

Your Event

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

Maximum number of guests according to seating arrangement

Room	Area in SQM	Apero	Long Tables	Block Table
AQUA	25	16	12 meeting* 10 meeting** 12 seating	10 meeting* 12 meeting** 14 seating
Restaurant / Terrace	135/260	100	Up to 80	Up to 14 (Restaurant) Up to 16 (Terrasse)
Fireplace Lounge	-	20	–	–

*with TV
**without TV





Setup Costs & Minimum Consumption

Minimum consumption in CHF per period

Room	Setup costs	Up to 2 hours (¼ day)	Up to 5 hours (½ day)	Up to 10 hours (1 day)	For Lunch and Dinner
AQUA	200	250	450	800	No setup costs CHF 1'800 minimum consumption

Room	Minimum consumption
Restaurant group reservations up to 45 people	CHF 100 per person from October to May CHF 160 per person from June to September
Restaurant / Terrace exclusively June to September	Lunch (12:00 p.m. – 4:00 p.m. (including setup and dismantling) CHF 12'500 Evening (6:00 p.m. – midnight (including setup and dismantling) CHF 17'500
Restaurant / Terrace exclusively October to May	Lunch (12:00 p.m. – 4:00 p.m. (including set-up and dismantling) CHF 7'500 Evening (6:00 p.m. – midnight (including set-up and dismantling) CHF 9'500
Fireplace Lounge Only from October - April (maximum 2 hours)	CHF 50 per person

Setup

The rental fee and minimum consumption includes the setup of the booked room (tables and chairs) based on the number of guests provided and in accordance with capacity limitations, as well as cleaning, preparation of the room, and ensuring an appropriate room atmosphere.

Technical Equipment

TV screen 65 inch (mobile)	CHF 120
Laptop	CHF 100
Flipchart	CHF 30
Presentation case	CHF 20
Video conference “Meeting Owl” (incl. laptop)	CHF 350

Food & Beverage

We have put together a selection of appetizers, menus, breakfast and coffee breaks, as well as drinks, separately for you. The Event Team will be happy to advise you.
In our restaurants, we offer a choice of meals on site for up to a maximum of 8 people. For groups of 9–12 people, we are happy to offer a shortened à la carte menu with the option to choose on site. For groups of 13 or more, for quality reasons, a uniform menu must be ordered in advance.
We are happy to accommodate individual allergies and dietary requirements and will adapt the menu accordingly.





General Information

ADMINISTRATIVE SERVICES
We are happy to organize the event together with you. All administrative work within the scope of the events is included in the service. Additional work such as drawing up a table plan, writing name cards, etc. will be invoiced separately according to time and effort.

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

NUMBER OF GUESTS
The final number of attendees must be confirmed no later than 72 hours prior to the start of the event. This confirmed number will serve as the basis for invoicing. If the actual attendance is lower than the confirmed number, the confirmed number of attendees will be charged. If the actual attendance exceeds the confirmed number, invoicing will be based on the actual number of guests present. To ensure a smooth and well-organized event, we kindly ask you to keep us informed of any changes in attendance up until the final confirmation deadline.

Should the final confirmed number of attendees be reduced by more than 10% compared to the original booking, Alex Lake Zürich reserves the right to charge the difference based on the number of attendees confirmed 72 hours prior to the event.

RESERVED TIMES
In order to plan the event well in terms of time, exact times must be specified when making the reservation. The duration of the reservation is obligatory, and the organizer 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 organizer and the organizer's consent. In principle, rooms can be occupied regularly until 11pm. 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. Specified minimum numbers of persons are binding.

General Information

BRINGING CATERING
Food and drinks must be purchased from the hotel. In special cases (e.g. national specialties), the hotel may grant exceptions, subject to a corresponding service surcharge.

