



# GLOCKENHOF ZÜRICH

## Seminar documentation

Welcome to the heart of Zurich

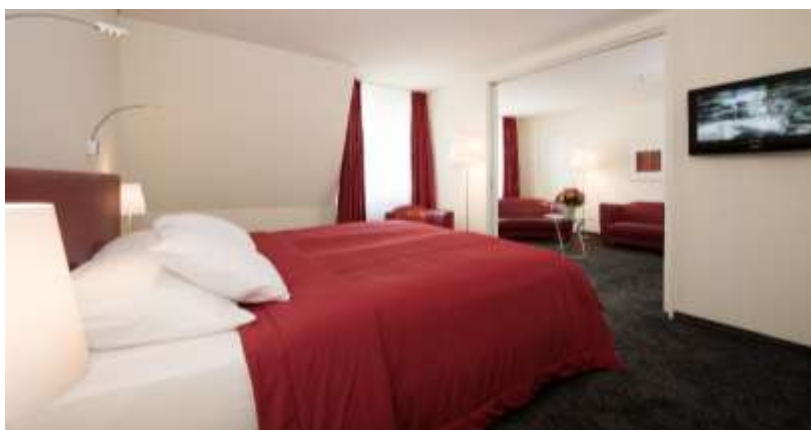
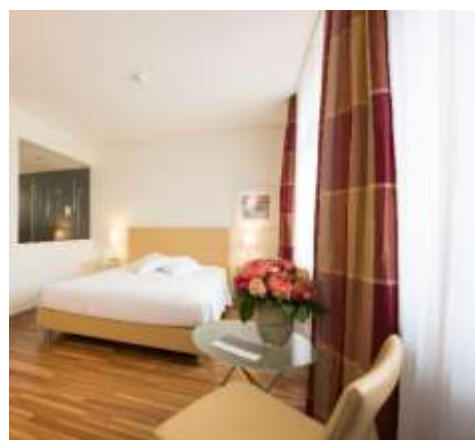
The following documentation is intended to serve as an inspiration for the arrangement of your event.

We will gladly assist you in the preparation and realization of your individual selections.

We look forward to your inquiry.







## GLOCKENHOF ZÜRICH

Hotel - Restaurant - Bankett

Sihlstrasse 31 | CH-8001 Zürich-City | T +41 44 225 91 91 | [www.glockenhof.ch](http://www.glockenhof.ch) | [info@glockenhof.ch](mailto:info@glockenhof.ch)



## Contents

Room rental	2 - 3
Technology and set up	4
Seminar packages	5
Breakfast presentation	6
Coffee break	7 - 8
General Terms and Conditions	9 - 10
Location	11

The stated prices are in CHF including 8,1% VAT.



## Room rental

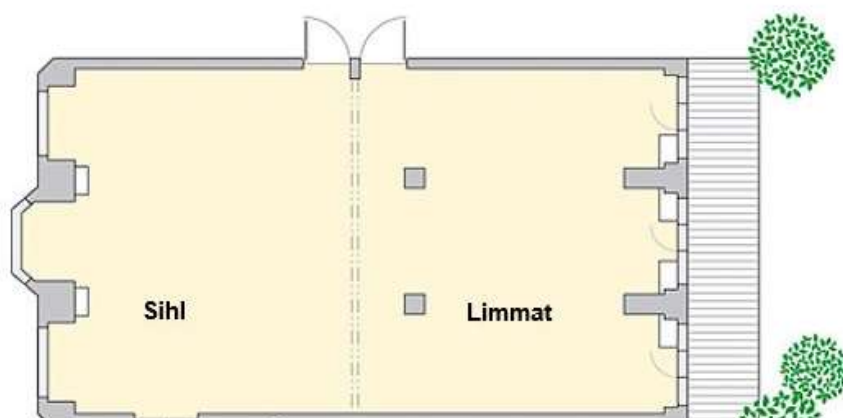
Conference room	Half day 08.00 – 12.00 am 02.00 – 05.00 pm 06.00 – 11.00 pm	Full day 08.00 am – 05.00 pm	Full day incl. evening 08.00 am – 11.00 pm
Room Limmat (63m <sup>2</sup> )	CHF 500.00	CHF 700.00	CHF 1'000.00
Room Sihl (63m <sup>2</sup> )	CHF 500.00	CHF 700.00	CHF 1'000.00
Room Limmat & Sihl (126m <sup>2</sup> )	CHF 700.00	CHF 1'200.00	CHF 1'400.00

### Description

The room rentals include a choice of seating.

The rooms Limmat<sup>1</sup> and Sihl<sup>2</sup> can be combined into one large room.

The rooms have plenty of natural light. The height and the woodwork provide the room with good acoustics and a particularly pleasant atmosphere.

