

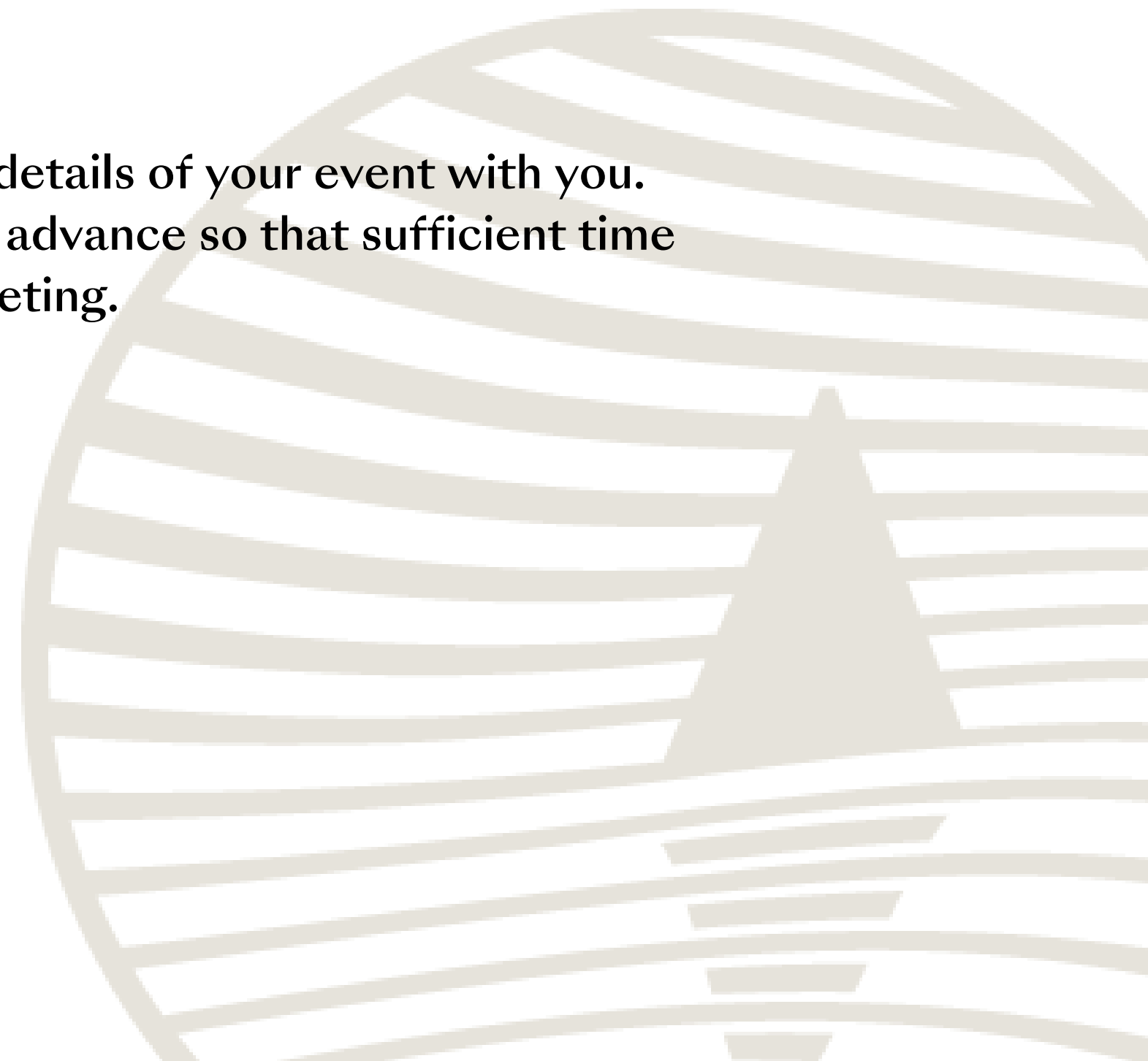


YOUR EVENT AT THE

ALEX LAKE ZÜRICH

FACTSHEET

The Alex Event Team will be happy to discuss all the details of your event with you.
For a tour of the location, we kindly ask you to book in advance so that sufficient time
can be scheduled for the meeting.





CAPACITIES

ROOM	AREA IN SQM	Maximum number of persons		
		APERO	LONG TABLES	BLOCK TABLE
AQUA	25	16	12 meeting* 10 meeting** 12 eating	10 meeting* 12 meeting** 14 eating
Restauraunt / Terrace	135/260	-	up to 60	up to 14 (Restaurant) up to 20 (Terrace)
Kamin Lounge (bar area)	-	20	-	-

*with TV
**without TV

ROOM RENT & MINIMUM CONSUMPTION

ROOM	Rent in CHF per period			
	up to 2 hours (1/4 day)	up to 5 hours (1/2 day)	up to 10 hours (1/1 day)	for lunch and dinner (exclusiv)
AQUA	200	350	550	1'800 minimum consumption