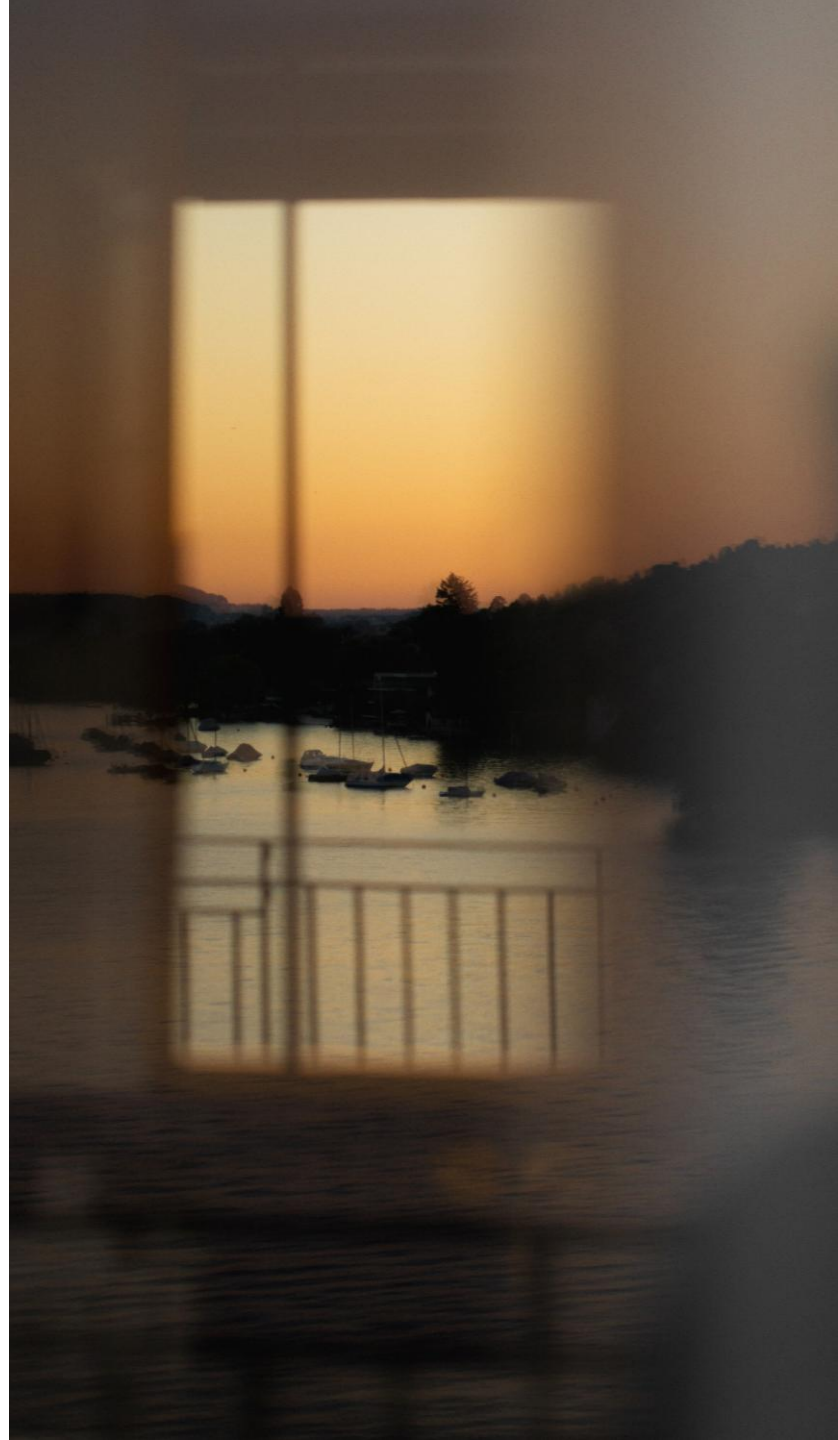
MENU
For quality reasons, a uniform menu must be pre-ordered for groups of 13 or more guests. You will receive our current menu suggestions together with the individual offer. Menus and courses can be exchanged or supplemented as desired. Special requests are also gladly accepted by the Event Team. The menu price will then be calculated based on the effort involved and the cost of goods.

