Terms and Conditions for Holding Events remain valid after this date.

VIII. Bringing in food and drink

- In principle, the customer may not bring food and drink into the events. Exceptions require the Hotel's prior written agreement. In such cases, an appropriate contribution to cover general costs will be charged.

IV. Technical equipment and connections

- Insofar as the Hotel shall provide the technical or other devices/equipment of third parties for the customer at his instigation, it is acting in the name, on the authority and for the account of the customer. The customer is responsible for handling equipment carefully and returning it safely. He shall comprehensively exempt the Hotel from any claims made by third parties arising from allowing them to use these devices/this equipment.
- The customer's use of his own electrical appliances with the Hotel's mains supply requires its prior written approval. Any faults or damage caused to the Hotel's technical equipment through the use of these appliances shall be charged to the customer, insofar as the Hotel cannot be held responsible for these. The Hotel may issue or levy a fixed charge for the cost of the electricity consumed.
- With the prior written approval of the Hotel, the customer is entitled to use his own telephone, fax and data transmission devices. The Hotel may request an appropriate connection fee for this.
- Should suitable devices/equipment owned by the Hotel remain unused because the customer is using his own appliances, then an appropriate lost-revenue charge may be invoiced.
- Faults in technical or other devices that the Hotel makes available shall be remedied as quickly as possible. Payments may not be withheld or reduced if the Hotel is not responsible for these faults.

X. Loss or damage to items brought into the Hotel

- The customer brings exhibits or other articles (including personal possessions) into the event rooms or Hotel at his own risk. No power of disposition is granted to the customer. The Hotel shall accept no liability for loss, destruction or damage except where the Hotel has acted with gross negligence or malice aforethought. Damages arising from injury to life, limb or health constitute an exception hereto. Furthermore, all cases where the circumstances of the individual case cause the safe keeping to be a typical contractual obligation (upon which the customer may depend in terms of the contract) likewise constitute an exception hereto. Any display material brought into the Hotel must fully comply with fire regulations. The Hotel shall be entitled to request official proof of this. If such proof is not produced in good time, the Hotel shall be entitled to remove at the customer's expense any materials that he has already brought in. Each individual item set up and/or fitted must be individually previously agreed with the Hotel with respect to possible damage.
- Exhibits or other items that are brought in must be immediately removed after the event. Should the customer fail to do this, the Hotel may charge the customer for removing and storing them. If articles are left behind in the event rooms in breach of the contract, the Hotel may charge compensation for loss of use for the period that they remain there. The customer is at liberty to provide evidence that such a claim has not arisen or is unjustifiably high. Moreover, the Hotel reserves the right to establish proof of and charge for a higher rate of compensation.

XI. The customer's liability for damage

- The customer shall be liable for any damage to or in the Hotel building that may be caused by event participants or visitors, by personnel, by other third parties associated with him or by himself. If the customer is an entrepreneur, he is liable independently of whether proof of blame is established by the Hotel; a consumer will only be liable if he is at fault.
- The Hotel may at any time require the customer to produce appropriate guarantees (e.g. insurance, deposits, sureties, etc.).

XII. EU-Consumer Arbitration Board

The Hotel is legally obliged to point out that the European Union has established an online platform (OS Platform) for out-of-court resolution of consumer disputes: ec.europa.eu/consumers/odr The Hotel shall, however, not participate in dispute resolution proceedings at consumer arbitration boards.

XIII. Final provisions

1. Any amendments or additions to this contract, the proposal acceptance or these General Terms and Conditions for Holding Events must be made in writing. Any unilateral alterations or additions by the customer shall be void.
2. Place of fulfilment, place of payment, and the sole court of jurisdiction for commercial transactions – including cheque and currency disputes – shall be Cologne. Insofar as a contracting party fulfils the requirements of Article 38 paragraph 2 of the Code of Civil Procedure (ZPO) and has no general place of jurisdiction within Germany, the Hotel's registered office shall act as the place of legal jurisdiction.
3. German law alone shall apply to this contract. The UN Sales Convention and conflict of law legislation are hereby precluded from applying.
4. In the event of individual provisions of these General Terms and Conditions for Holding Events being or becoming ineffective or void, the validity of the remaining provisions hereof shall in no way be affected. Otherwise, statutory provisions shall apply.

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