

GENERAL TERMS AND CONDITIONS FOR CYP TRAINING ROOM RENTAL

PURPOSE

The following terms and conditions govern the rental of CYP training rooms and provide details of the services provided by CYP.

OPENING HOURS

Zurich and Aarau

Our rooms are available at prebooked time slots from 7.30 a.m. – 6 p.m., Monday to Friday. We are also happy to host your event outside of these hours upon prior arrangement.

Lausanne

Our rooms are available at prebooked time slots from 8 a.m. – 6 p.m., Monday to Friday. We are also happy to host your event outside of these hours upon prior arrangement.

RESERVATIONS

You will receive an email confirmation with details of your reservation, the services the CYP team will provide and the estimated costs.

CANCELLATIONS

Please always inform us of your cancellations in writing. Cancellations made 30 days before the start of the event will not incur a charge. If a booking is cancelled at short notice, the following conditions shall apply:

29 – 15 calendar days: 50% of our confirmed booking fee

14 – 8 calendar days: 75% of our confirmed booking fee

7 – 0 calendar days: 100% of our confirmed booking fee

PAYMENT CONDITIONS

Following the event, you will receive an invoice detailing all of the services provided. Payment must be made in full within 30 days.

CYP LIABILITY

CYP shall be liable in the event that we are unable to provide the agreed services, or if these services are provided incorrectly, unless we are able to provide a replacement service of equivalent value. The liability only covers direct damages and is limited to a maximum of the agreed cost of the room hire in question. We shall not be liable in the event that the user is at fault. Please be aware that we shall not accept liability for the theft or loss of belongings or valuables in our rented rooms.

ROOM HANDOVER

Zurich

Room handover can be arranged to take place before the day of your event. Please take into account our regular opening hours. Should you require additional time outside of our official opening hours to set up the rooms, please give us plenty of prior notice.

Aarau

In Aarau, you will receive a key by registered letter. After your event, please send the key back in the envelope provided. Depending on the event, an in-person key handover can also be arranged.

Lausanne

Our rooms are available on the day of your event from 8 a.m. Please let us know if you need more time to set up the rooms. The key to the building and the CYP training rooms will be handed over on site by one of our colleagues. At the end of the rental period, please give the key back to one of our colleagues.

EQUIPMENT

The rooms are equipped with a range of presentation tools as standard. Details are available on our website. Should you require alternative equipment, we would be happy to clarify whether this is possible and what the additional costs would be. Should you require an alternative to our standard seating, this can be discussed with us in advance. After the event, the rooms are to be left as you found them.

ROOM USE / LIABILITY

CYP takes care to ensure that all training rooms, facilities and furnishings are provided in an immaculate condition. Should you happen to notice any deficiencies, please report them to CYP immediately. Please ensure that you and your guests exercise an ordinary duty of care when using our facilities. You shall be liable for any loss or damages caused by you, your associates or the participants in your event. Damages to the rental unit, furnishings or inventory must be reported to CYP immediately and replaced by you in their entirety. Should you lose the keys given to you, you shall be liable for all the resulting costs incurred by CYP (replacement keys, changing the locks, etc.). Please be aware that smoking and the consumption of food and drink (except water) is not permitted in the training rooms.

You use the rooms at your own risk. You are solely responsible for ensuring appropriate insurance is in place in case of accidents or damages to any persons or property.

PARKING

There is no on-site parking. Centrally located public parking spaces are, however, available. All CYP training locations are also in close proximity to public transport services (five-minute walk).

CATERING

Our training rooms do not have drinks vending machines. A large variety of catering establishments are available in the vicinity of all our locations. We would be happy to advise you if you have additional catering needs.

DELIVERY OF TRAINING MATERIALS

Zurich and Aarau

Printed training materials can be delivered by prior arrangement to the relevant addresses up to a week before the start of the event. The materials will be put aside for you and placed in the room you have hired from 8 a.m. or as agreed.



Lausanne

Printed training materials can be delivered by prior arrangement up to a week before the start of the event to the following address:
CYP, Rue du Simplon 6, CH-1006 Lausanne. The materials will be put aside for you and placed in the room you have hired from 8 a.m. or as agreed.

APPLICABLE LAW / PLACE OF JURISDICTION

Swiss law shall be exclusively applicable. The exclusive place of jurisdiction for any disputes is Zurich.

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