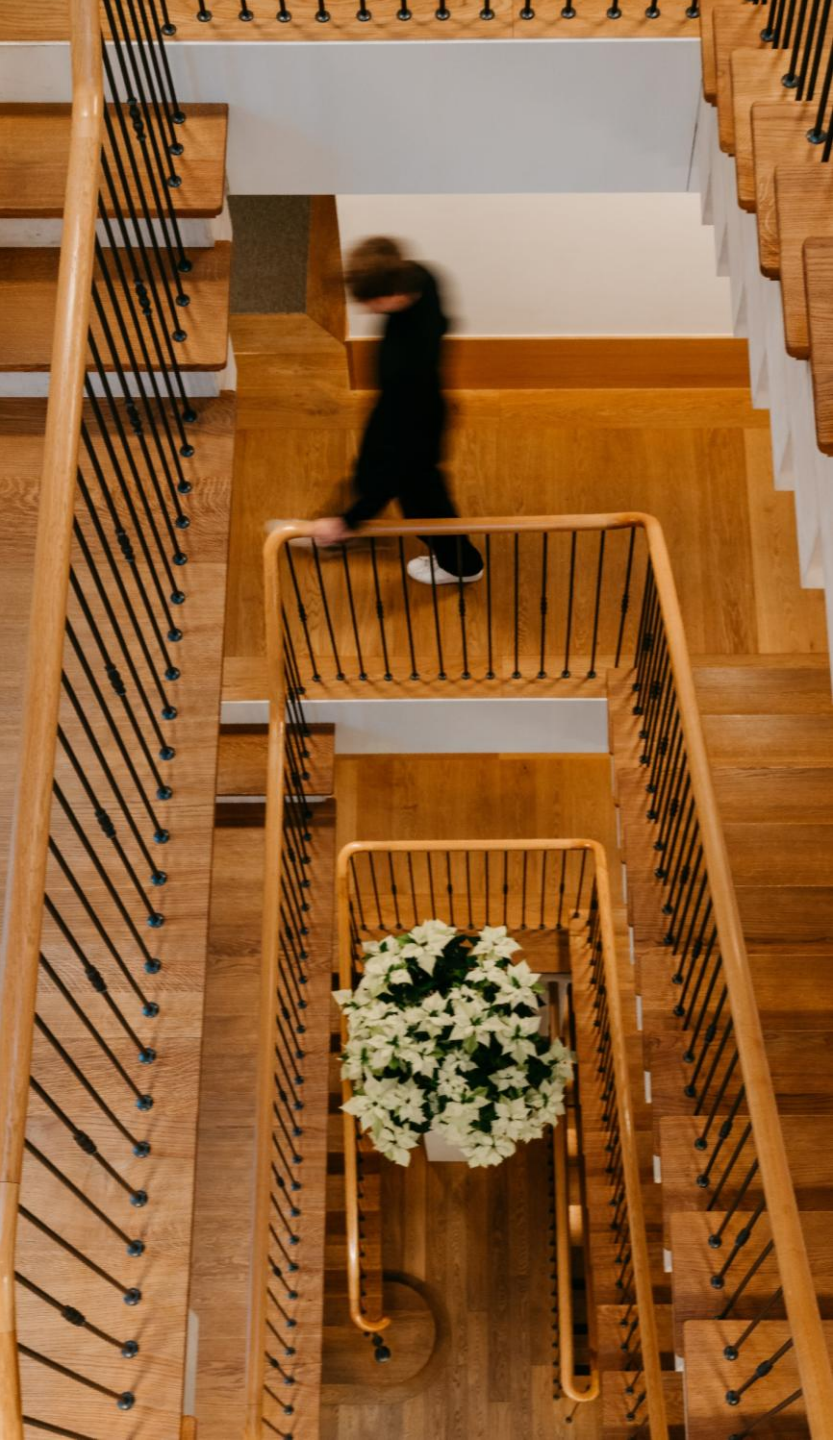
MENU CARDS
We are happy to print individual menu cards for your event with the desired title and/or logo.
A fee of CHF 5 per menu card will be charged for this service.

NAME CARDS
We will prepare name cards for you at an additional charge of CHF 2 per piece.
A table plan is required at least 72 hours in advance, and we will ensure the correct placement according to your seating arrangement.

FLOWERS | DECORATION
Generally, our event rooms are not decorated. We will be happy to order arrangements for you from our florist. These will be designed according to your ideas, wishes and price specifications.

DELIVERIES / SHIPPING OF MATERIAL
Deliveries of materials for the event must be registered and delivered to the hotel as close to the event date as possible. If materials are to be shipped to the organizer before or after the event, shipping costs will be charged.





General Information

MUSIC & ENTERTAINMENT

Live music is only permitted in the case of an exclusive booking of the restaurant.
Out of consideration for our hotel guests, any music must be kept at an appropriate volume and is permitted only until 10:00 p.m. Our event team will be happy to advise you on the available options. All program details, including any musical entertainment, must be communicated to the Event Team in advance, no later than 14 days prior to the event date. The Alex Lake Zürich reserves the right to restrict or decline specific entertainment elements should there be justified concerns that other guests may be disturbed. The Event Team will be pleased to advise on the available options.

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. To enable us to plan the staffing requirements, please let us know as early as possible if such support staff are required. Additional services for employees will be charged.

Hourly rate per employee: CHF 55
Hourly rate per management staff: CHF 80

EXTENTION

In principle, rooms can be occupied regularly until midnight. Any further occupancy will incur a night surcharge of CHF 350 per room per hour. The extension must be notified at least 14 days prior to the event.

PARKING SPACES

One parking space is guaranteed free of charge for each event. We are also happy to reserve more than one parking space for your event. The charge per parking space is CHF 30.

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.

CONTACT

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