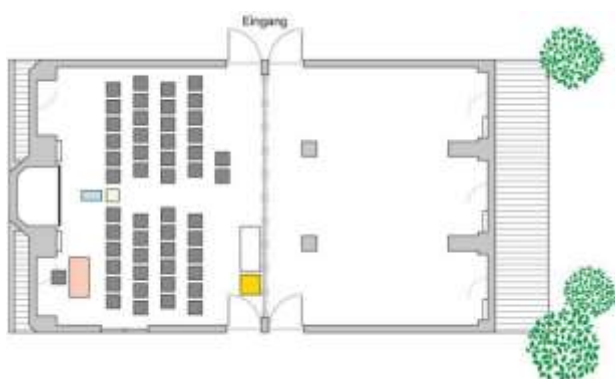


## Room capacity

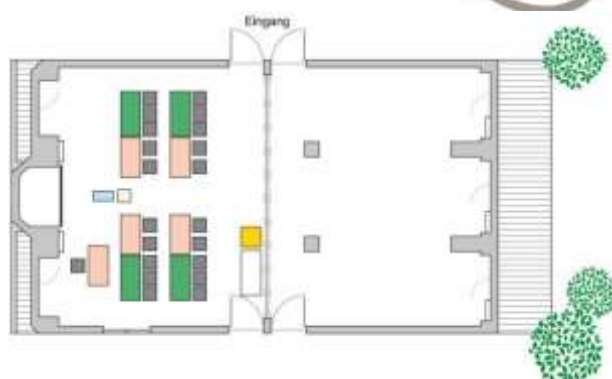
	Block table	Seminar tables in rows	U-shaped table	Banquett round table	Theater chairs in rows	Reception standing
Room Limmat (63m <sup>2</sup> )	16	16	15	28	30	50
Room Sihl (63m <sup>2</sup> )	16	20	25	32	50	50
Room Limmat & Sihl (126m <sup>2</sup> )	20	36	25	80	80	100



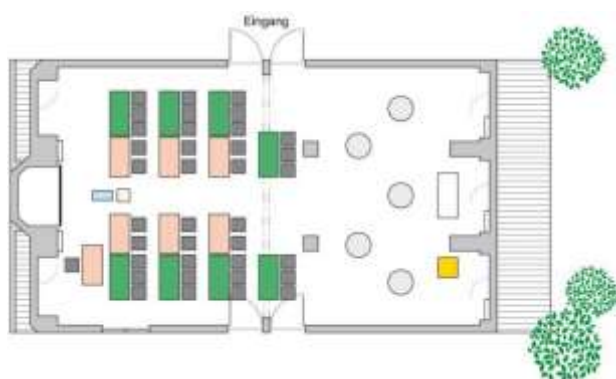
Room Sihl theater, 50 persons



Room Sihl seminar, 20 persons



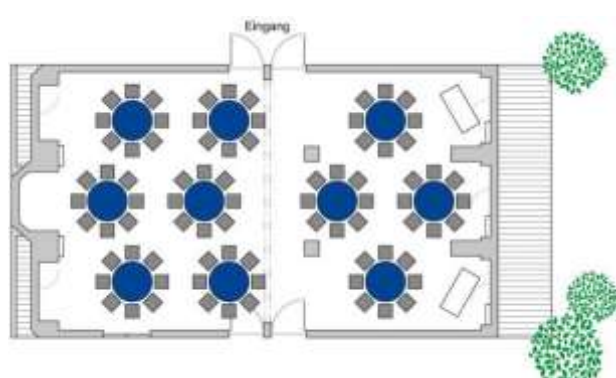
Room Limmat & Sihl seminar, 36 persons



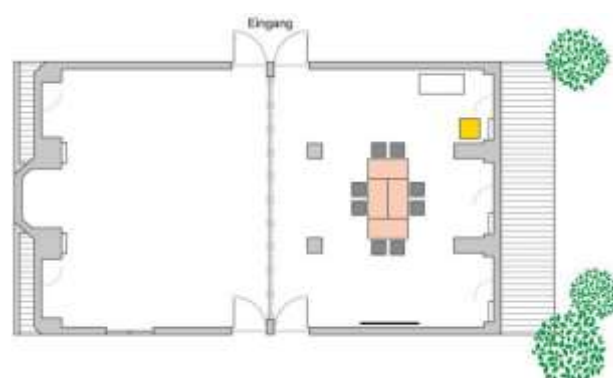
Room Limmat U-shaped, 16 persons



Room Limmat & Sihl banquet, 80 persons



Room Limmat block table, 8 persons





# Technology and infrastructure

Screen	CHF 200.00 / day CHF 100.00 / half a day
Smartboard	CHF 300.00 / day CHF 200.00 / half a day
Laptop	CHF 150.00 / each
Internet	included
Flipchart incl. pens	CHF 50.00 / each
Pinboard	CHF 50.00 / each
Presentation case	CHF 50.00 / each
Lectern	CHF 50.00 / each
Writing pad and pens	on request
Copy black / white	CHF 0.50 / each
Print black / white	CHF 0.50 / each
Print color	CHF 1.00 / each
Technical support	CHF 45.00 / 30 minutes

More technology and technical assistance are available on request.