ROOM	MINIMUM CONSUMPTION IN CHF
<i>For Lunch & Dinner</i> Restaurant / Terrace	Groups up to 12 guests: no minimum consumption Groups from 13 - 25 guests: 1'800 minimum consumption Groups from 26 - 45 guests: 3'600 minimum consumption Groups from 46 - 60 guests (exclusive): 15'000 minimum consumption (Whole Restaurant Terrace)
<i>For aperitifs</i> Kamin Lounge / AQUA (16 - 20 guests) or Restaurant / Terrace (up to 45 guests)	Groups from 8 - 25 guests: 500 minimum consumption per hour Groups from 26 - 45 guests: 850 minimum consumption per hour





SETUP

Included in the rental or minimum consumption are the setup (tables and chairs) of the booked room based on the reported number of persons, taking into account the capacities and the cleaning and provision of the room and ensuring an appropriate room atmosphere.

TECHNICS

TV screen 65 inch (mobile)	CHF 120
Laptop	CHF 100
Flipchart	CHF 30
Presentation case	CHF 20
Video conference “Meeting Owl” (incl. laptop)	flat-rate CHF 650

CATERING

In our restaurants we offer a choice of dishes on site for up to 8 people. For up to 12 people, we offer the option of choosing a smaller menu (3-4 dishes per course) from our current menu and informing us accordingly.

For quality reasons, we kindly ask you to pre-order on set menu from our event menu suggestions for groups of 13 or more.





GENERAL INFORMATION

ADMINISTRATIVE SERVICES

We are happy to organise the event together with you. All administrative work, which is part of the event, is included in the service. Other expenses such as drawing a table plan and printing name cards will be invoiced additionally.

OBLIGATION TO PROVIDE INFORMATION

The organiser shall communicate transparently with the hotel regarding the subject matter, content and form of the event, in particular with regard to ethical, political and religious events.

NUMBER OF PEOPLE

We require the defined number of persons up to 48 hours before the start of the event. This number is the basis for billing. If the actual number of persons is lower, the confirmed number of persons shall be used as the basis for billing. If the number of persons is higher, the actual number of persons at the event shall apply. In order to guarantee a smooth process, it is essential to communicate the number of persons until shortly before the event.

RESERVED TIMES

In order to plan the event well in terms of time, exact time details must be given when making the reservation. The duration of the reservation is obligatory and the organiser must plan set-up and dismantling times and inform the hotel when making the reservation.

ROOM USE | ROOM CHANGE | RENT

The hotel may make changes to the rooms, provided the new rooms meet the requirements and interests of the organiser and the organiser's consent. In principle, rooms can be occupied regularly until midnight. Further occupancy is subject to a surcharge and requires permission from the relevant authorities. Rentals and minimum consumptions are based on the rates in the event documentation

BRINGING CATERING

Food and drinks are to be purchased from the hotel. In special cases (national specialities, etc.) the hotel may grant exceptions with a corresponding service surcharge.

MENU | MENU CARDS

For quality reasons a uniform menu must be pre-ordered for groups of 13 or more guests. You will receive our current menu suggestions with the individual offer. You are welcome to exchange and supplement menus and courses with each other. Special requests are also accepted by the event team. The menu price is then calculated according to expenditure and cost of goods. Included in the menu price is an individual menu card, which will be prepared by the hotel.

TABLE PLAN | NAME CARDS

We will prepare name cards for you at an additional charge of CHF 2 per piece, requiring a table plan in advance. We take care of the correct distribution based on your table plan.

GENERAL INFORMATION

FLOWERS | DECORATION

Generally, our rooms are not decorated. We will happily order floral decorations tailored to your wishes from our external florist. Please let us know your ideas.

DELIVERIES / SHIPPING OF MATERIAL

Deliveries of material for the event must be registered and delivered to the hotel as soon as possible. If material is to be sent to the organiser before or after the event, the shipping costs will be invoiced.

MUSIC

Please note that we accept live music for your event, but only at a reasonable volume out of consideration for our hotel guests. The event team will be happy to advise you about the possibilities.

EMPLOYEES

Staff required for the scope of the event shall be provided by the hotel at no extra charge. In principle, however, auxiliary staff required in connection with the setting up and transport of technical equipment, decorations or other items shall not be available free of charge.

If the personnel requirements increase, additional services for staff will be charged. Technical assistance and sommeliers for wine tastings are always charged.

Hourly rate per employee: CHF 45

Hourly rate per manager: CHF 80

EXTENSION

In principle, rooms can be occupied regularly until midnight. Further occupancy will be charged with a night surcharge per room and hour. The extension must be notified at least 14 days before the event.

PARKING SPACES

One parking space is guaranteed free of charge for each event.

GENERAL TERMS AND CONDITIONS

The General Terms and Conditions are an integral part of the contract and these are sent with every offer and contract as a separate document.

PRICES

All prices include service and statutory VAT. Prices are subject to change without notice.





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