# Seminar Package



The prices are per person and can be booked starting at 10 persons.

## Full Day package

CHF 88.00

Carbonated and non-carbonated mineral water in the room

Morning Break Komfort Chic

A selection of coffees (Nespresso coffee machine), teas and orange juice, croissants and seasonal fruits

Business Lunch

3-course lunch menu with an appetizer, main dish (meat, fish or vegetarian), dessert  
1 soft drink und 1 coffee / tea

Afternoon Break Komfort Chic

A selection of coffees (Nespresso coffee machine), teas and orange juice, sweet pastry (2 types) and seasonal fruits

## Half Day Package

CHF 70.00

Carbonated and non-carbonated mineral water in the room

Morning **or** Afternoon Break Komfort Chic

A selection of coffees (Nespresso coffee machine), teas and orange juice, croissants or sweet pastry (2 types) and seasonal fruits

Business Lunch

3-course lunch menu with an appetizer, main dish (meat, fish or vegetarian), dessert  
1 soft drink und 1 coffee / tea

---

## Business Lunch

CHF 48.00

In the Restaurant Conrad or Glogge Egge

3-course lunch menu

with an appetizer, main dish (meat, fish or vegetarian) and dessert

The menu is determined by our head chef. Breakfast Presentation



# Breakfast presentation



The stated prices are per person and can be booked for a minimum of 10 persons.

- **Breakfast Presentation Style**

CHF 29.00

A selection of coffees (Nespresso coffee machine)  
A selection of teas  
Orange juice  
Mineral water  
Various croissants and rolls  
Marmalade, honey, butter, Nutella, Le Parfait  
Cheese and cold cut platter  
Bircher muesli

Upon request, the breakfast offer can be supplemented with items.  
Vegan alternatives and special offers on request.



# Coffee Break

The stated prices are per person.

- |  |           |
|--|-----------|
| <ul style="list-style-type: none"><li>● <b>Morning Break Style</b></li></ul>   | CHF 8.00  |
| A selection of coffees (Nespresso coffee machine) and teas<br>Croissants   |           |
| <br><ul style="list-style-type: none"><li>●● <b>Morning Break Komfort Chic</b></li></ul>   | CHF 11.00 |
| A selection of coffees (Nespresso coffee machine), teas and orange juice<br>Croissants<br>seasonal fruits  |           |
| <br><ul style="list-style-type: none"><li>●●● <b>Morning Break Superior Chic</b></li></ul>   | CHF 13.00 |
| A selection of coffees (Nespresso coffee machine), teas and orange juice<br>A selection of sweet pastry (2 types)<br>Bircher muesli<br>Seasonal fruits |           |
| <br><ul style="list-style-type: none"><li>● <b>Afternoon Break Style</b></li></ul>   | CHF 8.00  |
| A selection of coffees (Nespresso coffee machine) and teas<br>A selection of sweet pastry (1 type)   |           |
| <br><ul style="list-style-type: none"><li>●● <b>Afternoon Break Komfort Chic</b></li></ul>   | CHF 11.00 |
| A selection of coffees (Nespresso coffee machine), teas and orange juice<br>A selection of sweet pastry (2 types)<br>Seasonal fruits                   |           |
| <br><ul style="list-style-type: none"><li>●●● <b>Afternoon Break Superior Chic</b></li></ul>   | CHF 13.00 |
| A selection of coffees (Nespresso coffee machine), teas and orange juice<br>A selection of sweet pastry (2 types)<br>Yoghurt<br>Seasonal fruits        |           |



**Enhance your coffee break with items of your choice:  
(for a minimum order of 10 per item)**

Bircher muesli	CHF 3.50 / person
Yoghurt	CHF 3.00 / person
Mini Berliner (doughnut)	CHF 2.00 / piece
Brownies	CHF 2.50 / piece
Danish apple pastry	CHF 2.50 / piece
Mini Schoggiweggen (bun with chocolate)	CHF 2.50 / piece
Mini vanilla éclair	CHF 2.50 / piece
Mini slice of cream cake	CHF 2.00 / piece
Cookies (Cantucci or macaroons)	CHF 2.50 / person
Fruit skewer	CHF 3.00 / piece
Fruit salad	CHF 3.50 / person

Mini sandwiches of your choice (bun with Tête de Moine, Camembert, marinated vegetables, smoked salmon, dry-cured ham, roast beef, Bündnerfleisch (air-dried meat))	CHF 5.50 / piece
---	------------------

Canapés of your choice (baguette slices with Tête de Moine, Roquefort, marinated vegetables, smoked salmon, Mostbröckli (beef in spicy marinade), salami, ham, salsiz (dried sausage), chicken)	CHF 4.00 / piece
--	------------------



# General Terms and Conditions

## 1. Scope of agreement

These General Terms & Conditions govern the legal relationship between you and Hotel Glockenhof (Stiftung zum Glockenhaus). The reservation/order confirmation or the quote that you reconfirmed shall form the basis of this agreement.

### 1.1. Validity of reservation option

Data related to the reservation option (quotes, order confirmations, etc.) will be deemed binding for both parties. At the end of the option period, the reserved facilities/rooms will automatically be placed at the disposal of Hotel Glockenhof.

### 1.2. Deadline

Unconfirmed room reservations will be guaranteed until 4 pm on the arrival date. If the guest has not arrived by 4 pm, then the room will automatically be placed at the disposal of Hotel Glockenhof.

### 1.3. Online booking / Internet reservations

The following provisions apply to reservations made via the online booking engine: Reservations may only be made using a valid credit card number. The credit card automatically secures the reservation. If incorrect credit card information is provided, then the reservation will not be guaranteed, even if an automated reservation confirmation was issued. Reservation cancellations must be made no later than 24 hours before arrival, otherwise the credit card will be charged at the reserved rate for the first night.

## 2. Cancellation

### 2.1. Hotel room

Room reservations that have been confirmed for a later arrival (either by credit card or company guarantee) will remain reserved for the entire night. Cancellations made at least 24 hours before arrival will not incur a fee. In the case of late cancellations, postponements or no-shows, your credit card will be charged for the first scheduled night of your stay. The reservations for any following nights will then be cancelled automatically, unless we hear otherwise from you. In the case of a cancellation made after 4 pm on the date of arrival, we will gladly refrain from charging your credit card if we manage to let the room to someone else.

### 2.2. Groups of 10 or more

We ask you to send us written notification as early as possible, if any significant changes need to be made to your reservation. If the reservation is completely cancelled due to no fault of our own, then the following cancellation fees will be charged:

30 days or more before arrival: no charge

15 to 30 days before arrival: 50% of the cancelled rooms

8 to 14 days before arrival: 75% of the cancelled rooms

0 to 7 days before arrival: 100% of the cancelled rooms



## **2.3. Seminars, events, banquets**

30 days or more before the event: no charge  
14 to 29 days before the event: 45% of the agreed upon services  
3 to 13 days before the event: 60% of the agreed upon services  
0 to 2 days before the event: 80% of the agreed upon services

### **2.3.1. Number of guests**

We ask you to provide us with the closest possible number of anticipated guests at least two days before your event. If the actual number differs by more than 5% below the anticipated number, then we will have to invoice the difference at the full amount.

## **3. Payment terms**

We reserve the right to demand full or partial advance payment for the reservation. For rooms, seminars or events that are booked with a billing address outside of Switzerland, we require either a credit card number with expiration date as security or a 100% advance payment.

## **4. Further provisions**

### **4.1. Damages**

You will be held liable to Hotel Glockenhof for any damage or loss caused by you, your staff or guests, without the hotel having to prove fault. Hotel Glockenhof does not assume liability for the theft or damage of any items brought into the hotel by guests, event organizers, participants, speakers or third parties.

### **4.2. Applicable law**

Swiss law shall govern the legal relationship between you and Hotel Glockenhof. Should any provision of this agreement become invalid, this shall not affect the validity of the remaining provisions. The place of jurisdiction is Zurich, although Hotel Glockenhof reserves the right to file a suit at the defendant's place of jurisdiction.

This is a translation. The legally binding text is the original German version.



# Location



## GLOCKENHOF ZÜRICH

Sihlstrasse 31

CH-8001 Zurich

Telephone +41 44 225 91 91

Fax +41 44 225 92 92

[info@glockenhof.ch](mailto:info@glockenhof.ch)

**From Berne / Basel / Airport** Freeway Zurich-City – Main station – keep to the left – through the tunnel – (Bahnhofquai) keep to the right – keep to the right onto Uraniastrasse – keep to the left – second street, after «Jelmoli» Parking turn left onto Nüscherstrasse – keep to the left on the Sihlstrasse – after 50 m on the right hand side you find the Glockenhof.

**From Lucerne / Chur** Freeway Zurich-City – follow Manessestrasse – turn left onto Stauffacherquai – turn right over the Sihlbrücke bridge onto Sihlstrasse – after 300m on the right hand side you find the Glockenhof.

### Main railway station

By trams 6/7/11/13 to the "Rennweg" station or 7 minutes walk to the hotel.

**GPS Coordinates** Latitude: 47.37290 // Longitude: 8.53652

